




New South Wales Parliament Exhibition Guidelines

Summary	
Status	Current
Applicability	These guidelines apply to all persons who wish to exhibit in the NSW Parliament's Fountain Court exhibition space.
Section Owner	The Office of the Black Rod is responsible for administering the communication, maintenance, sign off and review of these guidelines.
Related Policies & Documents	Fountain Court Exhibition Policy Reconciliation Wall Exhibition Policy
Document History	This document supersedes all other previous exhibition guidelines.
Review Process	These guidelines will be reviewed once every Parliament in conjunction with the Fountain Court Exhibition Policy and the Reconciliation Wall Exhibition Policy
Approval Date:	 Steven Reynolds 15/6/16 Deputy Clerk of the Legislative Council



CONTENTS

1.0	Purpose	3
2.0	Definitions	3
3.0	Booking process	3
4.0	Exhibition opening, installation and removal times, and security	5
5.0	Exhibition space specifications	6
6.0	Fountain Court features and venue access	8
7.0	Installation of exhibition	8
8.0	Restrictions on artwork and infrastructure	9
9.0	Advertising, publicity, signage and labelling	9
10.0	Work health and safety and risk management	10
11.0	Legal considerations in standard agreement	11
12.0	Related Policies, Legislation, Guidelines and Forms	11
13.0	Further information	11



New South Wales Parliament Exhibition Guidelines

1.0 Purpose

- 1.1 The New South Wales Parliament (the Parliament) is a prominent public venue in the central business district of Sydney. Its exhibition space, referred to as the Fountain Court, is available for non-political exhibitions of a high curatorial and artistic standard.
- 1.2 The Reconciliation Wall in the Fountain Court is available to Aboriginal artists in New South Wales to exhibit works of high curatorial and artistic standard.

2.0 Definitions

- 2.1 The Exhibition Coordinator is the representative of the organisation, community group or assembly of artists responsible for liaising with the Parliament in regard to the exhibition.
- 2.1 "Exhibition walls" refer to the Parliament's public foyer that can be used for artistic exhibitions, including the Reconciliation Wall.
- 2.2 The Reconciliation Wall is the western wall of the Fountain Court.
- 2.3 "Exhibitor" in this document refers to the organisation, community group or assembly of artists who have booked the Fountain Court for an exhibition.
- 2.4 The Parliamentary Host is the Member of Parliament who is supporting the exhibition.
- 2.5 "Presiding Officers" refers to the President of the Legislative Council and the Speaker of the Legislative Assembly.

3.0 Booking process

- 3.1 A Member of Parliament, such as a local Member, or a Member with an interest in the organisation, must support the exhibition and act as the parliamentary host.



Parliament of New South Wales Guidelines

3.2 Once a Member has agreed to host the exhibition, the exhibition coordinator should lodge an application to the Usher of the Black Rod requesting the use of the Fountain Court Exhibition space or the Reconciliation Wall. An application form is available on the Parliament's website: <https://www.parliament.nsw.gov.au/visit/Pages/Exhibiting-in-the-Fountain-Court-Foyer.aspx> or at Attachment A.

3.3 The application should include:

- a) the name of the Member who has agreed to be the Parliamentary host
- b) name of the body or institution and any relevant information about the organisation
- c) name of the event/exhibition
- d) proposed dates of the exhibition
- e) the name and contact details of the exhibition coordinator
- f) detailed explanation of the exhibition's purpose
- g) whether the exhibition is part of another function held at the Parliament, for example, a dinner
- h) how the exhibition meets the approval criteria (please see section 4 in the accompanying Fountain Court Exhibition Policy Document)
- i) how much space the exhibition will require
- j) amount and type of exhibition material
- k) permission to film/photograph the exhibition and associated events.
- l) a portfolio with enough detail to enable the quality and suitability of the exhibition to be determined. This portfolio could include a photographic example of the exhibit items, catalogues, professional referees, artists' impressions of the exhibit, pictures of any stands/plinths etc that will be used in the exhibition. The portfolio must be submitted prior to final approval by the Presiding Officers.

Applications should be addressed to:

The Presiding Officers
C/o Usher of the Black Rod
Legislative Council
Parliament House
Macquarie Street
SYDNEY NSW 2000

3.4 If approval is granted, the Exhibition Coordinator will be forwarded an agreement. Associated activities, including related work, advertising and



Parliament of New South Wales

Guidelines

promotion may not commence until the agreement has been signed by the Exhibition Coordinator and the Presiding Officers (or their representative).

