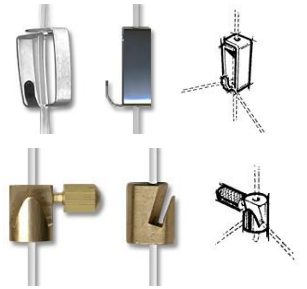


Exhibition Kit

The Exhibition kit is housed at Cottenham Village College as part of the stART equipment bank and is available to hire by school and community groups across South Cambridgeshire. Anyone wishing to use the kit must book by contacting Amy Wormald, Arts Development Manager on 01954 288748 or amy@start-arts.org.uk

The kit includes:

- 20 x exhibition panels (2mx1m) grey colour with kick strips at the bottom. The panels come with linking poles and clips, and can be used in various configurations (minimum of two are required to stand up). They also come with weighted base discs which are optional.
- 10 addition poles to allow the boards to be used horizontally instead of vertically
- 42 x screen hooks that hang from the top of the exhibition boards
- 21 x Spring hooks – for maximum load 4kg (small pictures)
The hooks are attached to 1m and 1.5m perloin chords with disc anchors that slot into screen hooks. The chords must not be trimmed.
- 21 x Cylinder hooks – for maximum load 8kg (medium pictures)
The hooks are attached to 1m and 1.5m perloin chords with disc anchors that slot into the screen hooks. Large pictures may need two hooks.
- 4 x powerspot light with 50w bulb
- 1 x length of velcro fixing tape (if large quantities needed it is recommended that hirer purchases more)



Important information:

Work can only be affixed to the boards using velcro hooks/ tape or the exhibition hanging system. Drawing pins, nails, tacks or packing tape must NOT be used to attach work to the panels.

The fabric surface of the exhibition boards can be easily damaged. Care should be taken to cover the boards with a sheet when transporting on a trolley or in a van.

The hirer is responsible for ensuring the exhibition kit is returned in the condition it was hired. If any damages are incurred during use the hirer should discuss with the Arts Development Manager on return. Reasonable wear and tear is expected but where damage has occurred through negligence the hirer may be charged a fee to replace the item.

Hire Charges:

	Price per board per day (no fixings included)	Short hire (full kit)	Week hire (full kit)
Community/ non profit	£10	£200	£300
Commercial rate	£25	£500	£750

Extra velcro tape can be ordered at £25 per roll. A deposit may also be required for bookings.

Booking form:

Please fill in your details and return to:

Amy Wormald,
Arts Development Manager
Cottenham Village College
High Street
Cottenham
CB24 8UA
or amy@start-arts.org.uk

Name of organisation	
Address	
Contact name	
Telephone	
Email	
Start date of hire	
End date of hire	
Please give details of how many boards you would like and which additional items of kit	
How would you like to pay?	An invoice raised and sent to your organisation [] Payment on collection by cash or cheque []

Please sign below to confirm you have read the guidance above and agree to look after the exhibition kit as stated (please do not use any staples, tacks or drawing pins). Please note where damage has occurred through negligence the hirer may be charged a fee to replace the item.

Name:

Signature:

Date: