

EXHIBITION MANUAL

MANUAL FOR THE PRODUCTION OF OUR SPORTING LIFE COMMUNITY EXHIBITIONS

(a guide to formulating YOUR exhibition)

Okay, I have read all about Our Sporting Life and I want to get involved.

How do I go about hosting an OSL community exhibition? Where do I start? What do I have to do and how long will it take?

Answers to these and other questions are clearly explained in the following pages. A list of the steps required to create your own exhibition is clearly described and a 'typical development timetable' indicates just how long should be allowed for the process to be completed.

CONTENTS

- I Introduction to the OSL Community Exhibition

- II Form of Displays
(The first display at Henley)

- III Typical Development Timetable
(How do we do it? How Long Will It Take?)

- IV Exhibition System Components:
National “Core” displays

- V Exhibition System Components:
Local displays

- VI Further information and contact

INTRODUCTION TO THE OSL COMMUNITY EXHIBITIONS

The Our Sporting Life community exhibition has been designed in a flexible way to fit a variety of spaces. The displays are divided into two themes, 'national' and 'local'.

The National Section

It is envisaged that every OSL exhibition should include a 'national' section, common to all of the community exhibitions.

The 'national' section of an OSL exhibition will typically include the exhibition 'core' display provided complete with finished graphic panels and a video programme and a timeline graphic displaying national sporting events juxtaposed with locally significant sporting moments.

This core exhibition communicates the message and ambition of OSL and encourages the essential visitor engagement with the project. The national section also illustrates historic and more recent stories of the Olympic Games with reference to the future and, notably, London 2012.

The Local Section

The local section of an OSL exhibition provides individual organisations and their associated communities to celebrate the story of their local "sporting lives".

The 'local' section is composed of sporting activities linked to clubs, societies, local personalities and unsung heroes through stories and objects and is, therefore, unique to each area and each exhibition.

Every host organisation will be required to collect their own information and objects for display, and also to write the 'copy' and supply the imagery for graphic panels. Guidelines to help with this will be provided.

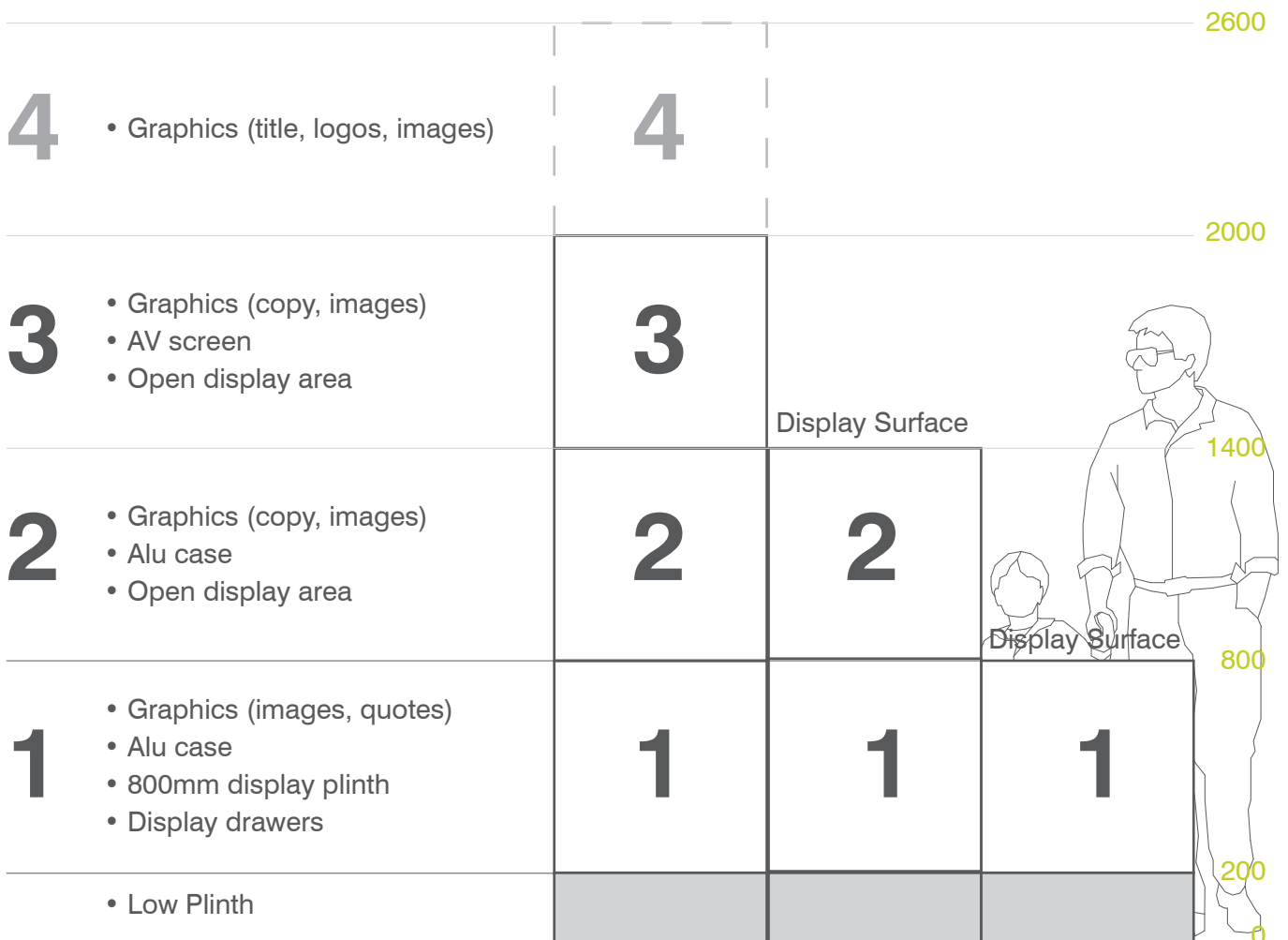
Clients will be able to configure their own exhibition layout based on the amount of material they are exhibiting . A meeting on site with the designer, RFA Design, is recommended to achieve the best results. However this manual is provided to give a good understanding of the form and cost of the exhibition displays to allow you to begin planning your exhibition.