4.0 Exhibition opening, installation and removal times, and security

- 4.1 All exhibitions will be open to the public within Parliament House's standard opening hours: 9:00 am – 5:00 pm Monday to Friday. Parliament House is closed on public holidays and for two weeks over the Christmas and New Year period.
- 4.2 Exhibitions typically are held from Monday to Friday. This means that in most instances an exhibition will be installed on a Monday and removed on a Friday.
- 4.3 To take into account the requirements of the loading dock and staff exhibitions must only be installed and removed between 10:00 am and 4:00 pm on weekdays. There are no exceptions to these times.
- 4.4 The Exhibition Coordinator will need to arrange the exact timing of installation and removal of their exhibition material with an officer from the Office of the Black Rod.
- 4.5 A maximum of two car spaces will be available on non-sitting days for the use of the Exhibition Coordinator for the installation and removal days. Parking on other days that the exhibition is at the Parliament is not available. The car park is accessed via Hospital Road off Art Gallery Road. The Parliament's car park has a maximum vehicle height of 2.2 metres.
- 4.6 To secure parking, the Exhibition Coordinator must contact the Office of the Black Rod at least one week prior to the installation of an exhibition and provide the following details:
 - a) names of driver and passengers
 - b) vehicle type and colour
 - c) vehicle number plate
 - d) time of arrival to Parliament.
- 4.7 Upon arrival at the Parliament House car park, the security officer will direct exhibitors to a particular level of the car park and provide a security pass. Exhibitors should leave material in their car and make their way to the



Parliament of New South Wales Guidelines

security desk in the Fountain Court on Level 7. The security officer will contact the Office of the Black Rod to arrange for someone to meet the exhibition coordinator on Level 7 with a service lift key so that access can be made through the service lift.

- 4.8 All equipment should be moved via the service lifts to the Fountain Court.
- 4.9 Security passes must be worn at all times when in the parliamentary precincts. Persons may be excluded from any area of the precinct.

5.0 Exhibition space specifications

- 5.1 The exhibition space is located in the Parliament's public foyer which is also used a main thoroughfare for Members to access the parliamentary chambers on sitting days.

The northern and north-eastern walls and the southern and south-eastern walls of the Fountain Court are available for exhibitions. The doors to the dining room divide the eastern wall. Depending on the size of the exhibition and other bookings, these areas can be used as a whole (both north and south) for one exhibition, or in two parts – the south or the north for two different exhibitions.

The western wall, known as the Reconciliation Wall, is primarily dedicated to Aboriginal artworks, demonstrating the Parliament's commitment to the reconciliation process. Its use is governed by the Parliament's Reconciliation Wall Exhibition Policy.

Sculpture or free standing *objets d'Art* are generally not suitable for exhibition in the Fountain Court as they can pose a risk to the health and safety of other users of the area. If approval is given to display a free standing object or objects, they may be mounted in the southern exhibition space. The dimension of this floor space area is approximately eight square metres, allowing for space around the walls, door access, workplace and safety, and security considerations. The approved objects must fit on the plinths available to Parliament and must be covered in perspex to cover the items.

Cabinet style fixtures, particularly displaying small items of significant value, will not be included in any exhibition.



Parliament of New South Wales Guidelines

Displays involving audio visual installations or interactive displays are not suitable for the Fountain Court area. Artworks involving materials which may damage the Fountain Court floors are prohibited.

5.2 Dimensions of wall panels in the Fountain Court:

- Height of panels = 3.3 m
- Width of panels = 90 cm
- Number of useable panels = 55*.

* Note: the panels at the end of each wall are not included in this total due to doors opening against them, air conditioning adjusters embedded in the wall, or signs, artwork or furniture on, or against the wall. Not all panels will be available to all exhibits. Some may have parliamentary artwork on them, or be dedicated to another exhibition. This total does not include the Reconciliation Wall.

- North side useable panels = 10
- North-East side useable panels = 7
- South-East side useable panels = 13 (door opens against 14th panel)
- South side useable panels = 25

The following access information should also be taken into account to ensure accessibility and delivery of all components of the exhibition:

- Ceiling height in Fountain Court = 3.5 m
- Lift (service lift) height = 3.16 m and width = 1.48 m diagonal = 2.68 m and length = 2.4 m
- Lift door width = 1.12 m and height = 2.2 m
- Smallest corridor width = 1.2 m
- Door access point width = 72 cm en route to the Fountain Court.

A depiction of the exhibition space and walls is provided at Attachments B and C.

5.3 Dimensions of wall panels of Reconciliation Wall:

The available space is 12.6m long and 3.3m high. A variety of works including paintings, photography and print making can be exhibited in this space.

Reconciliation Wall useable panels = 14 panels.*



Parliament of New South Wales Guidelines

* Note: Only artworks by Aboriginal peoples can be placed on this wall. The wall is managed separately to the rest of the exhibition space, with its own timetable of exhibitions. It is not generally available to exhibitors using other parts of the Fountain Court.

