

VIOLENCE UNSEEN



ZERO TOLERANCE



VIOLENCE UNSEEN

Exhibition manual
Terms and Conditions of Hire

Zero Tolerance
SC023484

www.zerotolerance.org.uk

Organising Violence Unseen Photography Exhibition

Thank you!

Thank you for all your help and support with organising Violence Unseen exhibition with us. In this document you will find the Terms and Conditions of hire and instructions on how to set up and take down the exhibition and get it ready for shipping.

About the Exhibition

Over the past decades, there have been dramatic changes to public attitudes around some aspects of men's violence against women. Yet domestic abuse, sexual violence and other forms of violence against women are still prevalent in Scotland today, especially for groups of women who face other forms of discrimination; women with learning disabilities, women who sell sex, lesbian, bisexual and trans (LBT), migrant, black, Asian and minority ethnic women.

Award-winning photographer Alicia Bruce has worked with groups and individuals affected by men's violence to create a series of photographs that explore the types of violence against women that remain unseen and unacknowledged by mainstream society. The photographs shine a light on the types of violence against women that still remain unacceptably hidden and better represent the constellation of women's lived experiences.

If you have any queries please contact:

Jo Zawadzka at jo.zawadzka@zerotolerance.org.uk

Tel: 0131 556 7365

Mob: 07963434441

Terms and Conditions of Hire

Zero Tolerance (the Charity) shall hire the Violence Unseen Exhibition (the Exhibition) to the Partner named in the email confirmation. The Exhibition comprises:

- Eight A0 Foamex exhibition panels in one or two A0 size heavy-duty portfolio cases
- Eight aluminium foldable easels in a travel bag
- One PVC exhibition evaluation poster and Velcro fittings
- Stationery.

The following terms and conditions apply:

1. The hire period will commence on the day set out on the confirmation email or the day of delivery, whichever is the sooner. The hire period will end when the Exhibition has been returned, received and checked by the Charity.
2. Responsibility for the delivery and collection of the Exhibition will be agreed between the Charity and the Partner at the time of making the hire agreement.
3. If the Charity agrees to deliver the Exhibition, it will endeavour to deliver the Exhibition at the time agreed with the Partner, but will not be liable for any loss, damage, costs, claims or expenses incurred if delivery is delayed due to circumstances beyond the control of the Charity. This includes but is not limited to transportation delays or industrial disputes. The Partner will ensure that an authorised representative is at the delivery site at the agreed time to accept the Exhibition and provide a written receipt of delivery.
4. If the Charity agrees to collect the Exhibition, it will do so as soon as practicable after the close of the exhibition. The Exhibition remains the responsibility of the Partner until it is collected by the Charity. The Partner will ensure that an authorised representative is at the delivery site to return the Exhibition to the Charity or its representative at the agreed time.
5. If the Partner fails to prepare the exhibition for uplift at the specified time, they will be liable to arrange and pay for shipping to return the exhibition to the Zero Tolerance office or any other location specified by the Charity.
6. The Partner is solely responsible for the Exhibition from the date of delivery, or from the date of uplift from the Charity, if the Partner has agreed to arrange uplift and return of the Exhibition.
7. The Partner undertakes to keep the Exhibition in good order and condition and to return it to the Charity in good condition. If any part of the Exhibition is damaged and requires repair, the Partner will pay the full cost of the repair. If any part of the Exhibition is damaged beyond repair and requires replacement, the Partner will pay the full cost (£1000) of this replacement.
8. If the Exhibition is not returned, or items are missing from the exhibition, the Partner will be liable for a compensation payment equivalent to the current replacement value of the items which have not been returned.
9. The Partner is responsible for erecting and dismantling the Exhibition, following the guidelines provided. The Partner will ensure that the Exhibition is safely packed and ready for shipping at the agreed pickup time.
10. If the Partner wishes to cancel the hire, fourteen days notice is required. If shipping costs have already been incurred by the Charity, the Partner may be required to reimburse the costs.

Exhibition Set Up

1. Check if you received all necessary equipment to set up the exhibition:

- 8 x A0 Exhibition Panels in one (or 2) portfolio carry case
- 1 x A0 PVC evaluation poster (stored in a zipped pocket in a portfolio case)
- 8 x black foldable aluminium easels in a travel bag
- exhibition booklets, post-it notes and pens, sticky dots.

