

Martin Hall Exhibition Space

Information Sheet for Bookers

Please read this document in full before submitting your request. If you have any questions, please email Nick Slater (n.slater@lboro.ac.uk).

About the Space

Martin Hall Exhibition Space exists for exhibitions or displays which showcase an aspect of University life (this might include, but is not limited to, artefacts or artworks connected to research, student experience, teaching and learning, archival collections, etc). It can also accommodate events as part of the public programme for these exhibitions (space permitting), though is not available as a space for events unconnected to exhibitions. The space is managed but not programmed by LU Arts.

Booking

You can check availability of the exhibition space through the outlook calendar. The room is listed as **Resource.Room.MartinHall.MHL.0.06**.

To book, please email Nick Slater with your chosen dates (n.slater@lboro.ac.uk). These dates must include sufficient time to install and remove your exhibition (we suggest at least a day for each of these). There is no cost to hire the space, but costs associated with the staging of an exhibition must be covered by the organiser. These may include, but are not limited to, additional materials (see below for what is provided by LU Arts), installation, interpretation materials, invigilation, deinstallation, and marketing. LU Arts will be able to help distribute marketing material through social media and online channels.

The exhibition space will be available on your chosen start date. It will be clean, with clear white walls. It must be returned to this state at the end of the show. Further guidance on this is below.

Specifications

A diagram of the space with measurements is included in this pack, along with some photographs of its interior. We strongly advise that you visit the space when planning the contents of your exhibition, however, as they are not exact and do not give details of things like trunking, etc. A member of the LU Arts team will be able to accompany and advise you: contact Programme Co-Ordinator David Bell (d.m.bell@lboro.ac.uk) to arrange this.

The space has an alarm which can be set when your show is not open.

Access

The gallery is typically accessed through the glass doors which open out onto Shirley Pearce Square, though it also has a dedicated entrance with a small foyer around the side. This latter entrance provides the only step free access into the space and serves as the fire exit from Martin Hall Cafe: as

such it must not be blocked at any time. You must also ensure that your exhibits are laid out such that a motorized wheelchair can be manoeuvred around the space.

Equipment

The following equipment is permanently available for use in shows or (de-)installation.

- Gallery spotlights (which can be redirected as appropriate)
- 3x archive display tables
- 1x bespoke wooden bench
- Small tables, chairs
- 1x projector (permanently wired in, pointed at largest wall)
- Speakers (permanently wired in)
- Large brush
- Wall filler
- White paint

LU Arts will also be happy to lend the following equipment free of charge, provided it is not in use elsewhere:

- Stereo amplifier
- MP3 player
- Some audio leads (please check exactly what is available)
- Over-head headphones
- Monitors
- Advertising A-boards
- Some tools (hammers, screwdrivers, etc; though ideally you or your technician will provide their own).

Teaching Support (teachingsupport@lboro.ac.uk) may also be able to help with the loan and installation of AV equipment. If you are uncertain about anything or require advice, please contact LU Arts' Project Co-Ordinator David Bell (d.m.bell@lboro.ac.uk).

Installation and De-Installation

You will be responsible for the installation and deinstallation of your exhibition. Please ensure that you leave sufficient time to do this (we recommend at least a day for installation and deinstallation) and consider whether additional shelving or fixings will be required in the space. Please also ensure you have sufficient equipment for both the show and the installation: you are welcome to provide your own to supplement the above, but we cannot be responsible for it.

For vinyl lettering for the outside window and/or inside wall we recommend **Ian Robinson** (ianrobinsondesign@tiscali.co.uk). This will typically cost around £200 (as of Oct 2018), depending on length. Ian can also install, though we do have some students trained to do this as well. It is possible to do it yourself but can be quite fiddly and time-consuming!

By the close of last day of your booked period the exhibition space must be left as it was found. Please ensure you leave enough time to remove work, take down any additional fixings, and fill-in any holes (white paint and filler provided).

We strongly suggest that you employ a freelance technician to help with the painting of the space; the hanging or mounting of any work; the installation of specialist AV equipment; the building of any plinths or means of display; and any cleaning or preparation of the space. It is good to include them for both the install and the de-install. Technicians will each have their own rates but typically charge around £150 for an eight-hour day (as of Oct 2018). You will need to check what tools they will be able to bring with them. We have worked with and would recommend:

- Gino Attwood: ginoattwood@gmail.com (Gino has previously worked on the space, particularly skilled at material installation)
- Sofia Wiking: aswiking@gmail.com (Sofia has worked on the space)
- Effy Harle: frharle@gmail.com (particularly skilled at furniture making and material installation)
- Jack Squires: jacksquires2517@googlemail.com
- Joshua Lockwood-Moran: josh@tegal.co (particularly skilled at materials installation)

You will be responsible for undertaking appropriate Risk Assessments for any work being carried out.

If you need work transporting, we have previously had no problems with:

- Fosters Removals: <http://www.fostersremovalsloughborough.com/#contact>, 07510330672 (Loughborough based, a variety of van sizes)
- Van Haulin: vanhaulin1@gmail.com (Leicester based, small van)
- David Yahuda: dyahuda@yahoo.co.uk, 07940 263110 (London based, large van)

Opening Times and Invigilation

It is up to you on which days and for how long you open your exhibition. We will provide you with keys and the alarm code. There is a key box in Martin Hall foyer where invigilators can leave keys safe when the gallery is not open. You may wish to consider opening it one or two days a week for the full day, or during lunchtime only. Feel free to ask us if you would like further advice. Whilst the space has a security camera, we advise you to invigilate or source invigilators if there is any work or equipment of value in the show. If there is any borrowed equipment from LU Arts or Teaching Support this will be essential. You may be able to source your own invigilators, but we find that the Student Ambassadors do an excellent job. To arrange for them to invigilate please contact Jess Excell (j.excell2@lboro.ac.uk) or visit the [Information for Staff](#) webpage on how to book Student Ambassadors.

Private View/Drinks etc

You are welcome to have a private view in the space. If you would like drinks (alcoholic or non) and/or snacks please arrange these through [Refresh](#). We have around 40 wine glasses you are welcome to borrow, though these must be returned clean. The nearest washing-up facilities/

Marketing

LU Arts will share the details of your exhibition including opening times and any related events through its social media channels, mailing lists and the 'What's on' section of the LU Arts website. In order to do this, we will need the following information from you: title of the exhibition; opening dates, opening times, description and an image. Please contact Rachel Fitzpatrick, our Marketing Officer, (r.l.fitzpatrick@lboro.ac.uk) with this information and for any marketing-related queries.

Please add 'with support from LU Arts' to any promotional material you produce for your exhibition. For posters and flyers please replace 'LU Arts' with our stylized text graphic and include the University logo. All logos can be supplied on request (LUArts@lboro.ac.uk).

We recommend you submit your event for inclusion in the event listings on the University website; events can be displayed on the internal University website (for staff and students only) and/or on the public (external) University website. This can be done by completing the simple [online form](#). You must have a University email address in order to submit an event. If you require any assistance with this then please contact Rachel Fitzpatrick (r.l.fitzpatrick@lboro.ac.uk).

If you would like professionally designed materials to promote your exhibition please contact Matthew Cawrey of Creative and Print Services (M.J.Cawrey@lboro.ac.uk).