6.0 Fountain Court features and venue access

- 6.1 The Fountain Court has a halogen lighting system that can be adjusted to suit different exhibitions. The system is not comprehensive and it may not be possible to light every work in an exhibit.

The Fountain Court area is designed to rely heavily on the natural light entering through the central light well and the Fountain pond. Attaching artwork or erecting display panels on or near the glass panes will not be approved because of the impact on lighting and on the architectural design in the public area. Access to cleaning the marble is also required every morning as the Fountain Court is not sealed from the elements.

7.0 Installation of exhibition

- 7.1 The Exhibition Coordinator assumes responsibility for installing the exhibition. Parliamentary Facilities will provide training on how to use the hanging system.
- 7.2 Exhibitions hung directly on the hanging system must be framed or mounted. The hanging system on the walls of the Fountain Court can accommodate framed or mounted artworks.
- 7.3 The use of double hanging is only allowed in limited circumstances.
- 7.4 There are up to 150 wires available. Some may be in use by parliamentary artworks or simultaneous exhibitions. The hanging system wires can hold a maximum of 8kg.
- 7.5 No artworks can be exhibited above the 2.10 m height line. The use of ladders is prohibited.

Exhibition organisers must consider the overall design of the layout of their artworks. Exhibitors must ensure there is an adequate space between artworks and carefully consider grouping artworks by format and pattern.



Parliament of New South Wales Guidelines

8.0 Restrictions on artwork and infrastructure

- 8.1 Displays involving audio visual installations or interactive displays are not suitable for the Fountain Court area. Artworks involving materials which may damage the Fountain Court floors are prohibited.
- 8.2 Exhibitions of sculpture, or free standing *objets d'Art* are generally not suitable for Fountain Court exhibitions due to health and safety issues. If a free standing object or objects are approved they may only be mounted in the southern exhibition space only. Cabinet style fixtures, particularly displaying small items of significant value, will not be included in any exhibition. The dimension of this floor space area is approximately 8 metres square, allowing for space around the walls, door access, health and safety and security considerations. The approved objects must fit on the plinths available to Parliament and must be covered in Perspex.

9.0 Advertising, publicity, signage and labelling

- 9.1 Under the Fountain Court Exhibition Policy and the Reconciliation Wall Exhibition Policy, exhibitors must not sell items in the Fountain Court and artworks cannot have prices displayed on or next to them. However, a catalogue or list of paintings can be left in the Fountain Court with the exhibitor's contact details clearly marked.
- 9.2 Labels or explanations should be prepared so that persons who may be vision-impaired can enjoy the exhibition (for example, typed in a large font size such as 14 point or above).
- 9.3 Labels should be of a high standard, preferably on artist construction board or light cardboard. The labels are to be stuck on the wall using velcro hooks only, no tape, blue tack or pins are to be used.
- 9.4 At least one sign should include a reference to the Parliamentary Host.
- 9.5 Exhibition sponsors may be acknowledged with a sign no larger than an A4 sheet of paper.
- 9.6 Corporate banners are not acceptable except during a function to launch the Exhibition.



Parliament of New South Wales Guidelines

10.0 Work health and safety and risk management

- 10.1 The Parliament's site safety rules must be followed. Any additional conditions must also be abided by provided those conditions are communicated in writing.
- 10.2 Parliamentary staff may direct any person installing or removing an exhibition to immediately stop any activity that is unsuitable, unsafe, affects the operation of the Parliament, or contravenes relevant laws, regulations or the agreement. All persons installing or removing an exhibition must comply with any directives given by parliamentary staff.
- 10.3 The Exhibition Coordinator must seek permission before moving any of the contents of the Parliament building or grounds including furniture, artworks, fixtures, fittings, or floor coverings.
- 10.4 Work areas must be kept clean and tidy. Rubbish must be contained and hazards promptly removed. To reduce trip hazards equipment must be placed against the walls and kept away from walkways. The Exhibition Coordinator must remove all material and equipment and clean the area after installation and removal of an exhibition.
- 10.5 Storage is not available for equipment or sundry material.
- 10.6 No electrical work carried out with AC electrical equipment. Handheld tools or battery operated drills can only be used with prior approval from the Office of the Black Rod.
- 10.7 Appropriate personal protective equipment must be used at all times.
- 10.8 The consumption of alcohol and illegal drugs, as well as smoking, is prohibited while working within the Parliament. Persons found to be intoxicated or affected by other substances will be directed to stop work on an exhibition.
- 10.9 All injuries and accidents, however minor, must be reported to the nearest reception desk.
- 10.10 During installation, there must be clear access to the south door and through the south area for the passage of members. These are marked on the attached map.



