



E X H I B I T I O N  
I N S T A L L  
G U I D E  
F O R  
S T U D E N T S

# AD Space Exhibition Install Guide

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## ABOUT THE GALLERY

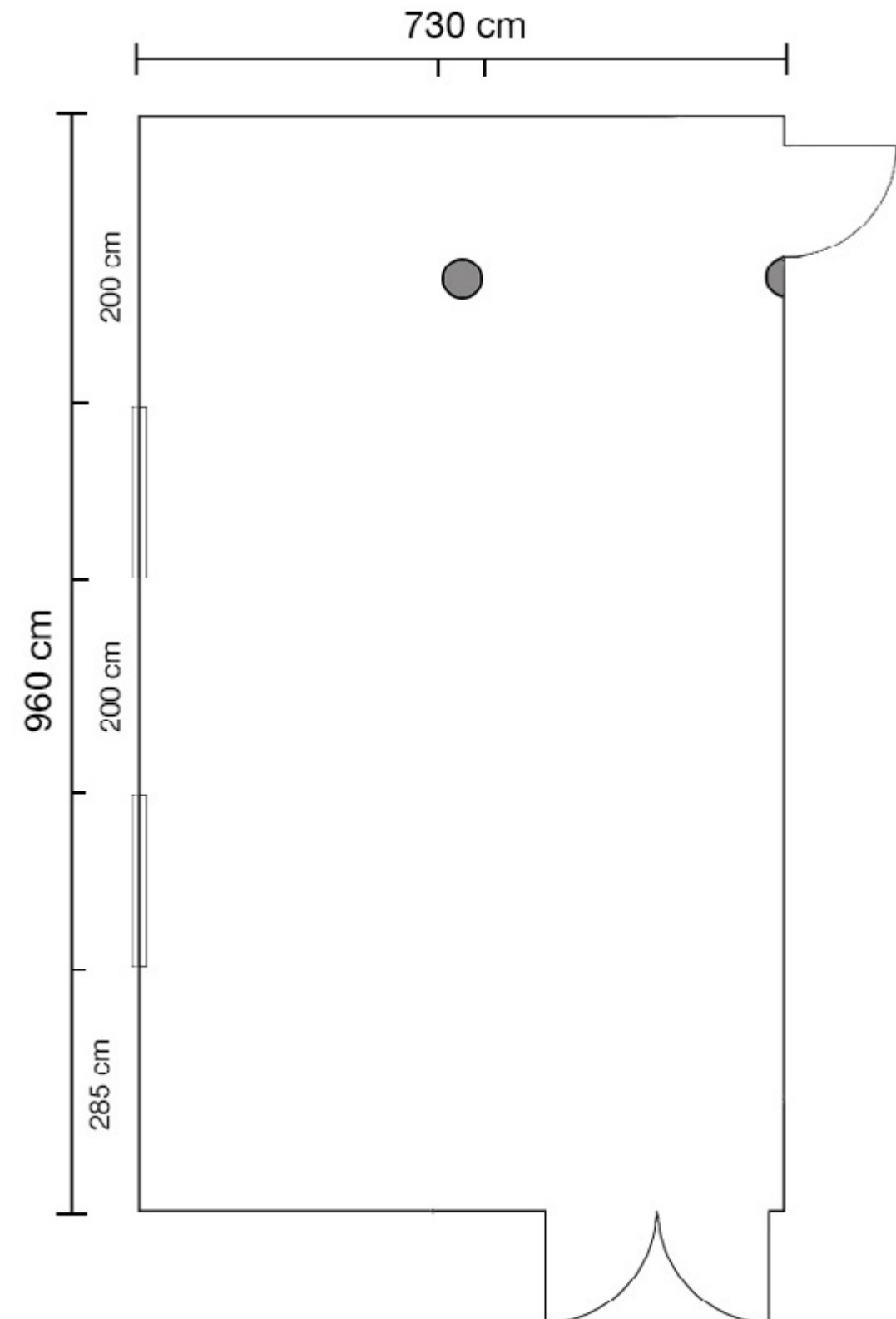
AD Space is an on-campus gallery run by students for students. The gallery has a long history of supporting students' practice in many of its previous incarnations, including in its former life as COFAspace. At the beginning of 2017, Arc @ UNSW Art & Design took over stewardship of the gallery, a relationship which is continuing into 2018. The gallery provides free exhibition space for individual students and class groups, and is an exciting opportunity for students to create dialogue

and networks with peers, staff, industry professionals and the general public. AD Space has hosted a number of prestigious annual exhibitions including the Tim Olsen Drawing Prize, Jenny Birt Award, Fowlers Gap Field Trip Exhibition, Australian Decorative & Fine Arts Society Scholarship Exhibition, and the UNSW Art & Design Annual. AD Space is proudly managed by Arc @ UNSW limited in partnership with UNSW Art & Design.

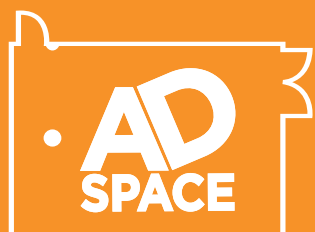


Image including works by Lachlan Herd, Nick Santoro, Debra Phillips, David Eastwood and Peter Shar from Re-Launch (22 February - 4 March 2017).

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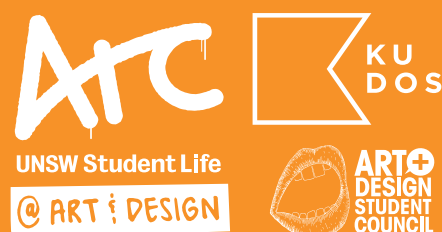
AD SPACE | main gallery (not to scale)



### AD Space

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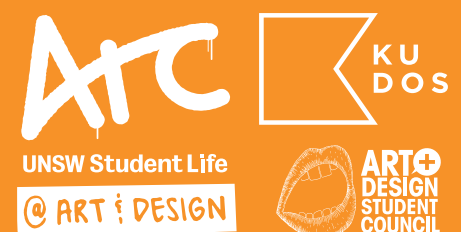
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## MAIN GALLERY

### GALLERY WALLS

North and West walls are both brick and cannot be drilled into, except in special circumstances to be discussed with the AD Space Coordinator prior to install. South and East walls are both drywall and can be nailed, pinned and screwed into relatively easily. Permission to paint walls may be granted following discussion with the AD Space Coordinator. Painted walls must be re-painted to the gallery white at the end of the exhibition. Note this task is quite time consuming, taking a minimum of four coats to restore and is not recommended when not absolutely necessary.

### FLOOR

Made of polished timber, the main gallery floor must be protected from paint and marking as much as possible. The gallery makes drop sheets available to all exhibitors for use when painting and making mess during install/de-install. Floors are not to be painted under any circumstance. Any materials used to cover or adhere to the floors need to be cleared with the AD Space Coordinator prior to install. See list of recommended materials on pages 12-15.

### CEILING

The features of the ceiling include a concrete beam running down the centre length of the gallery; four functional ceiling fans; eight fluorescent lighting battens which can hold

up to twelve 480 standard tubes (two per batten). Lightweight items may be suspended from the centre beam with prior consultation and approval from the AD Space Coordinator. Damage-free, removable hooks may be used to hang from the beam. Double-sided tape, electrical tape and drilling are not permitted. The gallery's track lighting system is also suspended from the ceiling. No items are to be suspended from the lighting track, ceiling fans or lighting battens, as doing so may result in damage to the gallery facilities or injury to persons in the space (namely risk of electric shock).

### LIGHTING

AD Space uses LED track lights which are fully movable across both main and foyer gallery spaces. These are single function spot lights without a focus setting. Special diffusing paper can be used to soften the light where needed. Each side of the four-sided track is isolated and can be switched on/off from the switch panel near the gallery entrance.

### WINDOWS

The gallery has two windows on the west wall, each 136cm x 142cm. These windows can be opened and can also be completely covered using the plywood covers that hook over the top window frame edge. Windows can be opened for install and opening night if it's hot or crowded but should otherwise remain shut during the exhibition.

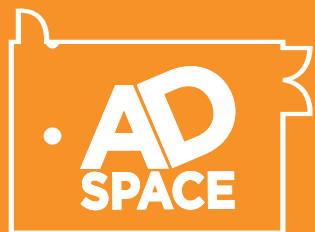
## DOORS

The main double doors to the gallery are 82cm x 204cm each, occupying a total wall space on the south wall of 164cmwide x 204cm high. Doors cannot be painted. Please do not place anything in front of the doorway which will obstruct access as this is also the emergency exit. At least one door must remain open during gallery opening hours. If you require a total blackout for your install, you can organise to hang a curtain in front of the gallery door. On the far end of the east wall there is another door which has been boarded up and is not in use. You are welcome to place objects in front of the door as part of your install.



