

Display Stands Information Pack



Overview

As part of the Animate Chesterfield public art programme, Chesterfield Borough Council is pleased to offer five A0 size display stands that are available for local groups and organisations to use for exhibitions or artwork that will help animate the town centre..

Who can use them?

- The stands are available for community and non-profit groups and organisations based in Chesterfield.
- The stands will also be utilised by the Council to share community and cultural projects and events.

What can be exhibited?

- These stands are intended to display exhibitions or artworks and NOT for use as notice boards to display promotional information about a group's purpose, upcoming meetings or job adverts etc.
- Exhibition content should NOT be for commercial purposes.
- All exhibition content must be family-friendly and appropriate for public display.
- The following content is NOT permitted:
 - Political or party-political material.
 - Religious content intended to promote specific beliefs.
 - Material that promotes, depicts, or encourages violence.
 - Content that may be considered offensive, discriminatory, or inappropriate, including offensive language or imagery.
 - Promotional / advertising content for commercial purposes

Does it cost anything?

- The stands are free to use but must be booked in advance.
- The group / organisation will be responsible for all costs related to printing for the exhibition and all costs associated with the time to install the prints into the stands and their removal.
- The Council Team will be responsible for positioning and removing the display stands within the Pavements Shopping Centre.

When

- The display stands must be booked in advance.
- Depending on availability, the stands can be booked for 1 week - 4 weeks.

Where

- These stands are for use within the Pavements Shopping Centre.
- The stands will be located throughout the mall, adhering to fire regulations and retaining clear walkways.

Size

- There are x5 triangular display stands available - each stand has x3 panels.
- The insert size for each panel: A0 = 841 x 1189 mm.
- The display can NOT hold multiple smaller posters - displays must be on a single A0 size poster.
- Each panel is a click frame with a clear perspex cover.

How can they be booked out?

Please send the following information by email:

- **Title the email:** Display Stand Enquiry: insert group or organisation name
- **Description of the exhibition**
- **Install date** (when would you like to install the prints into the stands?)
- **Start date & Finish date** (when will the exhibition be open to the public)
- **Deinstall date** (when would you like to remove the prints into the stands?)
- **Key contact name**
- **Organisation / group name**
- **Email**
- **Phone number**

markets@chesterfield.gov.uk

We aim to respond to all enquiries within 10 days.

Practical Details

- **Size for printing:** each panel: A0 = 841 x 1189 mm
- **Specification for printing:** 200gsm paper is recommended with a coated finish
- **Installation requires minimum of 2 people:** When installing, a minimum of 2 people are required. The backboard (which is fairly heavy), needs to be simultaneously held with the print inserted behind the perspex cover, whilst lining this up to the frame before the clips can be clamped around each edge.

FAQ's

Will I have to assemble the display stands?

- The stands are already full assembled - all you need to do is insert your printed content into the clip frame

Can I leave the stands unsupervised?

- The stands will be located in the Pavements Shopping Centre and do not need to be supervised.

Can I use the stands outside?

- No, they are only for indoor use.

Can I use the stands in another venue?

- No, the stands are only for use in the Pavements Shopping Centre.