Parliament of New South Wales Guidelines

- 10.11 During installation, there must be adequate space to move around plinths and other equipment on the floor space. Adequate space is defined as two people being able to pass each other comfortably.
- 10.12 During installation, visitors must be able to see a clear passage to the exits.
- 10.13 To prevent damage to the marble floor, the Exhibition Coordinator must place felt or some other soft material under any stand or unit set up in the Fountain Court to prevent damage to the marble floor.
- 10.14 The Presiding Officers may, as condition of any approval, require the exhibitor to undertake a risk assessment prior to or during the installation of any exhibition.

11.0 Legal considerations in standard agreement

- 11.1 A standard agreement is issued when an exhibition is approved. The exhibition coordinator must comply with the conditions of the agreement, which includes standard contract clauses and clauses relating to damage and insurance. Exhibitors should note that they must have public liability insurance.

12.0 Related Policies, Legislation, Guidelines and Forms

- 12.1 The Guidelines should be read in conjunction with the Fountain Court Exhibition Policy, the Reconciliation Wall Exhibition Policy, the Room and Venue Use Policy, relevant work health and safety legislation and policies, risk management policies, and guidelines on the use of the Parliament's loading dock and car park.

13.0 Further Information

- 13.1 Further questions should be directed to the Office of the Usher of the Black Rod (02) 9230 2620.



Parliament of New South Wales Guidelines

Document Control

Version Number	Date of Issue	Author	Description of Change
1.1	August 2012	Beverly Duffy	Accompanying Guidelines
1.2	June 2016	Office of the Black Rod	Revised Guidelines



APPLICATION TO EXHIBIT IN FOUNTAIN COURT

PART 1: CONTACT INFORMATION

Name: _____

Organisation: _____

Postal address: _____

Contact number: _____

Email: _____

Parliamentary Host: _____

To support this application, it must be accompanied by a supporting letter by a parliamentary host and a portfolio. Please refer to the Exhibition Policy (see 4.8) and Guidelines (see 3.1).

Please tick that you have attached the following:

Letter of support by Parliamentary host Portfolio

PART 2: EXHIBITION AND ARTIST INFORMATION

PLEASE REFER TO THE GUIDELINES, SEE 3.3.

Name of exhibition: _____

Artist(s): _____

Organisation: _____

Purpose of exhibition: _____

Proposed dates of exhibition: _____



Parliament of New South Wales Guidelines

Would you be willing to consider other dates to exhibit? Yes No

Note: All exhibitions are limited to one-month duration.

Applications to exhibit between January to June of the following year close on 31 May.

Applications to exhibit between July to December of the following year close 30 November.

PLEASE PROVIDE A DESCRIPTION OF THE EXHIBITION:

(For example, information about the content of the exhibition, the medium used, size)

PART 3: ELIGIBILITY OF EXHIBITION

PLEASE REFER TO THE EXHIBITION POLICY, SEE 4.3.

TO BE ELIGIBLE TO EXHIBIT IN THE FOUNTAIN COURT, THE EXHIBITION MUST HAVE SOME CONNECTION TO THE FOLLOWING:

PLEASE TICK:

- The NSW Parliament
- The NSW Government
- Particular communities within the State
- The general community of New South Wales.



Parliament of New South Wales Guidelines

PART 5: HOLDING AN EXHIBITION OPENING

EXHIBITION OPENINGS CAN BE HELD USING PARLIAMENTARY FACILITIES IF PRE-BOOKED. A REQUEST TO THE USHER OF THE BLACK ROD IS REQUIRED IN WRITING FOR ANY LAUNCH FUNCTION IN THE FOUNTAIN COURT (SEPARATE TO THE APPLICATION TO EXHIBIT). PLEASE REFER TO SECTION 4 OF THE *FOUNTAIN COURT EXHIBITION GUIDELINES*.

Proposed date of opening: _____

Time: _____

Signature of Applicant: _____

Date: _____

Should you have any queries, please contact the Usher of the Black Rod on (02) 9230 2976.

Please send the application and portfolio with a signed letter of support by the parliamentary host to:

The Presiding Officers
C/- Usher of the Black Rod
Legislative Council
Parliament House
Macquarie Street
SYDNEY NSW 2000



Parliament of New South Wales Guidelines

Office use only

Comments:

Recommended for Approval: _____
Usher of the Black Rod

Date: _____

<p>APPROVED/NOT APPROVED</p> <p>The Hon. Don Harwin MLC President</p>	<p>APPROVED/NOT APPROVED</p> <p>The Hon. Shelley Hancock MP Speaker</p>
---	---

LEVEL 7 EXHIBITION SPACE

