Steele Community Room Hanging Suggestions and Tips

As the Selection Committee, we want your exhibit to be displayed as purposefully as possible. With your best interests in mind, we've prepared a planning document that includes how to correctly hang and remove your exhibit along with some helpful advice.

The Steele Community Room (SCR) is the space where various municipal committees (Select Board, DRB, etc.) regularly meet as well other volunteer boards that serve Waterbury. It is also a rentable space for events and meetings. There is regular foot traffic in the space and it is open to the public during the hours the municipal offices are open or by request.

Once you've been selected:

- Please come visit the Steele Community Room to become familiar with the space. It is an open space predominantly for in-person as well as hybrid meetings. Most meetings take place at the tables facing the retractable screen. The committee suggests hanging pieces on the wall behind the screen as the screen is retracted when not in use, which is the majority of the time.
- If you have 3D pieces, please consider their dimensions before hanging behind the retractable screen. When down the screen hangs 5" from the wall.
- The exhibits may be hung on all walls with the exception of two locations: the wall to the left of the big windows to the exit door; the Peter Miller photograph and Merrill Bennett art are on permanent display on those walls. Exhibits are also not to be hung on the wall to the left of the double doors; this is the area for the dedicated bulletin board for community information as well as trash and recycling bins. The Exhibit Space Map will aid you in planning.
- Review the map at the end of this packet for hanging locations and dimensions.
- There are 45 cords and 80 hooks available with our easy and flexible STAS hanging system. This will help you determine the number of pieces you can fit and hang in the exhibit space.
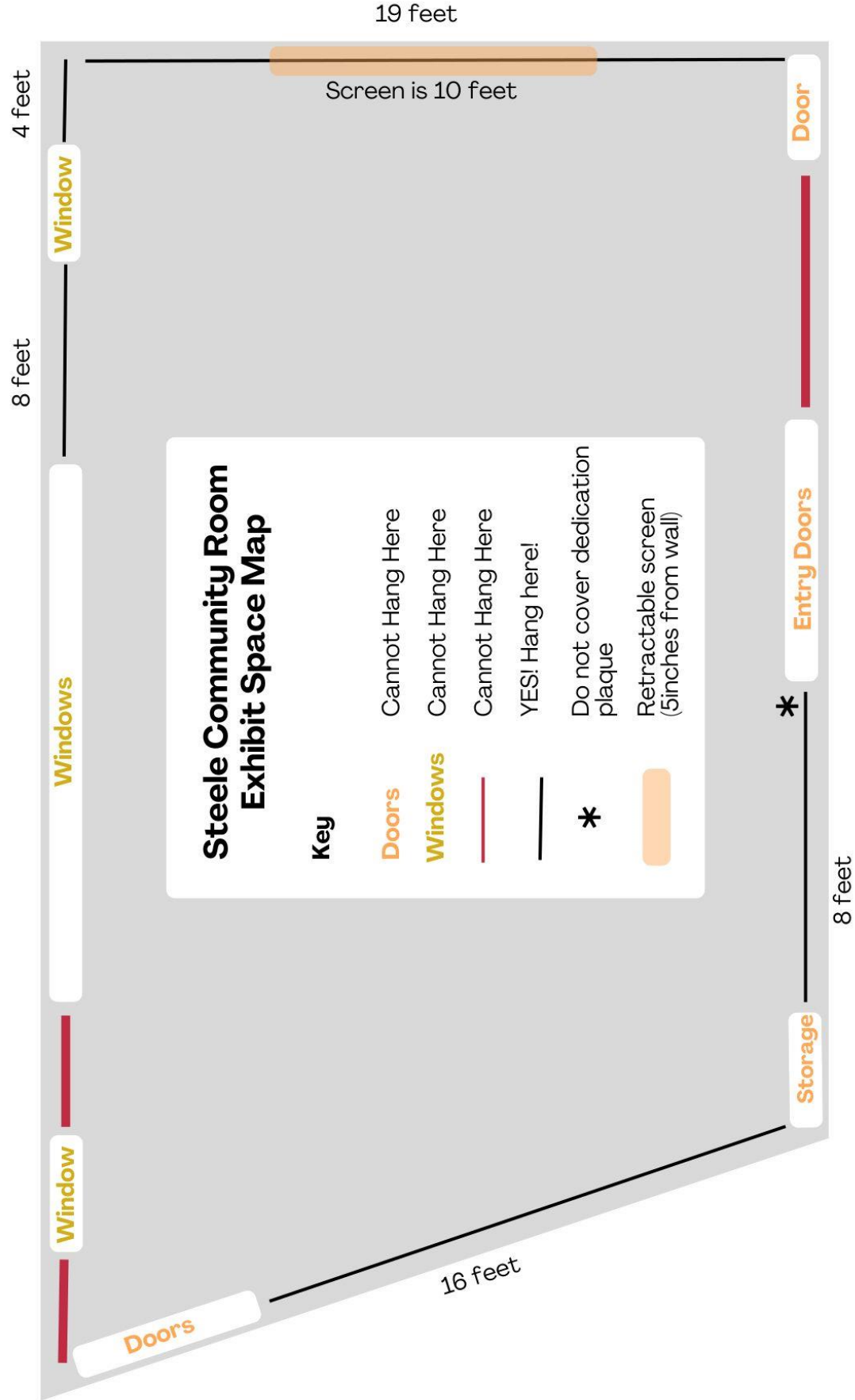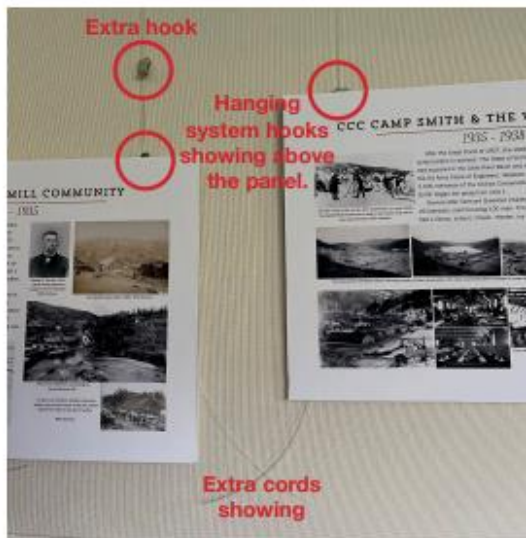
Exhibit installation:

- It is the responsibility of the exhibitor to install their exhibit.
- A ladder is available in the SCR storage closet. Exhibitors should bring any other tools they may need.
- Each piece needs to be self-hanging, meaning it needs to come with its own hook(s) and/or wire that will secure to the STAS system's hooks (see examples on last page).
- We encourage you to use as many of the 5 walls as you can. The exhibit should spread out around the room.
- The Selection Committee will contact you to schedule an installation date. This date will take into consideration: other groups renting the space, awareness of any scheduled meetings, and your availability. A member of the Selection Committee will meet you on the scheduled date and stay long enough for instructions, questions, and assistance.
- The SCR is ADA accessible, on the first floor, and has double doors for entry. The space is carpeted and temperature controlled.

- To prepare for the installation of your exhibit, the selection committee will ask how many cables and hooks are likely needed to hang your exhibit and along which walls. There can be multiple pieces per cord as well as multiple cords per piece. It depends on your aesthetic and the weight of your pieces.
- The Selection Committee will hang the cords/hooks if they have been requested, prior to installation. If cords/hooks are not requested hanging cords/hooks will be the responsibility of the exhibitor.
- The exhibitor should bring painters tape to hide and secure long cords behind the artwork (see photo example below). DO NOT CUT ANY CORDS or you will be charged for replacements.

Exhibit Removal

- At the time of exhibit approval, the Selection Committee will inform you of the removal date.
- Please inform the Selection Committee of when you plan to come so that we can reserve the room for you. This is at the discretion of the SCR rental calendar.
- You do not have to remove the cords for the STAS hanging system. Please leave them where they are so that we can prepare for the next installation.

Steele Community Room Exhibit Space Map

19 feet

Screen is 10 feet

4 feet

8 feet

Window

Windows

Window

Doors

Door

Entry Doors

Storage

8 feet

16 feet

*

Key

Doors — Cannot Hang Here

Windows — Cannot Hang Here

| (red line) — Cannot Hang Here

| (black line) — YES! Hang here!

* — Do not cover dedication plaque

(orange bar) — Retractable screen (5 inches from wall)

Extra hook

Hanging system hooks showing above the panel.

Extra cords showing

INCORRECT WAY TO EXHIBIT

CORRECT WAY TO EXHIBIT
No hooks or extra cords showing

Excess cord length should be taped and hidden on the back of the exhibit panels like this.

Hooks positioned too high

Exhibit panel hooks should be positioned approximately where the red circles are to avoid having the hanging system's hooks showing above the panel.
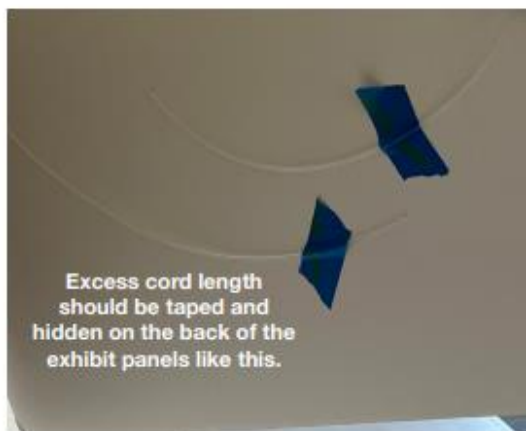
STAS Hook and Cord System provided in the SCR

Examples of types of hooks that work well with the STAS hook and cord system