



## MSD EVENTS INSTALLATION GUIDE

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## GUIDE SCOPE

The purpose of this guide is to assist with hanging and displaying exhibition material within the faculty of ABP the MSD events and exhibitions team have prepared this introductory installation and hanging guide.

This is to support students and staff in terms of setup for exhibitions, displays and presentations. This guide also details the preferred methods for hanging to minimise damage to MSD spaces and display surfaces.

**IMPORTANT:** Due to the high volume of events at MSD, Staff and Students are requested to consult with MSD Events in advance to plan the display of proposed exhibition elements in all venue and gallery spaces.

## SAFETY AND BEST PRACTICE

Staff and Students must follow the policies and operational guidelines within UoM that support and foster Occupational Health and Safety (OHS). A comprehensive list of Internal guidelines can be found online here :

<https://staff.unimelb.edu.au/health-safety-wellbeing>

Student and Staff are required to adhere to all relevant policies and guidelines when accessing and utilising and MSD venue or space. All APB Staff are required to complete all allocated online OHS training

Each of the OHS modules can be accessed here: <https://uomtrainme.elmotalent.com.au/>

## REQUIRED DOCUMENTATION AND OHS REQUIREMENTS

A Risk Assessment must be filled out and completed prior to undertaking **any** event or exhibition at MSD. The Risk Assessment will outline all activities and processes entailed in the installation, presentation and deinstallation of the exhibition or event as well as measures to minimise or mitigate risks and hazards.

If in doubt regarding any activities and processes that may present a risk or hazard, please consult with MSD Events and Exhibitions team for setup and display of any activities that may potentially present a concern.

Templates for risk assessments can be accessed through the MSD events and exhibitions team.

[Msd-events@unimelb.edu.au](mailto:Msd-events@unimelb.edu.au)

## EXHIBITION AND DISPLAY ITEMS

Installation and hanging of items for presentation or exhibition may require a wide range of hanging methods that can be dependent on the type of material, scale, weight and location of display. For the purposes of this guide, display items are separated into two categories, Lighter and Heavier items.

Students may hang items in galleries or studio spaces, depending on their exhibition or presentation and hanging methods utilised. MSD Events and Exhibitions Team will supervise presentation in galleries or venue spaces outside of studios. A list of accessible display surfaces for MSD Students within studio spaces is also available upon request.

Students are asked to consult with staff prior to utilizing any fastenings for hanging or display for individual projects and presentations, in order to mitigate any possible damage to MSD display spaces and Glyn Davies building.

### LIGHTER, THIN FLAT ITEMS

Display items that are classified as being lighter or flat include, but are not limited to:

- paper
- card
- board
- fabric
- MDF
- thin plastic
- light materials
- small scale models
- light 3D prints

In some cases, larger works may present a challenge to hanging. If you have any questions regarding your display elements, please discuss with MSD Events Team to provide possible alternatives to support your display.

**Note:** Students are restricted in terms of suspending any object or display from **ALL** ceiling spaces

### HEAVIER ITEMS

For any heavier items or 3D objects that comprise hard materials of weights heavier than paper or card displays, please consult with MSD Staff prior to installation. If you have any questions regarding your display elements, please discuss with us to provide possible alternatives to support your display.

Display items that are classified as being heavier or of greater weight includes, but is not limited to:

- timber
- metals
- dense plastics
- medium to large scale models
- plaster sculptures and concrete objects
- framed items
- dense and heavy 3D prints

**Note:** Any heavy, large or bulky items that may potentially be moved, hung, displayed or suspended are **NOT** to be installed by students and/ or staff without prior consultation.

Please consult with MSD Events Team in advance before installing these items. Items that fall into the category may require special moving or lifting equipment as well as specific fastenings under MSD Staff supervision.

Students are asked to consult an ABP staff member before attempting to move and/ or bring these items onto UOM grounds.

## INSTALLATION METHODS

### SUPPORTED HANGING METHODS

Upon approval by the MSD Events Team students are able to hang work using these preferred materials. Consider the weight of your display item before hanging as well as the surface you are adhering to. (most of the time pinning will suffice).