Image including works by Alexandra Russell-Floyd, Michele Cawthorn, Al Polet, Lucy Zaroyko, Tom Polo, Leila El Rayes, Gabrielle Watts, Terence Combos, Caoife Power, Guy James Whitworth, Dion Avramides, Karam Hussein and Kieran Bryant from Re-Launch (22 February - 4 March 2017)

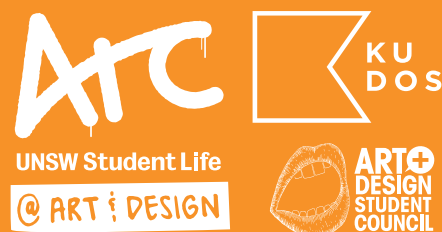
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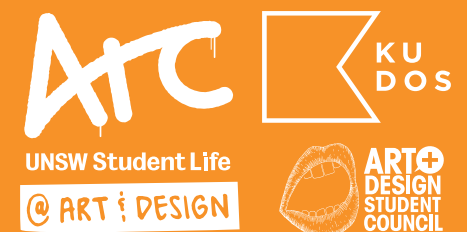
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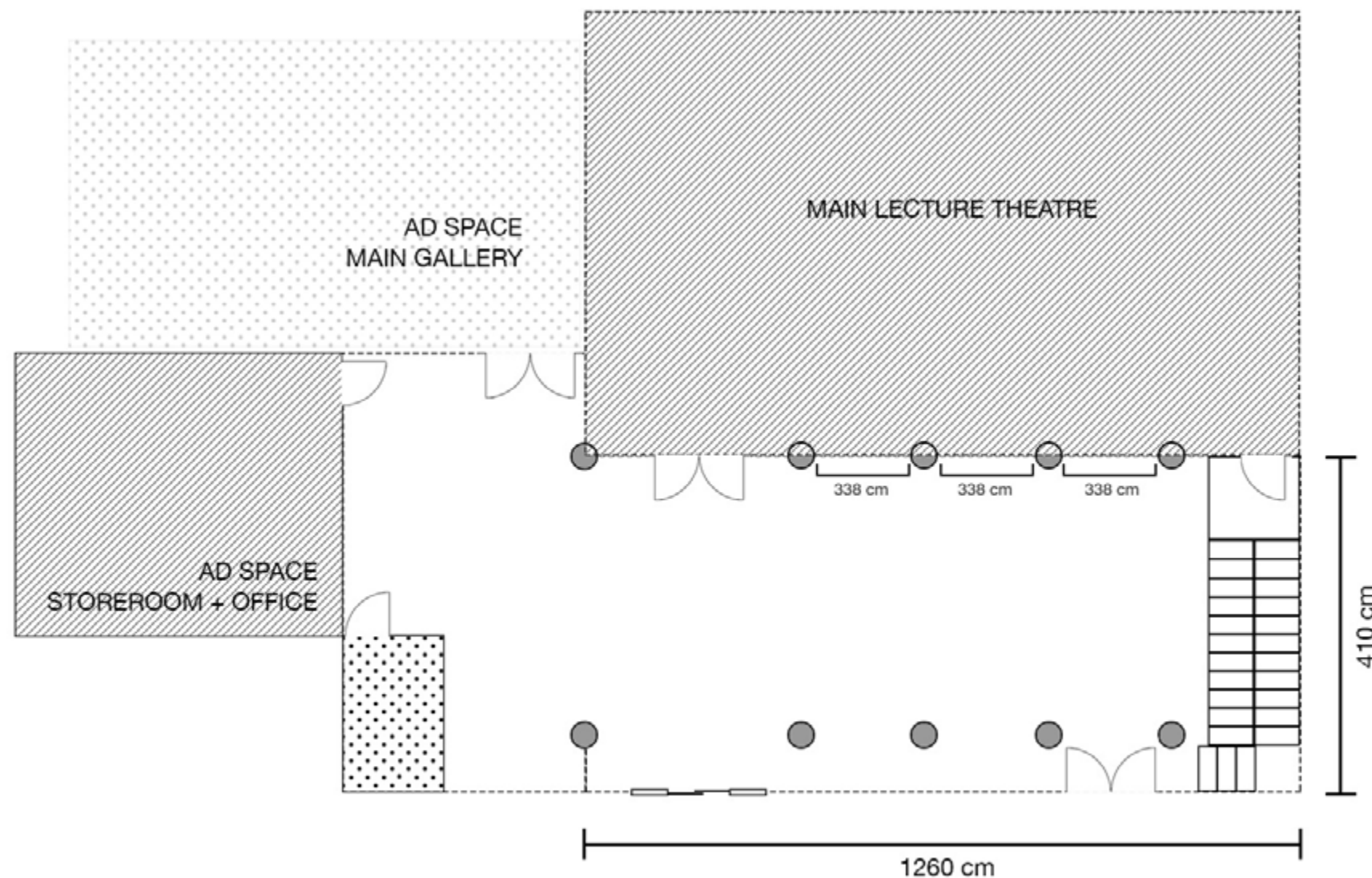
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AD SPACE | Corridor Space (not to Scale).

