

How to Install Your Work

Presenting your work is a big part of your education at Emily Carr. For critique or exhibition, an audience of your peers or the general public — it can be exciting and daunting to put your work out there.



ANNA MATTHEW / SARAH MONTROY

Installation Preparation

Your installation needs depend on your individual work. Once you have access to your booked space, scout the site and tap into the resources available at ECU to help you prepare.

Questions around university policies and showing as part of a community? Contact exhibitions@ecuad.ca.

Installation Need	Who Can Help	Please Note
Installation Support <i>Hanging, Scissor Lift, Lighting, Vinyl</i>	Exhibition Technicians exhibitions@ecuad.ca	A minimum of two weeks advance notice is required for installation support.
Tools + Ladders Wall Paint	Tool Checkout + Material Resale Level 1 by Main Elevator (C1272) toolcheckout@ecuad.ca	In times of high demand (i.e. Grad Show) tool availability may be limited.
AV Equipment + Computers* <i>Monitors, Media Players, Speakers, Projectors, iPads Laptops*, iMacs*, Mac Minis*</i>	Media Resources Level 1 (D1310) IT Services* Level 1 (B1116)	A minimum of one week advance notice is required for equipment bookings.
Exhibition Furniture <i>Plinths, Pedestals, Tables</i>	Plinth Farm Level 4 in SW Corner	See posted guidelines for reservation and use of community plinths.
Spray Booths	On-campus locations: C1290, C3266, A4016	Ventilated booths can be used for painting exhibition furniture.
Exhibition Labels <i>White Adhesive Paper</i>	Digital Output Center Level 4 (C4230) doc@ecuad.ca	Be sure to check turnaround times.

EXHIBITION + CRITIQUE SPACES

Student Exhibitions

If you are a student interested in organizing a group exhibition, the Student Exhibitions Committee offers information on how students can conceive of and collaborate on exhibitions.

Email studentexhibitions@ecuad.ca or drop by in-person at the Student Union Office, Level 2.

More Info

Exhibition Coordination Exhibition Technicians	exhibitions@ecuad.ca
Critique Spaces	communitybookings@ecuad.ca
Grad Show	theshow@ecuad.ca
Exhibition Hub <i>Maps + Resources</i>	ecuad.ca/show-your-work



QUICK REFERENCE

- 56" Middle of work to floor
- 5ft Clearance zone around work
- T ? T Research your fasteners
- ⊘ No heavy duty tape
- 🔩 1½" - 2" standard screw length
- 👉 Consult with a Technician

WILL PRICE / MARIA MICHOPULU

Installation Best Practice

GENERAL

- Ensure that your installation site is properly booked and available to you.
- Most exhibition walls at ECU are plywood-backed. Assume that drywall and plywood are each ½" thick.
- Research the appropriate fastener for the weight and length of time your work will be installed.
- Labels sit at 48" from floor.
With exceptions.
- Lighting: consult an Exhibition Technician prior to adjusting.

WALLS

- Center of work sits 56" from floor.
With exceptions.
- Recommended screw length is 1½" to 2".
Screws must pass through drywall into plywood where applicable.
- Use screws in temporary, free-standing walls.

HANGING + FLOOR

- Clearance zone: minimum 5ft on one side of work.
- Nothing sharp and protruding at eye-level.
- Structural pipes can be used to suspend work.

Installation Prohibitions

The following activities and materials are prohibited:

- Painting or altering of: lighting or electrical fixtures and switches, fire safety equipment, security phones, room numbers, doors, windows, ceilings, baseboards, floors, thermostats, air ducts, water fountains, wooden or metal beams, metal corner guards.
- Altering or removing gallery lighting without proper training.
- Using glue, double-sided heavy-duty tape, double-sided foam tape.
- Hanging work from pipes, duct work, sprinkler heads or light fixtures.
- Open flames.
- Spray painting in exhibition and critique spaces.

Space Restoration Checklist

- Remove all fasteners.
Nails, screws, pushpins, thumbtacks.
- Fill holes and sand walls.
- Paint walls with Sherwin-Williams Zero-VOC Interior Latex paint.
Flat white or eggshell white – see Technician.
- Return any borrowed exhibition furniture.
- Recycle or dispose of any unwanted elements of your work.
- Leave space clean and ready for next exhibitor.

Installation Safety

- Wear personal protective equipment (PPE).
Safety goggles, gloves, etc.
- If necessary, mark off the installation zone to protect yourself and members of the community.
- Secure tripping hazards with gaffer's tape.
Extension cords, projector cables, etc.

Exhibition Technicians will do informal safety inspections, and flag anything that needs to be modified for safety purposes.



CAROLINE MILLER