The Our Sporting Life community exhibition is designed to fit the ALU display system, a solution that contributes to the distinctive and elegant appearance of the show.

The ALU system is a series of display modules based on 600mm cubes. The flexibility of the system allows each cube to offer the following display options:

- Back-illuminated graphic panels
- Lockable display cases with lighting
- AV screens
- Open display surfaces

The cubes are arranged in towers, on base plinths creating a flexible and ergonomic display system. The plinth units can be adapted to incorporate drawers and with integrated levelling feet provide a stable surface for the alu boxes, interactives or open display items.



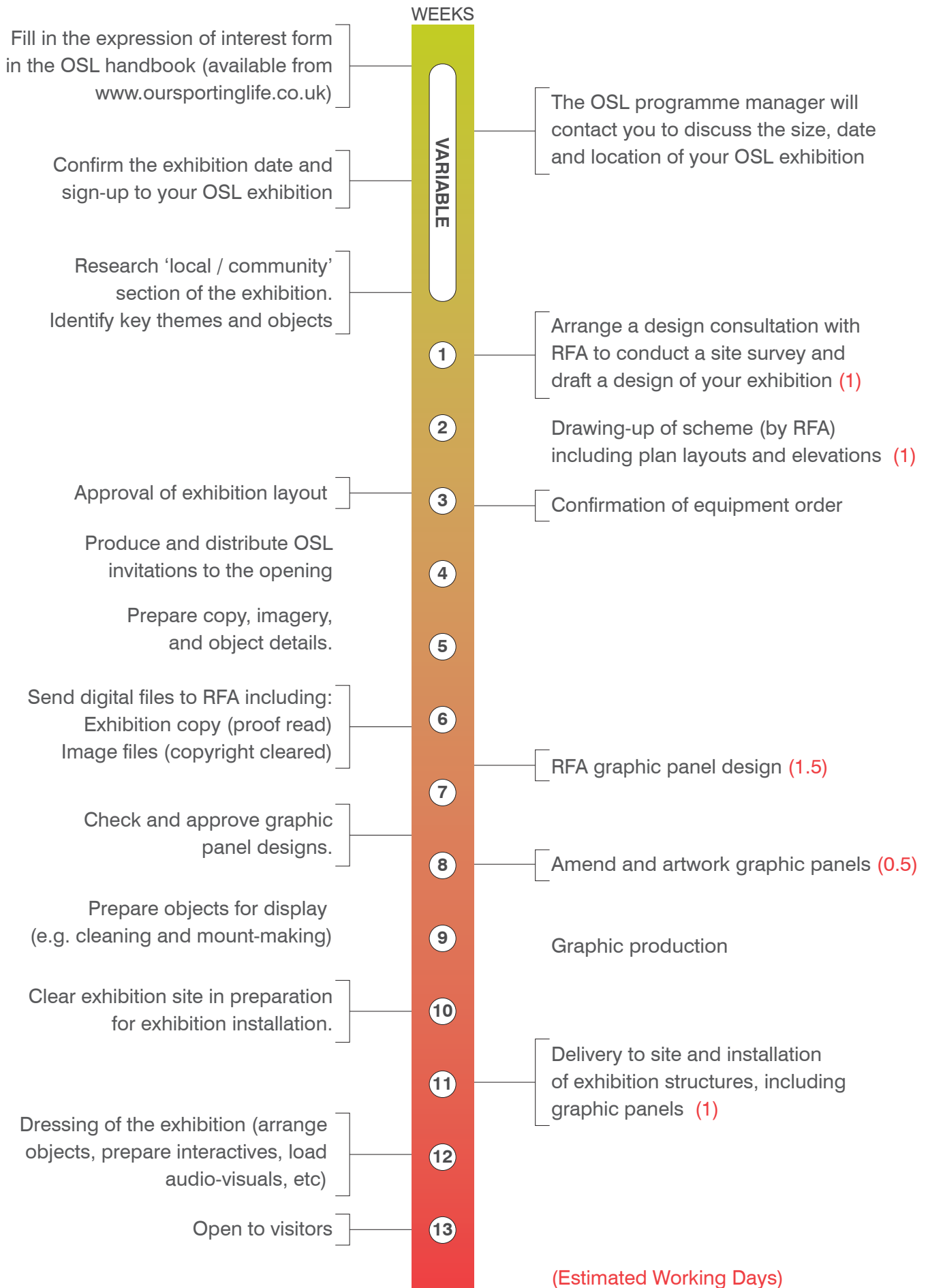
II FORM OF DISPLAYS: OSL - HENLEY

The towers can be combined to create island units incorporating graphics, showcases, AV screens and surfaces for open display.



Further details on the exhibition system and components are included in sections IV & V of this manual.

III TYPICAL DEVELOPMENT TIMETABLE



IV EXHIBITION SYSTEM COMPONENTS: “CORE” DISPLAYS

THE NATIONAL “CORE”

The ‘national’ section is common to all of the community exhibitions and is provided complete with finished graphic panels and a video programme. This core exhibition illustrates historic and also more recent stories of the Olympic Games with reference to the future and, notably, London 2012.

Below is an example of the Core in situ at OSL Henley.



The National “Core” includes all of the necessary display cubes with lighting, pre-designed printed backlit graphic panels, display cases and plinths.

The arrangement of cubes will usually be fixed (covering a ‘footprint’ measuring 1200 x 2400mm) although the arrangement can be changed for challenging spaces.

IV EXHIBITION SYSTEM COMPONENTS: “CORE” DISPLAYS

THE NATIONAL “CORE” TIMELINE