If you have any questions, please approach the MSD Events Team and ask about the best way to display your work.

Common ways to adhere work:

- Clear pins into pin-boards
- T-pins into pin-boards
- Thumb-tacs into pin-boards
- Non-Sticky Velcro
- Staple gun and staples into pin-boards
- Magnets onto whiteboards
- Blue-tac

Students and studio leaders are **NOT TO** undertake the following when setting up or installing display items in MSD spaces onto any and all walls or display surfaces:

- Drilling into **ANY** walls or display surfaces
- Screwing into **ANY** walls or display surfaces
- Use of **ANY** adhesives, solvents or glues
- Hanging any items from the ceiling via **ANY** suspension lines of any variety (fishing wire, rope etc.)
- Obstructing walkways with displays, cables, models etc.

**Note:** Use of paints and solvents is restricted at **ALL** times. Do not paint any surfaces, walls or display spaces

### WORKING AT HEIGHTS

Access to working at heights equipment is restricted at UOM. Any activities that require access to any display spaces at height are to be undertaken by MSD Events Team.

**Note :** Step ladders **MUST** be used. Standing on chairs, tables, plinths or crates to access heights above arms reach is strictly **NOT** permitted

## RESTRICTED HANGING METHODS

Students are asked to refrain from using **any** of the following adhesion methods on all display and building surfaces. All of these methods may cause damage in the gallery space/ Glyn Davis building.

- Adhesives (including: PVA, epoxy, superglue, silicone, liquid nails etc)
- Double sided tapes
- 3M Command Tape
- 3M Hooks
- Sticky Velcro tabs
- Sticky Velcro tape
- Packing tape
- Gaffers tape
- Duct tape
- Clear tape
- Sticky Velcro tape
- Vinyl
- Screw hooks
- Hanging items from any ceiling space
- Screws
- Nails
- Dyna Bolts

If you have any questions, please approach MSD Events Team and enquire about the best way to display your work should alternate hanging methods be required.

## EXHIBITION FURNITURE

For the presentation of objects, models or AV, exhibition furniture for your display might be possible to use. This is on a case by case basis for larger group displays and generally not available for single or one-off presentations.

**Note:** Please arrange with us at least **two weeks** in advance for the use and access to any exhibition furniture. MSD Events Team will facilitate and support any/ all furniture and displays.

## AUDIO VISUAL

For the presentation of media and video MSD Events Team may be able to provide AV support. This is on a case by case basis for larger group displays and generally not available for single or one-off presentations

**Note:** Please arrange **three weeks** for the use and access to any AV support that may be available.

Please ensure that AV set-up meets the following criteria to ensure file compatibility:

- Files provided on a USB thumb drive formatted as FAT-32
- Files are under 4 gigabytes in size
- Video files should be exported as **.MP4** as other formats such as .MOV and .WMV **will not play** via USB on these screens.
- Screen dimensions should be exported as Full HD - 1920x1080px. (16:9)

## CUSTOM DISPLAYS AND INSTALLATIONS

Staff and students who are planning to build large custom or bespoke exhibition displays as part of an event or exhibition must consult with MSD Events several weeks in advance of installation. These include but are not limited to, free standing walls, timber structures, display platforms, large sculptures, large models, bespoke shelving etc. These items will often require a degree of labour and construction skills to move, build and install.

During the planning and preparation stage it is required that information regarding all custom displays is forwarded on to assess install schedule, construction timelines and structural plans. Construction timeframes are often dependant on teaching and learning schedules in the building and restrictions apply for loading, building access, noise and space access. These factors can be discussed with the Events Team to minimise disruption to other activities in the building. In many circumstances forward planning is required to access and cordon spaces for construction and delivery of materials. This also brings a manual handling component to assembly of any displays.

**NOTE :** In advance of any construction of assembly of custom installations Please ensure manual handling training is completed on the UOM TrainMe platform <https://safety.unimelb.edu.au/training>

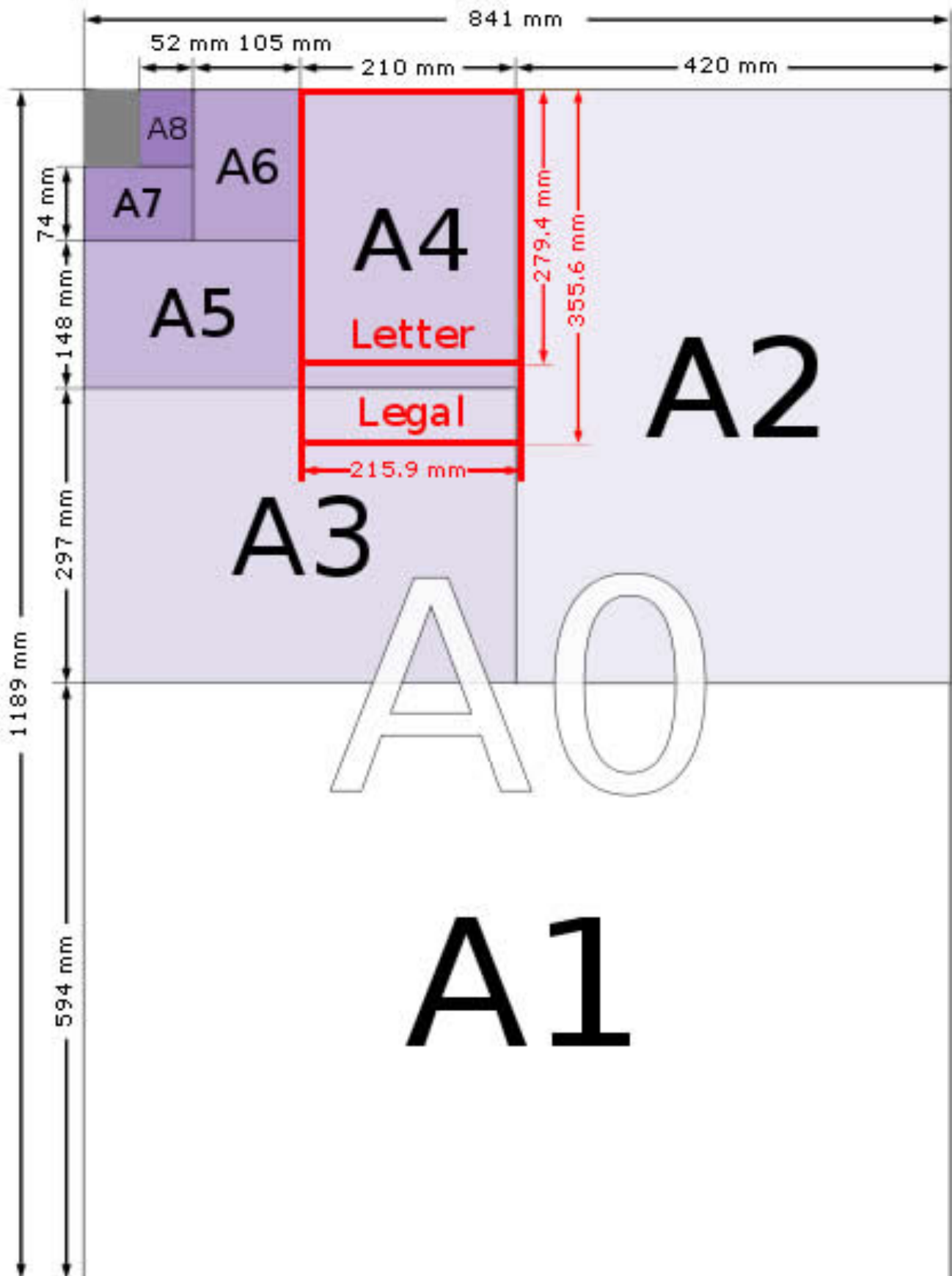
**IMPORTANT :** It is a strict requirement that **ONLY** MSD and UOM staff as well as **SUPERVISED** enrolled students assemble, construct and install any display, exhibition and presentation structures on site at UOM. Any non UOM personnel must be a paid contractor/ approved UOM supplier for insurance and public liability purposes. External visitors, professional associates or external colleagues are prohibited from undertaking installation, preparation and construction at UOM. Please consult with MSD Events if you are unsure as to the classification of contractors, staff or enrolled students