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## CORRIDOR SPACE

### WALLS

The Corridor space has three drywall panels across the north wall which can be nailed, pinned and screwed into for hanging works. Each panel is approximately 338cm wide and 352cm high. You can paint the walls a different colour with prior approval from the AD Space Coordinator. Painted walls must be re-painted to the gallery white at the end of the exhibition. Note this task is quite time consuming, taking a minimum of four coats to restore and is not recommended when not absolutely necessary.

### FLOOR

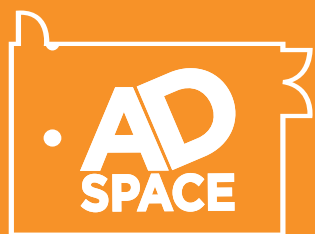
The floor is vinyl and must be protected from paint and marking as much as possible. The gallery makes drop sheets available to all exhibitors for use when painting and making mess during install/deinstall. Floors are not to be painted under any circumstance. Any materials used to cover or adhere to the floors need to be cleared with the AD Space Coordinator prior to install. See list of recommended materials on pages 12-15. The foyer gallery is also a thoroughfare and access into EG02 main lecture theatre and the stairwell up to level 1 of E-Block must be considered when installing works throughout the space.

### CEILING

The ceiling features a row of halogen down-lights and two lighting tracks. Lightweight works may be suspended from the ceiling from pre-existing eyelets and hooks or from damage-free removable hooks. Double-sided tape, electrical tape and drilling are not permitted. Ceiling is 352cm from the floor.

### LIGHTING

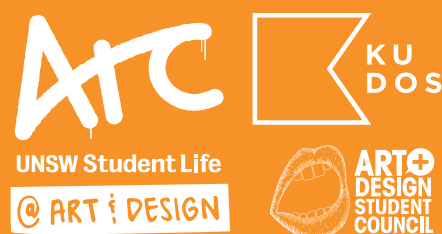
The halogen lights must be kept on at all times but can be dimmed using the dimmer switch located on the left-side of the main automatic doors as you enter E-Block. Lighting track lights can also be turned on/off from the same lighting panel. AD Space uses LED track lights which are fully movable across both main and foyer gallery spaces. These are single function spot lights without a focus setting. Special diffusing paper can be used to soften the light where needed.



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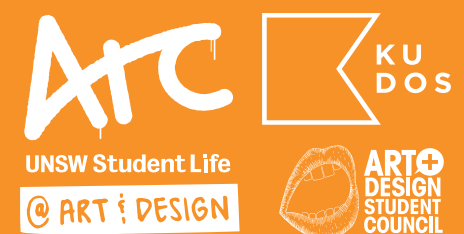
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## WINDOWS

The south “wall” of the corridor space is almost entirely comprised of glass windows and doors. You are welcome to hang works from the walls above the windows but you must not block the two doors on each end. The walls surrounding the windows and glass doors are drywall and can be hammered, screwed and pinned into.

## DOORS

The south “wall” of the corridor space has two sets of doors; one automatic slide door (opening 126cm wide x 235cm high) and one hinged double door (opening 150cm wide x 235cm high). Access through both of these doorways cannot be obstructed as they provide access to the main gallery, gallery office and lecture theatre. The doors to the main lecture theatre (EG02) must also remain clear at all times.

## STAIRS

There are stairs on the east end of the corridor space that lead to the lecture theatre and level 1. These must not be blocked at any time.



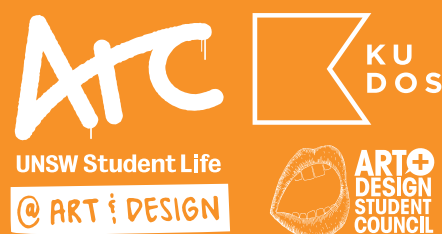
Images features works from the UNSW Ceramics and object design Studio by undergraduate and postgraduate students (2017).