Below is a sample section of the timeline graphic produced for OSL Henley. It covered the period from “before 1820” to “2012 and beyond” and extended along the wall 7 metres.

The curatorial team at Henley enhanced the interpretive impact of the timeline with some wall mounted cases.



The top **National** section of each timeline is “core kit” touring the region, and the bottom **Local** section is site specific, designed and printed for each venue to feature local events and achievements.

LOCAL DISPLAYS

It is expected that host organisations will liaise with local sports personalities and clubs, as well as exploring their own collections for sporting memorabilia and photos, to uncover interesting stories about their local sporting community and heritage.

These stories will be brought together in “the world’s greatest ever sporting exhibition” in London, illustrating the rich sporting life of the people of Great Britain to the visitors of the 2012 Olympic Games.

Hosting an OSL exhibition gives your venue a chance to have voice at this event, with the graphic artwork produced for the local OSL exhibitions being gathered together in a planned feature exhibit mapping Britain’s sporting life.

It is therefore important for the consistency of this final display that guidelines are followed in the design and production of the exhibitions. This consistent approach also serves to strengthen the identity of OSL and gives gravitas to the project, benefiting all who are involved.

Another benefit of consistency is that in hosting an exhibition for which clear presentation guidelines have already been devised, venues are making a considerable financial saving when compared with the design time required to create an exhibition from scratch. Joining the design process well down the line assures a functioning, aesthetic and tested result.

The following pages of this manual provide guidance on creating local displays for your OSL exhibition.