## DISPOSAL

As the Glyn Davies building and MSD is an active teaching venue with multiple events and functions occurring simultaneously, all displays/ structures are requested to be removed promptly after each event. MSD Events is **NOT** solely responsible for the disposal, storage or collection of displays at the end of each event or exhibition. Please factor into your event the disassembly, deconstruction and removal of all structures from UOM following the conclusion of your display

ABP faculty does not have the capabilities or space to store any structure or materials temporarily or long term. Staff and students are to arrange for transport and collection of **ALL** materials and displays immediately following the conclusion of exhibitions, events and displays.

**Please Note :** Disposal and removal costs may be passed on to exhibitors if removal has not been arranged in advance.



## HANGING FLAT ITEMS : REFERENCE GUIDE

Refer to the following tables below for an indication of what hanging method will best suit your display.

Size Width x Height (mm)

A0 841 x 1189 mm

Material	Thickness	Recommended Fixing
Paper	300gsm	pins, magnets
Mountboard	1mm	pins
Cardboard/ Boxboard	3mm	pins
Acrylic/ Perspex	3mm	Lean against surface or consult MSD Events staff
Light Plywood or MDF	3mm	Lean against surface or consult MSD Events staff

Size Width x Height (mm)

A1 594 x 841 mm

Material	Thickness	Recommended Fixing
Paper	300gsm	pins, bluetac
Mountboard	1mm	pins
Cardboard/ Boxboard	3mm	pins
Acrylic/ Perspex	3mm	Non sticky Velcro consult MSD Events staff
Light Plywood or MDF	3mm	Non sticky Velcro consult MSD Events staff

Size Width x Height (mm)

A2 420 x 594 mm

Material	Thickness	Recommended Fixing
Paper	300gsm	pins, bluetac
Mountboard	1mm	pins, bluetac
Cardboard/ Boxboard	3mm	pins
Acrylic/ Perspex	3mm	pins
Light Plywood or MDF	3mm	pins

Size Width x Height (mm)

A3 297 x 420 mm

Material	Thickness	Recommended Fixing
Paper	300gsm	pins, bluetac
Mountboard	1mm	pins, bluetac
Cardboard/ Boxboard	3mm	Pins, bluetac
Acrylic/ Perspex	3mm	Pins
Light Plywood or MDF	3mm	Pins

Size Width x Height (mm)

A4 210 x 297 mm

Material	Thickness	Recommended Fixing
Paper	300gsm	pins, bluetac
Mountboard	1mm	pins, bluetac
Cardboard/ Boxboard	3mm	Pins, bluetac
Acrylic/ Perspex	3mm	pins
Light Plywood or MDF	3mm	pins

## CONTACT AND EMERGENCY INFORMATION

### Emergency Contacts:

**Emergency:** If a serious incident occurs dial 000

MSD Events & Exhibitions Team:

If an emergency or incident occurs, please contact MSD Events staff directly.

Philippa Knack – Manager Events and Exhibitions

Mobile: 0413 662 654

**First Aid:** Refer to OHS notice board for First Aiders

The Dulux Gallery has a First Aid Kit in the kitchen space

The Model Making Space in the Workshop (G12) contains a First Aid station with a burns kit and eyewash station.

**Security:** University of Melbourne Security +613 8344 6666

**Evacuation:** In the event of an evacuation:

Leave all personal and other items behind in the space

Follow the instructions of Wardens and emergency prompts/ alerts in the building

Please make your way to the Concrete Lawn on the West Side of 133 Glyn Davis Building or to an evacuation point guided by a Warden