

## **HolyBrook Gallery - Information and Advice for Exhibitors**

The Gallery was refitted and launched on 12 April 2018 with funding provided by RG Spaces. The fittings are stored in a labelled plastic box in the Palmer Room and staff at the Library have the key. Please make sure when you leave that the fittings are taken down and replaced in the box and not left hanging on the rails. Any major problems ask for Caroline Lakeman.

The Library is open 10am – 5pm on Monday, Wednesday, Friday & Saturday and 10 – 7pm on Tuesdays and Thursdays. Please adhere to these times. (Check that openings have not altered).

### **Insurance is up to the exhibitor:**

It is a good idea when publicising your exhibition to arrange to be there as a 'meet the artist' session or sessions. **Private View** : It is possible to arrange an event and Caroline Lakeman will advise you about details. The Library is open until 7pm on Tuesday and Thursday and an extension of another hour is possible if the exhibitor is prepared to pay for someone to stay and lock up. The Library has 40 glasses and will lend them out, also the kitchen in the Huntley Room can be made available with prior booking. If you need Private View invitations printed Conservatree have the logo, are fast and reasonably priced so do email: [chris.goslar@conservatree.co.uk](mailto:chris.goslar@conservatree.co.uk).

**Setting up:** Monday is change-over day. Booking will take effect at 1pm or any time thereafter. Drive round into Abbey Square from Kings Road to the rear entrance of the Library. There is a small parking area just past the church through bollards, 'For Unloading Only'. Leave hazard lights on and go into reception desk on that same floor which will be 1st floor. Ask if a Caretaker can help unload and assist in carrying up work to the Palmer Room on 2nd floor where your work can be stored safely while you **move your car**. From the Palmer Room you can easily move work to the Gallery on the same floor. The plastic BOX of hanging fittings will be stored in the Palmer Room labelled HolyBrook Gallery. Be aware that the Huntley Room door opens outwards, so keep that section of wall free. Also the Air Conditioning unit high on the long wall has a tendency to drip, so perhaps use that area for a title or biography. The BOX contains: Perlon suspenders, security hooks & split rings.

**Hanging System** : It is a **Newly R 30 System** and if googled you can view a video to show how it works. It is simple once you have done a couple and they claim it is a secure hook. The Perlon suspender has a twister at one end; fit this into the slot in the rail and twist to hold. The **Hooks** when pressed slip onto the Perlon and move up and down to the height you require. Use a hook either side of your frame which should be fitted with **D-rings**. The system should allow the hook to go into the D-ring and the small spring secures it. However, we found that often the D-rings are too thick so we have supplied a split ring to fix on. Suggest you put these onto your frames before you hang. You can hang two frames under each other, using another pair of hooks.

- \* It is a good idea to have another person to help with the hanging, or standing by till work is hung.
- \* Please do not use pins in the wall. Blutac is fine for labels and notices.
- \* There is a separate switch by the door for the spotlights.

Once you have hung the work, the extra length of Perlon left dangling under the picture can be rolled up and tucked up behind the back of the frame and secured with masking tape.

**Take Down:** The easiest way is to press and release the hook on both sides and pull the picture off the Perlon. Place all fittings back in the plastic HolyBrook Gallery BOX and ask a member of staff to lock it back in the Palmer Room.

**Reminder to take in:** scissors, small step-ladder (could use chair), drafting tape, pen-knife to open split rings, your contact details for sales, a drink and a bar of chocolate!

Jenny Halstead