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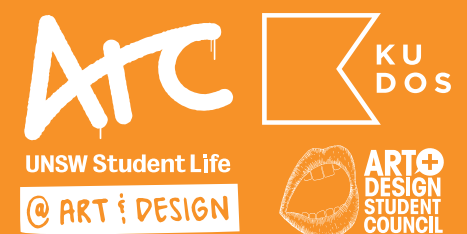
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# AD Space Exhibition Install Guide

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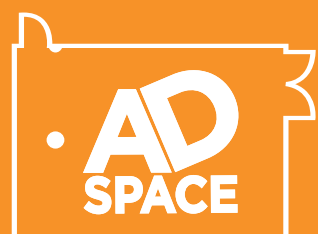
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## AD SPACE EXHIBITION SUPPLIES

### TOOLKIT

Here is a basic list of what the gallery has in its storeroom for exhibitors to use during install/de-install.

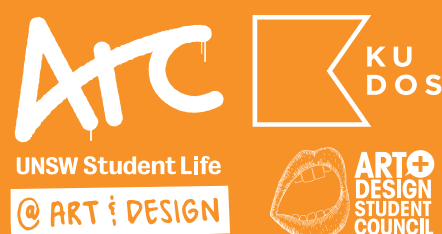
- Hammer
- Combination hammer/impact driver drill
- Drill bit set
- Screws of various sizes
- Nails of various sizes
- Drawing pins
- Wall plugs
- Screwdrivers
- Measuring tape
- Spirit Levels
- Wrench
- Pliers
- Scissors
- Dust masks
- Safety glasses
- Masking tape
- Painters tape
- Cloth tape
- Spakfilla
- Sandpaper
- Paint trays and rollers
- Basic cleaning products
- Broom, dust pan and brush, mop and bucket
- Extension cables
- Cable hanging system
- Gallery track lighting



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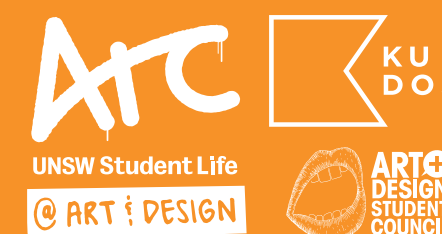
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# AD Space Exhibition Install Guide

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## RECOMMENDED INSTALL MATERIALS

For the gallery's drywalls, nails, screws, pins and tacks are all great to use. The gallery has a hammer, drill, and screw drivers, along with a selection of nails, screws and pins ready for students to use. If you are planning to install onto one of the brick walls, you will need to use an alternative as we cannot drill or hammer into the brick. Alternatives include:



**Damage free adhesive strips.** Suit very light weight works only.



**Damage free adhesive hooks** - ensure you get the right size to suit your work. The flatter the hook the more flush it will sit to the wall.



**White tac** - not blu (grey), yellow or any other colour as it can leave residue. For a professional look, try to avoid this as it can look a bit messy.



**Wall safe tapes** such as painters tape ...that won't ruin paint when removed.



**Magnets** ... can be used with nails only (no double sided tape). Magnets can damage work so only consider as last resort. Use with drywall only.



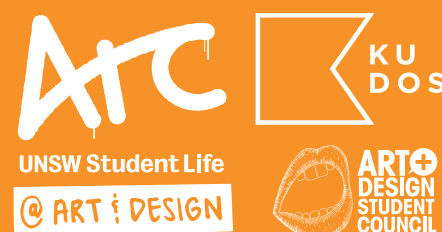
**Picture hanging hooks** - for attaching to dry-wall only (not brick)



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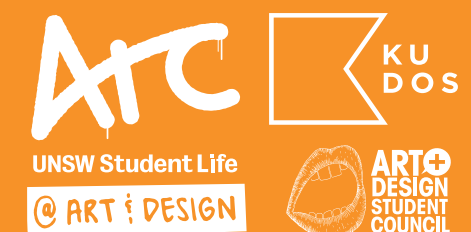
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# AD Space Exhibition Install Guide

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## HANGING UNFRAMED WORKS

For unframed drawings, prints, photographs, etc, the use of archival materials is best practice and will best protect your works. One of the best ways to do this is to use linen tape, or another similar archival conservation tape, to create small tabs at each corner of your work. Once you have done this, you can safely pin through the tabs to attach the works to the walls. See this website for some more detailed instructions on how to do this: <http://niuartmuseum.blogspot.com.au/2010/09/hangingunframed-drawings.html>