2. Start with unfolding the easels

You can watch this video

<https://www.youtube.com/watch?v=mh5UeKMFFAs>

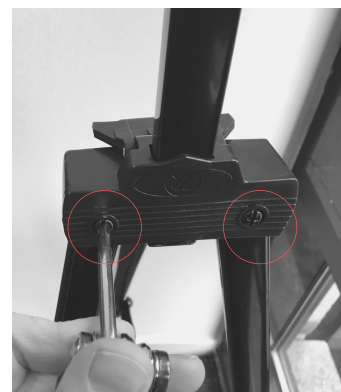
or follow the instructions below:

- Take the easel out of the canvas bag
- Unwrap Velcro strap that is attached to the stand.
- Undo the fasteneres on the legs
- Let the legs drop down (extend them fully)



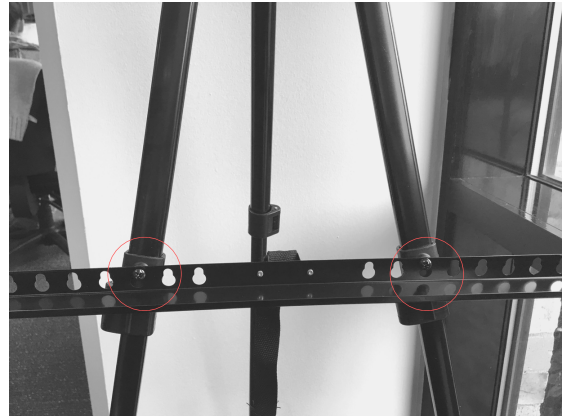
- Redo the fasteners

- Move the upper pole to accommodate the exhibition panel and adjust it to the highest setting. There is a clip there that keeps it in place. Use the provided screwdriver to tighten up the screws.

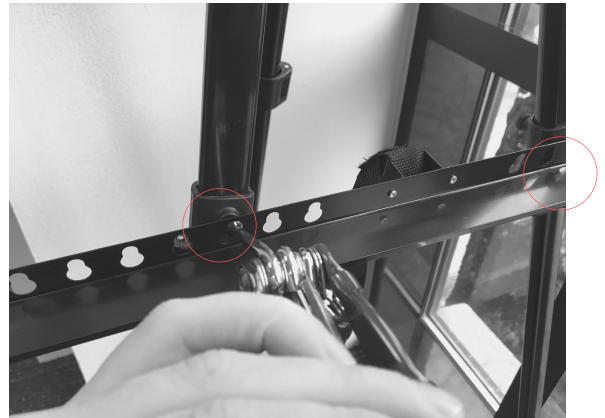


Exhibition Set Up

- Take the canvas stand, it has rows of holes along the back so you can attach it to the exhibition panel rest.



- Put the canvas rest on the exhibition panel rest (ideal distance 3 holes on each side).
Adjust the screws using the screwdriver.
Secure the back with the Velcro strap.



Exhibition Set Up

You can arrange easels in the space one by one as it is easier than guessing the distance between each panel. Make sure that all easels are the same height by adjusting the distance between the legs of the easel. Take the exhibition panels from the portfolio case one by one and place them on easels. You may need another person to help you with this. Start with exhibition introduction panel and use the exhibition booklet for the order in which pictures should be displayed.

