

Guide to Galleries 2018



Contents

Mission	2
Contact Numbers	2
General information	3
Main office on the 3rd floor	3
Opening hours	3
Public transport	3
Parking	3
Loading/unloading	3
Booking a Gallery	4
Organizing your Exhibition	5
Set up and dismantle	5
Keys and access to the galleries	5
Opening night and other events	5
Catering	5
Recycling and rubbish	5
Share your plans	6
Insurance	6
In case of fire	6
Promotion and marketing	7
Important deadline	7
Designing the poster	7
Printing and distributing	8
Floor plan and detailed specs	9
Hanging your exhibition	10
Gallery walls, fittings and fixtures	10
Vinyl lettering	10
Tools for Hanging your Exhibition	10
Additional items for use within your exhibition	10
Health & Safety	11
Invigilation	12
Clean-up and restoring the galleries	13
Additional information	14
Lighting	14
Windows	14
Disposal of Rubbish	14

Mission

Edinburgh Palette is a community of artists and creatives working alongside charities, enterprises and small businesses. This community was steadily built in St Margaret's House, a former office block disregarded by many for its "neo-brutalist" architecture. Through the use of its gallery spaces, Edinburgh Palette supports **creation** and **experimentation**.

We curate a year round programme of exhibitions and art residencies offering affordable gallery spaces for young and older artists, beginners or professionals, collectives or single artists to experience the trepidations of a first show, to experience the challenges of curating, to test larger scale works and performances.

Contact Numbers

St Margaret's House Main Office

0131 661 1924

Sophia Lindsay Burns

Arts Community Director

0131 603 5957

events@edinburghpalette.co.uk

Cécile Levavasseur

Arts Community Assistant

0131 661 1924

cecile@edinburghpalette.co.uk

Johanna Crossley-Zels

Communications Officer

0131 661 1924

communications@edinburghpalette.co.uk

Daniel Dabrowski

Building Manager

0131 661 1924

daniel@edinburghpalette.co.uk

General information

Main office on the 3rd floor

The building has 9 floors: basement 2, basement 1, ground floor, 1st floor, etc... to the 6th floor. All galleries and the Main Office are on the 3rd floor (which is 5 floors above the basement entrance and 3 floors above the main entrance). You can use stairs or lifts.

Opening hours

St Margaret's House is open ***seven days a week from 10am to 10pm***. There should always be a member of the staff in the Main Office, who should be able to help you if have any enquiries.

At peak times we may be very busy and absent of the office. In this case, call the Duty Manager on 0131 661 1924 and they will be pleased to help you.

Public transport

St Margaret's House is located on the main **London Road** bus route, one stop passed Meadowbank Stadium if travelling from the city centre. St Margaret's House has several frequent bus services which connect it with the city centre, Waverley train station, the bus station and other parts of the city.

Lothian Buses routes 4 5 15 15a 26 x26 44 44a 45 113
First bus routes x6 x8 x24 106 124

Parking

Car parking spaces around the building belong to our neighbours, the Registers of Scotland. ***No parking available between the hours of 8am to 6pm, Monday – Friday.*** You must find a parking space elsewhere (e.g. on street parking). Disabled parking is available. Overnight parking is prohibited.

Loading/unloading

Loading and unloading is possible only on drop off and pick up basis. If you need to unload heavy or large items for your exhibition, contact the Duty Manager not later than a week before your arrival to arrange a good timing for everyone. It means you can unload safely and cause the least disruption to the other building users.

Access to the **loading bay** is **via Restalrig Road South**. Take a left before the bridge into the car park of the Registers of Scotland building, then follow the railway line to the back of the brown brick building behind theirs. Access to our building is available via a big blue door at our basement entrance. Ring reception.

Booking a Gallery

Please use our online form for any gallery queries. After confirmation from Art Director Sophia Lindsay Burns you will need to give a deposit that will secure your booking:

Deposit for Gallery 1	£100 non-residents
Deposit for Gallery 2	£50 non-residents
Deposit for Gallery 3	£50 non-residents

It is refundable, subject to the return of the gallery space in good order.

Prior to hanging the show, you will need to provide us with a **Public Liability Insurance** and completed **Risk Assessment Form**.

A gallery is booked for a minimum of two weeks, from the Saturday to the following Sunday (though it usually opens on the Friday night with a Private View).

Gallery 1	£180 per week, non-residents
Gallery 2	£120 per week, non-residents
Gallery 3	£90 per week, non-residents

The total hire fee shall be payable in full in advance of the lease commencement date.

We arrange bookings so they run simultaneously; this attracts a larger audience and all artists benefit from the other exhibitors' clients and visitors. The exhibitions usually end on a Sunday but this can be earlier if necessary.

Organizing your Exhibition

Set up and dismantle

Exhibitions are normally programmed to preview on a Friday evening and run from the day after, closing on a Sunday. **Days of set-up will be from the Tuesday to the Friday prior to your booking** (all bookings start on the Saturday). **Day of dismantle is on the Monday after the end of your show** (all bookings end on the Sunday, unless otherwise arranged with Sophia).

Keys and access to the galleries

You can get the keys of the galleries from the Main Office, though please sign them out and return them after you finish each day.

Opening night and other events

The opening night can be on the Friday or the Saturday (all galleries open on the same day, to attract a larger audience). You can choose to organise a closing night, as it can help promote your work, or any other events like artists talks, workshops, etc.. Any event must end before 10pm.

Catering

At present, St Margaret's House is unlicensed to sell drink or food. However you can operate a BYOB policy or provide free refreshment to your guests and exhibition attendees. St Margaret's also offers the use of our exhibition pack of glassware, linens and compostable plates/cups for a small deposit. St Margaret's can provide you with a fridge too.

Other potential **suppliers** located near St Margaret's are:

- **Morrison's** – free glass hire, wine, beer, soft drinks, party supplies and snacks
- **Sainsbury's** – wine, beer, soft drinks, party supplies and snacks

Recycling and rubbish

In compliance with Scottish law, St Margaret's House has recently implemented a low impact, low-waste solution to the building's rubbish and recycling. You must separate your waste into the landfill and recycling bins, as directed on the signage. Notify the Duty Manager as soon as possible if needing help with any of these tasks.

After your opening night, you must:

- Separate recyclable and landfill waste and food waste. Dispose of accordingly.
- Clear up any wine glasses, cutlery or crockery and wash them in the kitchen.
- Sweep up any spillages or food droppings.
- Switch off all lights in the space.

Share your plans

Please share your plans with Sophia and her assistant Cécile as soon as you draft them as we might be able to help. We usually organise a meeting a few months in advance to go through any questions you could have and to help you make the most of your time with us.

Insurance

Please be aware that for your exhibition you will need to have **public liability insurance**. Please hand it in either in PDF format to cecile@edinburghpalette.co.uk or in hard copy to the Main Office before the opening of your exhibition.

This means in the event of an accident, or damage to your work, you are covered. It also ensures any visiting members of the public are insured for any problem that might occur whilst visiting your exhibition. Relatively competitive short term insurance can be provided by any insurance broker but we provide a few recommendations specifically for artists.

Recommended insurers who offer a discount to artists are:

The Artists' Network Low-cost insurance comes as standard with their membership
www.a-n.co.uk | 0191 241 8000

Scottish Artist Union Low-cost insurance and information for artists at work
www.sau.org.uk | 0141 559 4999

Optionally, you can also take out insurance to cover your work in case of damage and theft with Hencilla Canworth | www.hencilla.co.uk

In case of fire

The fire emergency procedures are detailed on the inside of the door in each gallery, office or spaces, and also the floor escape routes. You agree to take on the responsibility to clear out the galleries when you organise events or when you invigilate in case of fire.

- On hearing the continuous ringing of the fire alarm bell stay calm, abandon what you are doing and you must evacuate the building by the nearest exit.
- Close all windows and doors you pass.
- Do not use the lifts, and go to the assembly area (either the steps to the London Road or, in the carpark, the yellow No Parking grid) and await the fire officer's instructions.

Ask the Duty Manager if you are unsure about anything.

Promotion and marketing

When you have decided on a title for and have realised (even if only roughly) the form of the exhibition, please let our Communications Officer Johanna know. Her email is communications@edinburghpalette.co.uk.

Promoting and marketing your exhibition outside of the building is your responsibility, however we're happy to help you in a couple of ways. We:

- Insert your exhibition in the gallery programme on our own website www.edinburghpalette.co.uk
- Post the information on the St Margaret's House mailing list and internal communications
- Send your information to most listings in Edinburgh (The List, Skinny, Press Association, etc.). Please let us know which media outlets you have contacted so that we do not overlap or double up on listings.

Please contact Johanna if you have any general questions about listings or promotions, or suggestions of specific media outlets or contacts you wish us to reach out to.

Important deadline

If you want us to send information to online listings, make sure to send **by the 10th of the month before your show opens** to Johanna:

- a short definition (two or three lines)
- a title for your show
- some images

Example: if your show is opening on the 31st of May, the deadline we'll be on the 10th of April.

It is recommended you provide her with this short description of your show (two or three lines) as well as a longer version (two or three paragraphs) if possible for our online gallery programme.

Designing the poster

As soon as you have your exhibition posters in format A4 or A3, please send it in JPEG format to Johanna. When designing your poster, you are recommended to include the following (essential info in **bold**):

Exhibition title

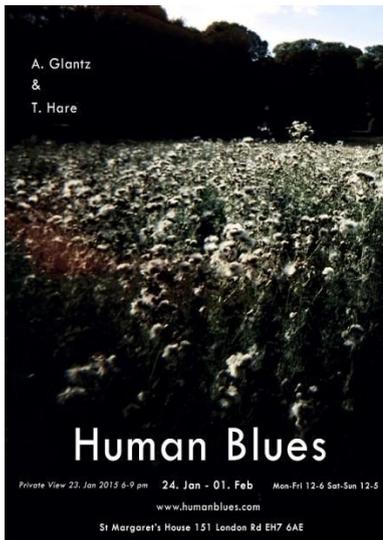
Your professional name

Main dates (including preview night, if you wish)

Times it will be open

Gallery number

Address St Margaret's House, 151 London Road, Edinburgh, EH7 6AE
and add the **Edinburgh Palette logo**



You can download the logo on this page: www.edinburghpalette.co.uk/brand

Printing and distributing

Within the building there is an in-house company that can design, reproduce and distribute your flyers and posters.

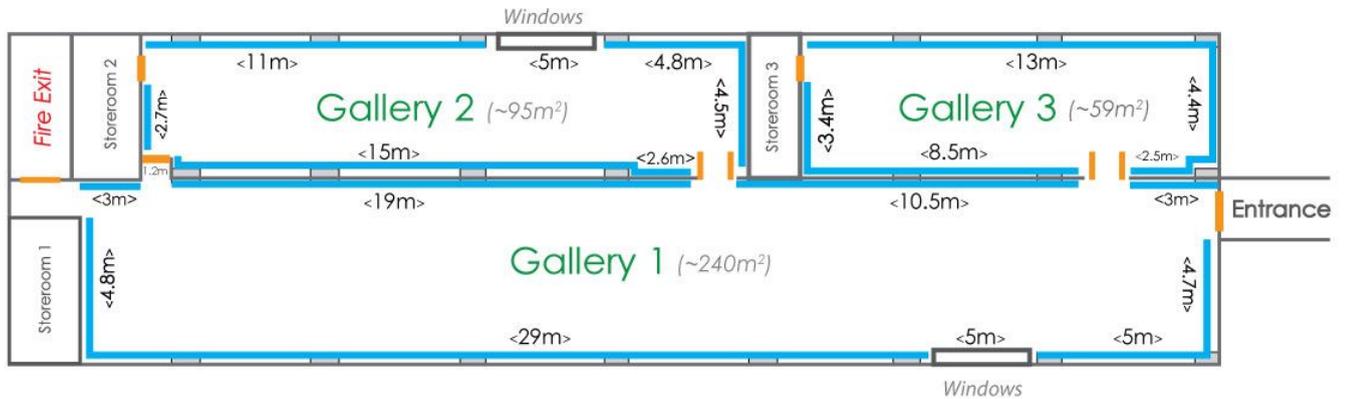
Contact Out of Hand Scotland | 0131 661 8122 | www.outofhandscotland.co.uk

Because of our location outside the city centre, it is advisable to give your exhibition an extra marketing 'push' to increase footfall. Artmag is also based in the building and would like to draw your attention to the special advertising rates available to exhibitors.

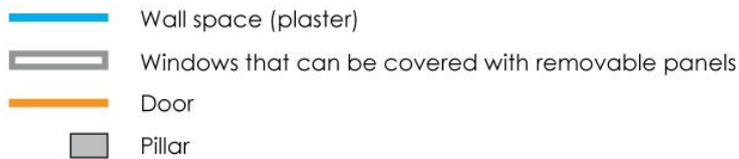
Contact Christie Dessy (Publisher) | 0131 661 0765 | publisher@artmag.co.uk

Once you have your **printed copies** of the posters, please bring **minimum 6 copies A4 size** to Johanna, so that we can display them in the building (in the lifts and display boxes) to help promote the exhibition to residents and visitors. In addition to the copies A4 size, we also accept A3 size but not more than 4 copies.

Floor plan and detailed specs



SOUTH VIEW
London Road & Arthur's Seat



Gallery 1

Approx. floor space ~240m²

Individual wall spaces

Width x Height	4.7	x 2.7	
(metres)	34	x 2.7	(excluding optional 5m wall panel)
	4.8	x 2.7	
	35	x 2.7	(divided by three doors)

Gallery 2

Approx. floor space ~95m²

Individual wall spaces

Width x Height	18	x 2.7	(including recess)
(metres)	2.7	x 2.7	
	15.8	x 2.7	(excluding optional 5m wall panel)
	4.5	x 2.7	

Gallery 3

Approx. floor space ~59m²

Individual wall spaces

Width x Height	11	x 2.7	(divided by one door)
(metres)	4.4	x 2.7	
	13	x 2.7	
	3.4	x 2.7	

Hanging your exhibition

Gallery walls, fittings and fixtures

The walls are white matte to act as a neutral backdrop and to act as a blank canvas on which you can set up your exhibition. You are therefore welcome to paint and hang your exhibition as you wish, remembering after your exhibition has finished to return it to the way it was before.

With regards to screws and nails you are welcome to use what is needed to safely secure your work to the walls and ensure your exhibition sits as you want it to. The best way to fix labels about your work to the walls is to use wax dots, as these are much easier to remove than double-sided tape or Blu Tac, which can leave marks on the walls.

Vinyl lettering

We do not arrange vinyl lettering. This is something that gallery tenants must take care of for themselves. We recommend Noel, who is based in Leith and has years of experience with artists and arts institutions. Let him know the full title of your exhibition, your professional name, dates (if you wish) and font/size you'd prefer.

Noel Spencer | signdirectory@btconnect.com | 0131 554 5797

Tools for Hanging your Exhibition

St Margaret's House has hammers, drills, ladders and spirit levels for you to use when hanging your exhibition, though we recommend you bring your own as well as we cannot guarantee their availability. Please ask a member of the office staff and they will direct you to the store room where they are located.

Please remember to return any items used for the next exhibitor, or tenants who may need them. Whilst we may have some screws to hand, please be reminded if you have specific requirements for your work to either bring your own, or contact Sophia prior to your exhibit so that we can best meet your needs.

Additionally there are a series of shopping and flatbed trolleys that you are welcome to use when moving items for your exhibition into the building. Again please ask in the office, where you will be directed to where they are stored.

Additional items for use within your exhibition

St Margaret's House offers projectors, leads and cables should you need them for any work within your exhibition. Please ask the Art Director Sophia in advance for any additional information and help in setting these up as part of your tech requirement for your project.

We also offer a series of plinths and mounts for your work. We can also provide you with the dimensions and number of plinths should you need them for any particular aspect of your work. They can be painted either white or black (we have paint in storage).

St Margaret's also provides you with a fridge, tables, sofas, or other items, should you need them for your opening events or any other part of your exhibit. Again please contact the office staff for a list of what we can offer, or contact Sophia or Cécile directly for further details.

Health & Safety

You are required as part of your rental of the space from St Margaret's House, to fill out a risk assessment form for your exhibition detailing any potential hazards and the necessary precautions you have taken to ensure people who visit your exhibit are as safe as possible. A risk assessment form will be provided to you when you are given this pack for you to take away and sign. Please return a copy of it to the Office for our records.

With regards to other Health and Safety issues, there is a guide within the office to the proper use of Ladders, drills and other hazardous equipment, you are advised to read this before you undertake any work in the lead up to your exhibition.

You are generally advised not to undertake any manual activity which you are unsure you can perform without injuring yourself or others. Please inform us if you need any assistance with your exhibit, or ensure you hire certified workmen to carry out any particularly heavy duty tasks involved with the set up and take down of your exhibition.

Please be advised you are not allowed to bring any potentially hazardous materials, such as corrosive chemicals, gas canisters, naked flames and so on, into the building, or install them as part of your exhibition.

Invigilation

With regards to your exhibition, you have two options:

- I. Not being present during the daily running of your exhibition, in which case your artwork will be on display and the doors opened by the Office staff – please note that this is an extra service so we cannot be blamed if we have not had time to do so. There will be no one sitting in the exhibition itself, so consider insuring your work is insured as we cannot guarantee its safety.
- II. Being present during your exhibition. If this is case you can decide on your own opening hours and can stay and greet visitors yourself.

Whichever method you decide upon, or a combination of both, you must let Sophia and Cécile know in advance by email. The Duty Managers cannot open your exhibition to the public without expressed consent. If your installation involves video media or special instructions, please also put those in writing to Cécile, so she can share it with the team.

Clean-up and restoring the galleries

You are reminded that as part of your hire of the gallery you are required to clean and empty the gallery the day after your exhibition ends (Monday), adhering the following requirements:

- The gallery has to be as you found it, with all rubbish disposed of and the walls returned to their original condition.
- We have a pre-mixed filler (e.g. Polyfilla) and sandpaper for light sanding of holes and crevices for you to use. We also have white paint for retouching walls, but please let Daniel or Sophia know before you undertake any painting – they may be able to help with it, or at least advise you.
- If you do not meet your contracted obligation to repair the walls and clean the space, we unfortunately will not return your full deposit in order to cover the cost of returning the walls to their original condition.
- Please ensure that the gallery is as you left it and in a suitable condition for the next exhibitor to use.

Additional information

Lighting

Each gallery operates on a centrally-lighted system that runs through the main vestibule of the gallery spaces. The storeroom lighting is operated manually. This requires you to use a lighting catch to individually turn on the lights. If you are unsure how to do this, please ask the Duty Manager or one of the Office staff to help you.

Should you have any lights that are not working correctly at the time of your showing, please inform the Office staff. We'll get our electrician to fix them as soon as possible.

Windows

Please appreciate that due to the age of the building and its former life as an office block, the windows are old and at times difficult to open. If you need help ventilating the gallery, please ask the Duty Manager who will help you to open windows in the space. Likewise please appreciate that the general dirt and wear and tear on the windows is due to its former life as a government office space and although the windows can be cleaned from the inside of the building, any damage to the outside is harder to clean.

Disposal of Rubbish

If you think you will have a lot of waste during the preparation and take down of your exhibition, please ask the Main Office and they will provide you with bin bags, etc. The Office also houses a vacuum, broom, dustpan and brush, mop and other cleaning materials, which you are invited to use when setting up and taking down your exhibition.

Regulations came into effect on 1 January 2014, and require that every business operating in Scotland separates plastic, metal, glass, paper and card for recycling or incur financial penalties. This also applies to gallery tenants.

If you have a large amount of rubbish, then please dispose of it in bin bags in the general waste bins located within the car park. We encourage you to try and dispose of your waste into the appropriate recycling bins provided. You are also reminded that any waste that is left after your exhibition may result in a small deduction from your deposit for its disposal.