## SUSPENDING WORKS FROM THE CEILING BEAM OR CORRIDOR SPACE CEILING

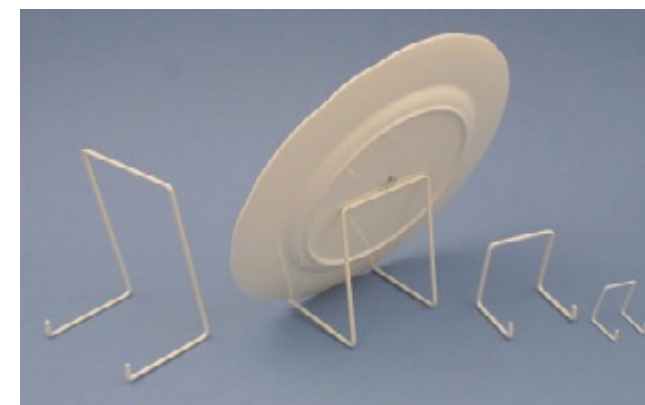
The gallery foyer space has a number of hooks already set into the ceiling that you are encouraged to use. The main gallery has one eye bolt hook set into the centre beam which you can also use. Aside from this, you are asked to provide your own damage free hooks to be used for hanging, such as the 3M Command range of hooks: [https://www.commandbrand.com.au/3M/en\\_AU/command-au/](https://www.commandbrand.com.au/3M/en_AU/command-au/)

The best hook of the command range for this purpose are the wire tipped hooks that hinge such as these. These hooks hold roughly 225grams each so they are only suited for lighter works. For Work, Health and Safety (WHS) reasons, it is prohibited to suspend heavy works in the gallery - anything more than 5kg. Any artist who wants to suspend their work MUST CONSULT THE GALLERY COORDINATOR PRIOR TO INSTALL DAY.



## HANGING PLATES / FLAT CERAMICS

For plates, you can use plate hooks from which you can then suspend your work onto the wall with small picture hanging hooks. The gallery has a number of these you can borrow for your exhibition. For standing plates on a shelf or plinth, you can use a plate stand. The gallery also has a few you can borrow if required. Another alternative for plates and other flat ceramics are adhesive disk hooks. The disk hooks provide a strong adhesion to every kind of surfaces - glazed or unglazed. Completely safe to use, they come in a wide variety of sizes from 30 mm width with the maximum capacity of holding 500g weight, right up to 140 mm width which holds up to 3 kg of weight. The adhesive can be easily dissolved and the hook removed using warm water without damaging the plate. For solid and heavier pieces you can affix a french cleat to the back of your work and another to



## OTHER WALL MOUNTING OPTIONS

the wall for mounting. The cleats work a bit like a tongue-in-groove system where both pieces interlock to secure the object to the wall.

For detailed instructions on how to make your own french cleats, check out this website:

<http://www.popularmechanics.com/home/how-to-plans/how-to/g2340/how-to-build-a-french-cleat-shelf/>

Cloth tapes like those supplied by the gallery

## FLOORS

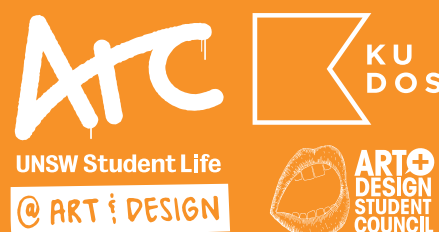
are best used on both main gallery and foyer floors. DO NOT USE GAFFA, DOUBLE SIDED OR ANY OTHER STRONG ADHESIVE TAPE. Tapes are mainly used to secure cords for electrical equipment such as projectors, laptops and so on.



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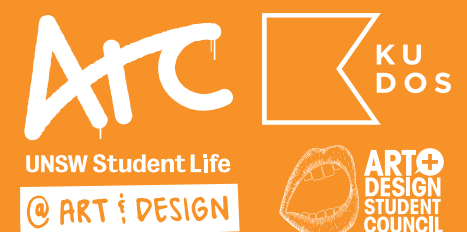
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## SCULPTURE/OBJECTS

One of the most popular ways to display objects in a gallery is on a plinth. Most gallery plinths are made of MDF or similar, and are painted white to match the (often) white walls of the gallery space. AD Space has access to a limited number of plinths we share with Kudos Gallery. If you require a large number or a plinth to suit specific dimensions, it is recommended you build one yourself or contract someone to build them for you. Plinths can also be manufactured in perspex and even steel. Depending on what kind of object you are displaying, you may want to consider what material your plinth is made from.

Detailed instructions on how to make your own plinth can be found here: <https://exhibitionplinths.co.uk/how-to-make-a-plinth/>

Objects may also be displayed on shelves mounted to the walls. AD Space has a number of shelves you can borrow for your exhibition.

## PROHIBITED MATERIALS

The gallery has a number of install materials we do not allow to be used in the space. Most of the materials on this list have properties which can result in damage to the walls and floors of the gallery whether they be abrasive, caustic, or strong adhesives which can damage paint work, floor varnish, even the walls themselves.

These materials include:



**Hot glue gun** - a strong adhesive that can damage walls and floors.



**Super glue** - a strong adhesive that can damage walls and floors. VERY hard to remove.



**Large power tools** - strictly prohibited in the gallery space, especially without UNSW induction clearance.



**Liquid nails** - a strong adhesive that can damage walls and floors. VERY hard to remove.



**Gaffer tape** - is very strong and sticky and hard to remove off walls and floors.



**Double-sided tape** - they are very sticky and hard to remove off walls and floors

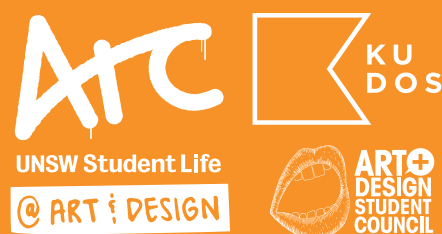
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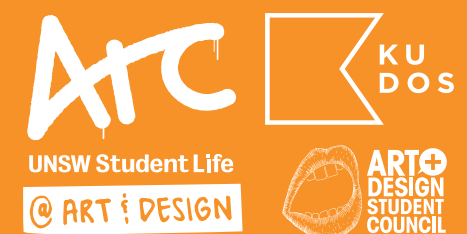
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## NO NAKED FLAMES, FIRE, SMOKE OR SMOKE GENERATING MACHINES

These items may be a fire hazard and/or may cause the smoke alarms in the building to go off. If the smoke alarms are activated the call out fee for the fire brigade will be charged to the student who sets the alarm off.



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## NO UNCOVERED FOOD

open, exposed and decaying food can attract ants and mice, as well as pose a potential bio hazard in the space. If food is part of your work you must consult with the AD Space Coordinator prior to work out your options.

## NO BIO MATERIALS SUCH AS BLOOD, URINE, FAECES

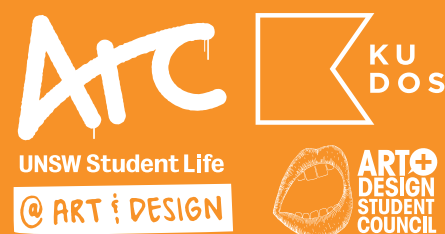
such materials may pose a bio hazard for people visiting the gallery and are strictly prohibited.



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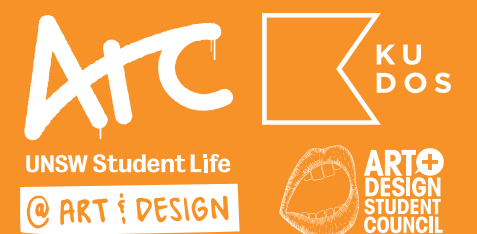
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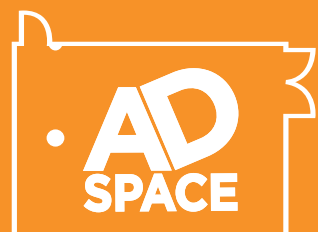
# AD Space Exhibition Install Guide

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## HEALTH AND SAFETY WHILE INSTALLING

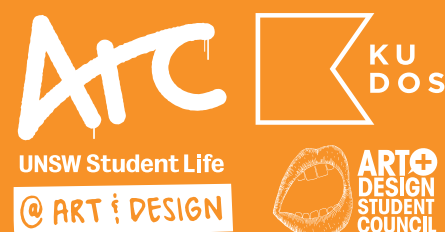
- Follow safe lifting guidelines when lifting and/or moving objects;
- Never eat, drink or smoke when working with hazardous substances;
- Always wear appropriate personal protective equipment - **COVERED SHOES MUST BE WORN AT ALL TIMES DURING INSTALL & DE-INSTALL;**
- Review all safe working procedures before using any piece of equipment including ladders, hand tools and all other equipment;
- Ensure that equipment is electrically tagged and tested;
- Minimise repetition injuries by varying procedures and techniques;
- Follow safe working procedures for use of ladders;
- Make sure any pins and needles that fall on the floor and benches are cleaned up immediately;
- Make sure contaminated waste is disposed of correctly;
- Make sure all items are secure and will not fall;
- Never place objects near emergency exits;
- Never place objects in stairways, walkways and pathways;
- Areas to be cordoned off if considered a trip hazard or an item that has sharp edges;
- If any projects have any other significant risks associated with them they should have a separate;
- risk assessment to ensure their safety (e.g. Biological hazards; Fire hazards & electrical hazards);
- Make sure that sharp objects are handled carefully when installing and moving them;
- Ensure installation of circuit breakers when required;
- Always turn lights off when adjusting;
- Risk assessment to be undertaken to ensure appropriate controls are in place to prevent fires;
- Always use trolleys or team lifting arrangements to move heavy objects.