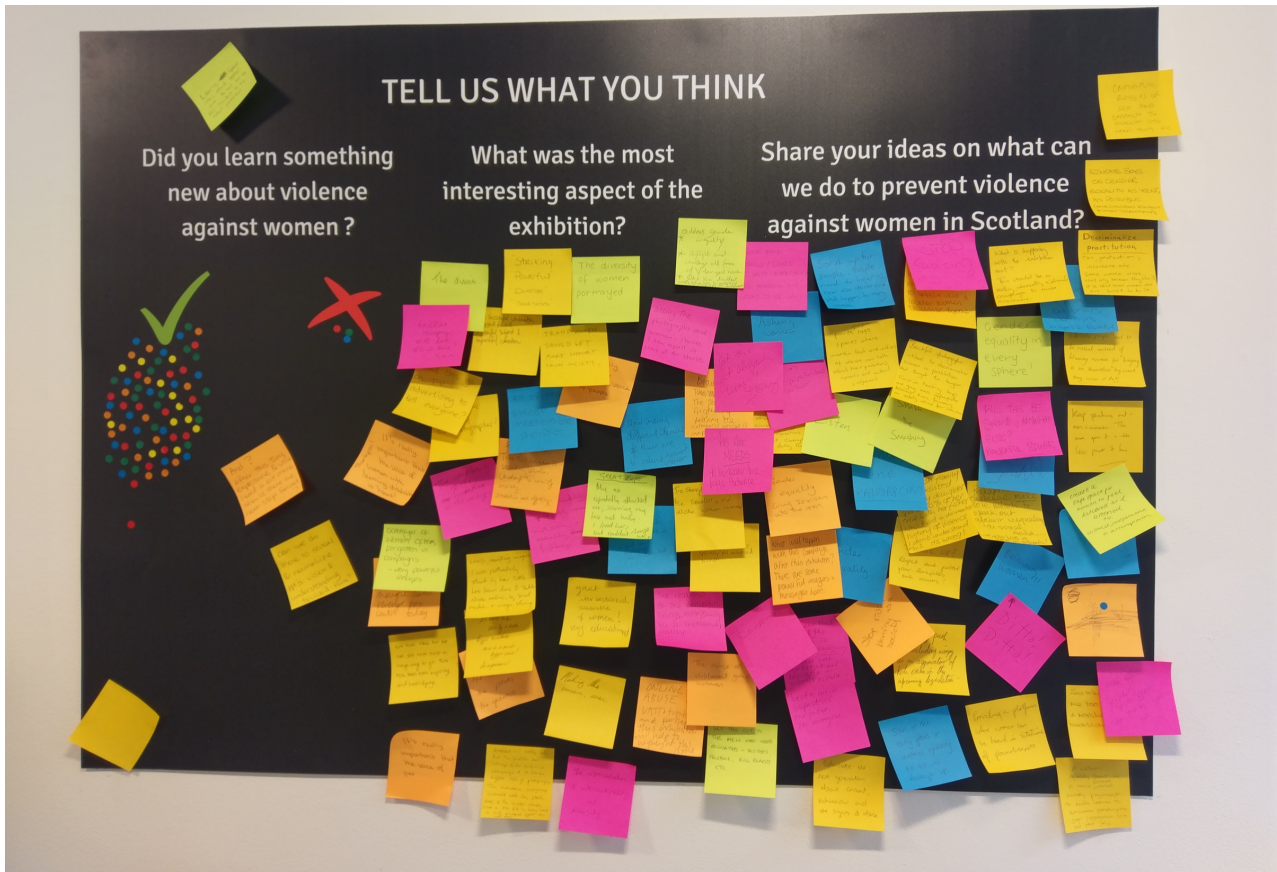
EXAMPLE SET UP:



Exhibition Set Up

EVALUATION POSTER

You will find an A0 size evaluation poster in the zipped pocket in the portfolio case along with Velcro coins. Attach at least 4 corresponding coins to each corner of the poster (you can use more if you need to) and put it on the wall. You can put some post its, sticky dots and pens nearby so people can use them to leave feedback.



Exhibition Take Down & Shipping

PANELS & EVALUATION POSTER

Take the exhibition panels off the easels one by one and put them back in the portfolio case. Make sure there is a piece of bubble wrap at the bottom of the case and separate each panel with a bit of bubble wrap. You may need another person to help you. If you have any booklets left you can put them in a portfolio case or keep them for future events.

EASELS

Once you put all the panels back in the portfolio case, loosen up the canvas rest screws, remove the canvas rest and fold the easels using the set up instructions in reverse.

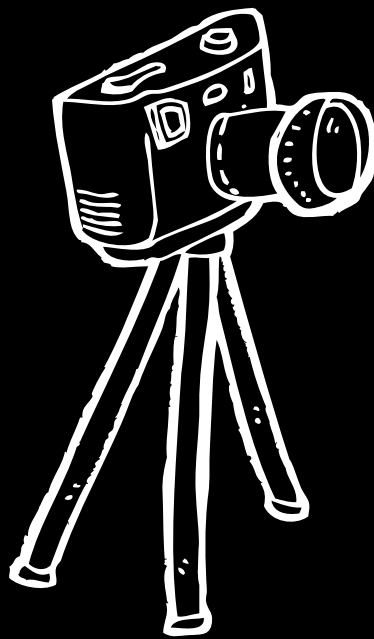
SHIPPING LABELS

Print out 4 or if you have 2 portfolio cases, 6 copies of the shipping labels. Attach shipping labels securely to the portfolio cases and the travel bag. Put one extra shipping label inside each portfolio case and travel bag (in case the labels get damaged in transit the shipping company will be able to identify the owner quickly)



THANK YOU!

**Don't forget to take pictures at your
event and email them to us at
jo.zawadzka@zerotolerance.org.uk**



**You can also
tweet us at @ZtScotland
facebook @ZeroToleranceScotland
Instagram @ZeroToleranceScotland**