

In order to participate in the Degree Show, you must read this exhibition agreement and agree to abide by it. Once you have read this agreement please sign the back page 'Exhibition Agreement Form' and **return it to with your Final Submission hand in on Monday 1 July 2019.** You should keep hold of pages 1-3 of this Agreement for your records.

### **Health and Safety**

Camberwell has Health and Safety guidelines and a code of practice that you must work within. It is essential that you consider the safety implications of the work you exhibit. This should include its installation, exhibition opening times and time spent taking down your work and returning the space to its former condition. You need to consider the health and safety implications for yourself, other students, staff and visiting members of the public. There will be a Health and Safety **inspection** before the shows open to the public.

You **must** also complete a **risk assessment form**, discuss and agree your proposal with your tutor as soon as possible and keep them updated of any changes from your original plan.

#### *Health and Safety guidelines include:*

- Early planning is essential to avoid rejection on safety issues at a later stage.
- Projects that involve any alterations to the building infrastructure at Camberwell will not be permitted. This includes but is not limited to tampering with or modifying the fixed display boards or furniture provided in the show spaces, blocking fire exits, painting doors, propping doors open, obstructing glass panels in any door and covering any College/H&S signage or emergency lighting
- Consider the safety of members of the public attending exhibitions when completing risk assessments, this may involve small children or people with impaired mobility.
- Consideration must be given to any sharp or dangerous projections, as these may need to be protected by some form of barrier.
- It is essential that all works are conducted safely i.e. keep your work area tidy and remove rubbish as this can block exits, cause a trip hazard and prove a fire risk etc.
- You will be responsible for ensuring that all the H&S issues are taken care of and that your project has sufficient invigilation.
- Fire Exits must be clearly labelled and all entrances, pathways and exits kept clear with a minimum 1 metre walk way.
- All electrical equipment to be used for the project must be PAT tested by a qualified engineer – the college will organise this to take place on a dedicated date; please check your college email and Celcat for announcements.
- All loose electrical or other cables that could prove a trip hazard need to be checked as they may need to be taped to the floor or wall or have a special cable protector.
- Any electrical appliances e.g. refrigerators that may form part of an exhibition cannot be disposed of in school waste skips, they must be removed/disposed of by the student at a licensed waste disposal site. Failure to comply will result in a £50 charge for disposal.

### **Helpers**

During the installation period you may be working with external helpers that you have arranged to work with. Before arranging a helper, you must have completed a student helper form and have it authorised by your Course Leader. Hand this form in at least 24 hours before your helper is due to come into the building. It is your duty to ensure that all of your helpers are aware of and work within the Health and Safety guidelines. Helpers external to Camberwell must be over 18 years of age and will have to report to reception for a visitor's badge. It is your responsibility to 'host' your helpers. You must make sure they are familiar with where Fire Exits and toilets are located.

Before the installation period you should meet with your helper(s) and negotiate a timetable of work with them. Give them adequate information about what you are asking them to do and ensure that they have everything they need to do the work. Please note that it is not acceptable to leave any person external to Camberwell working for you in the studios while you are off site.

### **Technical support**

Technical staff and academic staff are here to advise and assist when necessary. They will not (and should not be expected to) make your work for you. If you require some elaborate screening or building work for your exhibition you will need to consider how you will undertake this with your helpers and **very importantly** how you will return the space to its former condition. You will need to consider the cost implications and the timescale for construction.

In the past some students have found that constructing a 'white cube' to present their work in can use up a large part of the installation period and leaves little time left to install the work or make any revisions. Timetable and plan any construction work to ensure that materials are available when you need them and be realistic about how much time will be required.

### **Materials**

The College will supply matt white paint for the walls. If you require any additional boards in order to make your work you will need to purchase these yourself.

### **Access during the assessment period**

You will not be permitted access to the studios from 9.30am to 6pm during the internal and external examination period. Check on Celcat for dates; it's important that all equipment required for your show is turned on by 9.30am and switched off at 6pm each day of the exam and throughout the exhibition. Please also leave full instructions on how to turn on with your contact details in case of any malfunction.

**Between the end of the exam period and the private view**

You will have a few hours the morning of the **11 July** to remove all of your support material from the exhibition space, make any agreed changes and generally check that everything is ready for the public opening. You need to be available the morning of **11 July 2019** to ensure that any health and safety issues can be dealt with **before** the exhibition is open to the public.

Any postcards or catalogues you have produced for your work should be in wall dispensers or a system agreed with your Course Leader. Don't leave boxes of postcards or other clutter in your exhibition space. It is not acceptable for you to arrive when the exhibition is already open to prepare your space for the exhibition.

### **Exhibition invigilation**

The exhibition needs to be invigilated throughout the times that it is open to the public. A minimum of 2 invigilators stationed in each studio is required so that toilet and coffee breaks are possible. **It is your responsibility to organise a rota for the invigilation**, along with other students exhibiting in your area.

Invigilating the show serves a number of roles and is precautionary measure to avoid work or equipment being damaged or stolen. It is also a way of interacting with the public and responding to requests for more information about work. Invigilators therefore need to be well informed and alert to any possible risks to the public, vulnerable work or desirable equipment. A copy of the invigilation rota with all Invigilator mobile phone numbers should be given to each of the exhibitors in the area and to your Course Leader.

**If any studios are found to be without the necessary invigilators during the show these studios will have to be closed and visitors will not have access.**

### **Taking down the work**

Due to planned summer works it is **extremely important** that your work is removed efficiently and in an organised manner as soon as the show is finished. It is your responsibility to remove your work from the studios **and to return the space to its former condition**. You will need to consider this when timetabling your helpers as you will **only have 1 day** (18 July) before the studios need to be available for the next event.

Your work cannot be stored at the College and please note that if you do not return the space to its former condition by the end of **Friday 19 July 2019** **you will be charged for the labour, materials and removals costs involved, at the hourly rate is £33.**


**Check your course moodle site, Celcat calendar and college email for announcements.**

## EXHIBITION AGREEMENT FORM

I have read the Exhibition Agreement and agree to abide by all of the guidelines as outlined under the headings:

<i>Tick the boxes on the right to indicate that you have read the section</i>	
Health and Safety	tick
Helpers	tick
Technical support	tick
Materials	tick
Access during exam period	tick
Between the end of the exam period and the private view	tick
Exhibition invigilation	tick
Taking down the show	tick
Timetable	tick

I also understand that if I do not return the studio space that I am using for the exhibition to its former condition I will be charged for any labour, material or removals costs incurred by Camberwell College of Arts.

Signed:	
Date:	16/06/2019
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