V EXHIBITION SYSTEM COMPONENTS: “LOCAL” DISPLAYS

OSL BACKLIT GRAPHIC PANELS

Back-illuminated graphic panels for use within the display cubes are manufactured using 5mm opal polycarbonate printed direct to substrate. Panel size is 575 x 575mm.



Content for panels can be provided by host venues in the following ways:

- Single large image. Used with or without a quote. Image provided by host venue as a digital file. Large image 2000x2000 pixels minimum (10-15MB file). Quotes should be concise i.e. less than 50 words.
- Text & small images. 1, 2 or 3 small images + text. Images provided by host venue as a digital file. Small images 1000x1000 pixels minimum (3MB).
3 images/ 50 words per panel
2 images/ 100 words per panel
1 image/ 150 words per panel
- Text only. Not recommended but sometimes necessary if no image is available or a subject requires more detailed explanation. Up to 200 words per panel.

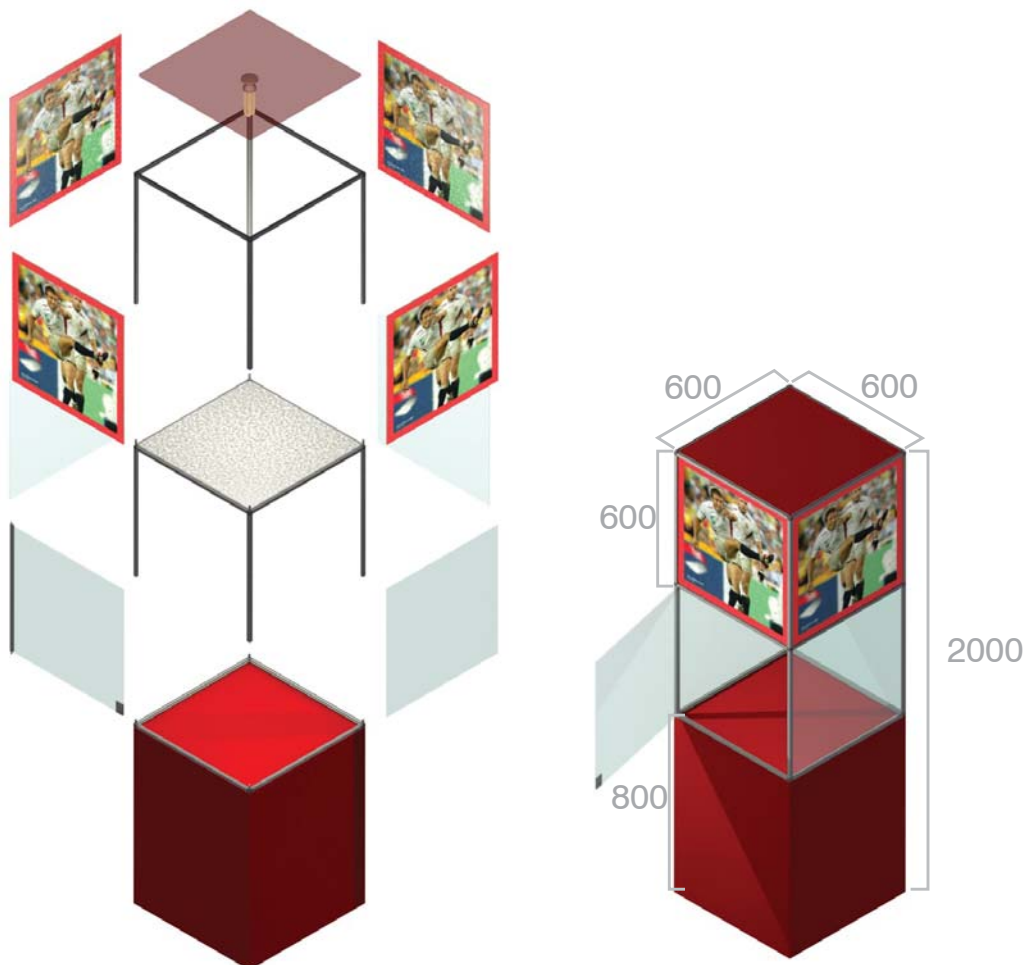
DISPLAY TOWERS

The graphic panels are mounted in Alu cubes, stacked to form display towers.

A sample tower is illustrated below showing one of the many ways a tower may be constructed. Further details and advice will be provided by RFA at the design stage.