### AD Space

Ground Floor E-Block, Gate 2,  
UNSW Art & Design, Greens Rd,  
Paddington, NSW, 2021.  
T 02 8936 0798  
E [adspace@arc.unsw.edu.au](mailto:adspace@arc.unsw.edu.au)

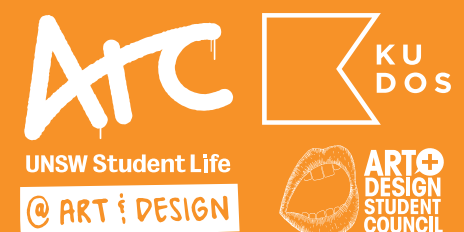
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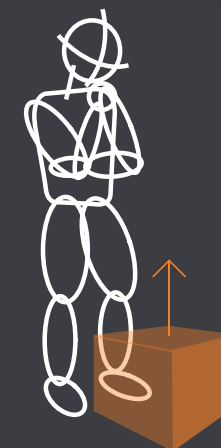
# CORRECT LIFTING TECHNIQUES

SAVE YOUR BACK BY FOLLOWING THESE SIMPLE RULES.



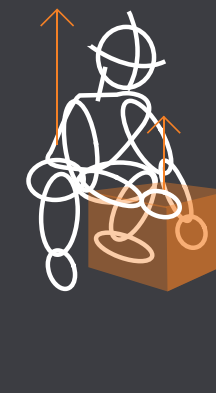
## APPROPRIATE FOOTWEAR MUST BE WORN

At all times in accordance with Roundhouse policy



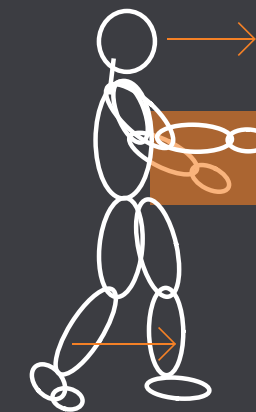
PREPARING TO LIFT.

- Assess the situation
- > Size up the load
- > Develop a plan
- > Know your limits
- > Take care



LIFTING THE LOAD.

- Feet apart
- > Bend the knees
- > Straight back
- > Brace stomach muscles
- > Firm grip
- > Lift with legs



CARRYING THE LOAD.

- Hug the load
- > Look ahead
- > Brace stomach muscles
- > Bend the knees
- > Squat down slowly
- > Put down gently



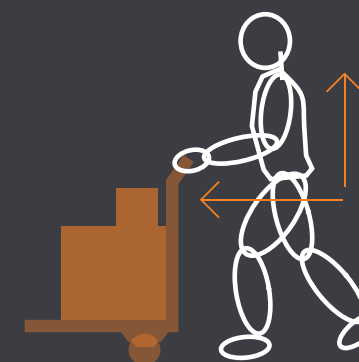
PUTTING DOWN THE LOAD.

- Feet apart
- > Straight back
- > Brace stomach muscles
- > Bend the knees
- > Squat down slowly
- > Put down gently



BENDING.

- Brace stomach muscles
- > Straight back
- > Squat down slowly
- > Keep head up and shoulders back
- > Kneel to reach lower levels



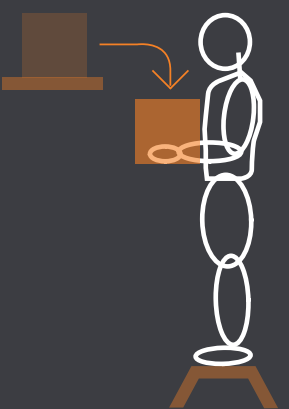
PUSHING.

- Clear pathway
- > Keep upright posture
- > Brace stomach muscles
- > Elbows close to body
- > Push with even force



TURNING.

- Watch where your walking
- > Turn with your feet; not with your back
- > Turn using your inside foot
- > Keep upright posture



REACHING.

- Raise yourself to level of object
- > Access load weight
- > Firm grip
- > Brace stomach muscles
- > Bring object to your body

[www.arc.unsw.edu.au/art-design/ad-space](http://www.arc.unsw.edu.au/art-design/ad-space)



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