

# Helpful Hints: Exhibition Layout

- *Journey Stories* requires at least 700 square feet of space for the exhibition alone. If the plan is to supplement the exhibition with local objects or prop materials, you will require more gallery space. Wall hangings can, however, be displayed under this space requirement.
- The tallest kiosk is 7' 4" tall. In order to install and deinstall the exhibition safely you will need at least an 8' ceiling.
- The gallery space does not need to be climate-controlled, but does need to be clean, cool (below 75 degrees F.) and dry, especially dry. Excessive humidity, above 65%, can damage some of the graphics.
- The venue will need to arrange for storage for 16 crates during the showing. Storage can be either on site or off. The chosen space must be approximately 100 sq. ft. and be cool, dry and clean. Crates can be stacked once they are empty.
- Direct sunlight can fade the panels. Encourage the venue to use blinds if applicable. Incandescent or halogen lighting is best and only during opening hours.
- Some suggestions for the venue coordinators:
  1. If you are making shipping arrangements, request a lift gate. This will make loading and unloading easier. Plan to have a few strong people greet the shipper so that the crate materials can be brought into the gallery safely. You can request the materials to be brought into the building by the shipper, but this often costs more.
  2. Using the blueprints, plan where the exhibition will go before the formal installation. This will save on having to rearrange later.
  3. Gather a team of people to install, monitor/dust, and deinstall the exhibition. You will need at least three people to install and deinstall the exhibition. A group of four is best--one to lift the panel, one to place panel and cap with connector, one to steady the panels as needed and one to read installation instructions.
  4. Plan to spend at least four hours installing and condition reporting the exhibition. It may not take that long, but it will encourage thoughtful and careful installation and condition reporting.
  5. Have a volunteer or staff person in the gallery space(s) to answer questions and keep an eye on the exhibition.