EXAMPLE TOWER:

Lights with power connectors	x1
Panel to diffuse light into case	x1
Glazed panels	x4
Hinge & Lock for case door	x1
600mm Display Cubes	x2
Top Panel Display Surface	x1
Plinth 600W x 600L x 800H	x1
Backlit graphic panels	x4



V EXHIBITION SYSTEM COMPONENTS: “LOCAL” DISPLAYS

DISPLAY CASES



Display cases constructed of the Alu system perform well as a tamper barrier for objects that do not require a high security or conservation grade case.

Alu cases come complete with a hinged lockable door and are available with either glass or clear polycarbonate inserts. Alu cases provide an adequate level of security to eliminate tempting visitors to touch (or adopt possession of) smaller or perceptively desirable objects.

MUSEUM CASES

It is recommended that host venues should utilise existing museum display cases for the display of sensitive or valuable objects from the museum collections. This significantly reduces the cost of each exhibition and ensures that each host organisation is satisfied with the environmental display conditions of their exhibition.

If museum quality cases are required but not available at a venue then please contact RFA to discuss your needs.

OPEN DISPLAY



Open display items can be secured to the low display plinths that link the displays towers. Some can feature on higher plinths at the top of the display towers. Other items can be suspended from the walls and ceiling.

OSL display plinths are constructed of Melamine faced MDF for a professional finish and feature integrated levelling feet. The quantity and arrangement required will vary dependent on venue and exhibition size so will be determined at the design stage.

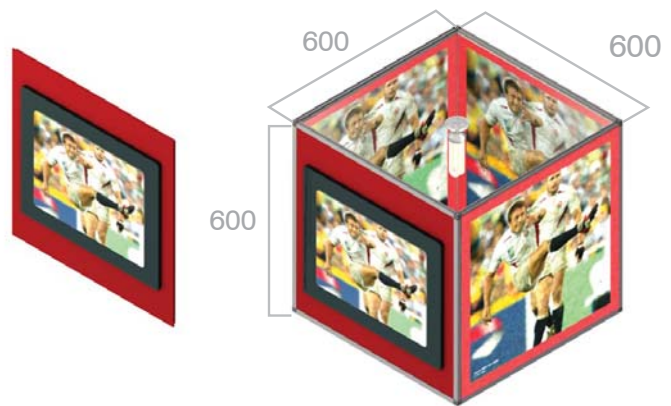
Further discussion on the display of objects and the use of display cases can take place at the RFA site visit and design stages.

V EXHIBITION SYSTEM COMPONENTS: "LOCAL" DISPLAYS

AUDIO VISUAL DISPLAYS

AV SCREEN

19" Screen including mounting panel to fit within cubes. To play high resolution photos and movies via the internal memory or your own Memory Card / USB Memory Stick. Supplied with remote control.



AUDIO DISPLAYS

An interactive audio display option is available for oral history and interviews.



V EXHIBITION SYSTEM COMPONENTS: "LOCAL" DISPLAYS

WALL MOUNTED GRAPHIC PANELS

Wall mounted graphic panels are available to augment the displays, or for venues where space is limited preventing the use of display towers.

Panels are designed to match the style and modular sizes of the backlit panels. Guidelines for providing content for design are below.

SMALL (575 x 575)

Please follow the same guidelines as for the OSL backlit panels detailed earlier in this manual.



MEDIUM (575 x 1150)

Large images 2000x2000 pixels minimum (10-15MB file).
Small images 1000x1000 pixels minimum (3MB).
150-200 words.



LARGE (1150 x 1150)

Extra Large images 4000x4000 pixels minimum(50-60MB).
Large images 2000x2000 pixels minimum (10-15MB).
Small images 1000x1000 pixels minimum (3MB).
Up to 400 words.



DESIGN, DELIVERY AND INSTALLATION

Design, delivery and installation charges will vary depending on the size and configuration of each OSL exhibition and the geographical location of the venue.

RFA will endeavour to keep client costs to a minimum by conducting work in a professional and efficient manner. For a quote on the design, delivery and installation charges for your venue please contact RFA.

CONTACT INFORMATION

If you have queries relating to anything in this document or if you require further information please do not hesitate to contact RFA Design.

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Information on costs and configuration of OSL exhibitions is available as an appendix to this document on request.

General queries relating to the OSL project should be directed to:

Cookie Scottorn
(River & Rowing Museum, Henley on Thames)
e-mail: shn@rrm.co.uk
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She will be able to answer your questions and put you in touch with the OSL co-ordinator for your region.

<http://www.oursportinglife.co.uk>