

## Installation Requirements

**For artists installing artworks in The Balcony Gallery at Rugby Art Gallery and Museum.**

**It is the hirer's responsibility to ensure that all artworks are installed safely in The Balcony Gallery and that there are no risks to public safety. Rugby Borough Council requires that you follow the points below.**

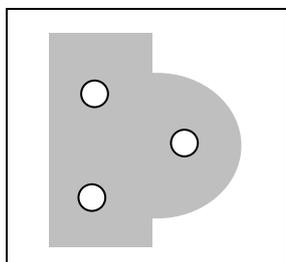
Artworks can only be brought to The Balcony Gallery space via the front entrance and foyer lift. Rugby Art Gallery and Museum can provide a trolley for your use. The public lift measures - width 1m, depth 2m height 2m. Small amounts of artworks larger than this may be brought in via another access route by prior arrangement (and at the discretion of Rugby Art Gallery and Museum staff). Please ensure that you have adequate manpower to bring in and install the works safely (Rugby Art Gallery and Museum is not able assist with the installation in The Balcony Gallery Space).

It is your responsibility to ensure that artworks brought into the The Balcony Gallery are free of insects. Insects can cause damage to other artwork and objects on display or in store in our building. Please ensure you thoroughly check all of your artworks before arrival and on arrival and report any issues to a centre supervisor. If your artwork includes recycled materials, in particular wood or textiles, please talk to a member of staff at the art gallery before you bring your work for installation. We reserve the right to refuse display to any art work or object that we consider has an untreated insect problem.

The Balcony Gallery is a public access space and walkway therefore the artworks should be securely attached to the wall. (The space is recorded on CCTV and checked regularly).

Ensure all framed works are in sturdy frames that can accommodate mirror plates. That all non-framed two-dimensional works are sturdy and able to be attached to the walls using mirror plates.

Attach all two-dimensional works to the walls using at least two mirror plates on the sides of the work. Use adequately sized screws to attach the mirror plates to the artworks and the walls. For large works or heavy works we recommend two mirror plates on each side. Please contact us well in advance if you would like to use an alternative to mirror plates.



The full height of the balcony is 2600cm however the maximum hang height is 2100cm. No ladders are to be used on balcony. We will provide a step-up platform. If you need to hang any very large works or wish to hang any works at a height beyond your reach please notify us in advance.

A clear passage must be kept along the Balcony Gallery Space for access to the Floor One Gallery, Museum, balcony, lift and stairwell.

## **APPENDIX I** to The BALCONY GALLERY LICENCE

The Balcony Gallery is also a walkway therefore particular consideration has to be given to the safe display of artworks. Any artworks that could be knocked or snagged or could be a risk to the public (for example those that include sharp edges) must be brought to the attention of Rugby Art Gallery and Museum staff prior to installing the exhibition. The display of all the artworks **must** be agreed with staff prior to the exhibition.

Labelling and information boards can be attached to the walls using branded Blue tac only. Please make sure you remove all trace of the Blue tac when you take down the show. Sticky pads are not permitted as they leave residue on the walls that is difficult to remove. For labels to be attached to wall please use card rather than paper. We have found transparent, self adhesive labels to be efficient - Avery Self Adhesive Clear Parcel Shipping Labels, Laser Printers, 8 Labels Per A4 Sheet, 200 labels, QuickPEEL (L7565). Vinyl is also permitted.

There are 2 poster holders on the wall of the Balcony Gallery reserved for use of The Balcony Gallery exhibitor. The panel containing these poster holders is not included in the 9.76 metres exhibition wall space.

### **Access requirements**

Rugby Art Gallery and Museum aims to be as accessible as possible to as many people as possible. We therefore expect the following:

- Artworks should be hung with an eyeline of no more than 150 cm.
- That labelling and gallery wall text be at least 16 point.

### **Other useful information**

Remember to get your electrical equipment PAT tested by a qualified technician before you arrive to install or simply use battery powered tools.

RAGM makes good the walls after your exhibition.

Please remember to take away your packing materials.

Smoking is not permitted in the building.

**I confirm I have read these installation guidelines and sign for all those exhibiting in this exhibition.**

Name:

Exhibition Dates:

Signed .....

Print .....

Date.....