



THE FAVERSHAM SOCIETY

FOUNDED 1962

FLEUR DE LIS HERITAGE CENTRE

ESTABLISHED 1977

Exhibition Guidelines for the Gallery

Informative text should be clearly legible, and at a height (usually the eye-level of a wheel-chair user) at which it can be easily read. Streamlining the use of typeface and presenting this at a comfortable reading size and height, enables visitors to appreciate fully your exhibition and its content.

Text should be kept to a minimum and all objects clearly labelled, perhaps with a brief description of use, age, etc. An introductory panel and an end panel should be included if appropriate.

Often experience, resources and budget dictate the standard and quality of exhibition presented. Each exhibition is treated individually, the emphasis being not only on presentation but more importantly on the information that you are conveying.

The Gallery

As you enter the gallery there are six panelled areas, on three sides of the room, available for mounting your exhibition. These could be text panels, framed and mounted pictures, canvases etc. depending on the nature of your display

There are also various display cases you may use, in addition to wall mounted cases there are free standing cases, measurements and display heights as follows:

Wood and glass display cabinet x 2 60cm (w) x 76cm (h) x 60cm (d)

Wood and Perspex display cabinet: 122cm (w) x 95cm (h) x 61cm (d)

The visible display area of this cabinet is: 122cm (w) x 15cm (h) x 61cm (d)

It is suggested that you view the Gallery area beforehand to establish how you will mount and fix your exhibition. The use of screws, nails and pins is acceptable as is double-sided **photographic** tape.

However **STAPLE GUNS and ADHESIVE TAPE**, other than Photographic Tape **MUST NOT** be used.

The Gallery does have a limited stock of fixings and materials that can be used.

Type Standards

The main typeface to be used in the gallery is Futura, or Arial, in a variety of weights, easily accessible on Microsoft word. Of course you may wish to create a particular individual style and appearance in the use of headings, titles etc. – but the main body of text and captions must be in keeping with the gallery standards to ensure legibility. There are obvious exceptions, but this must be at the discretion of the Gallery Manager.

There are many ways of producing exhibition panels, it is far better that each panel is taken on an individual basis. However, when produced with limited resources, we will work together to achieve a good standard in the finished result!

Examples in Arial

Main heading

72pt

Sub heading

36pt

Caption

24pt

Text

14pt

Introductory panel

Whether your exhibition is object based, paintings on canvas, mounted photographs etc., it is always desirable to place an introductory panel, summarising the theme or content for visitors to view as they come into the space. This does not need to be complicated; a very simple design is often the most effective!

End panel

This also applies to an end panel. There may be people that you wish to thank, or you may like to invite people to support a specific event and perhaps explain how they can support your cause, ie donation, volunteering etc.

Ideally, black text on a cream background is preferred, laid out to a simple grid. There are cheap alternatives to professionally produced panels where economy is paramount, perhaps mounting on card or 3 or 5mm polyboard. The use of pictures and images is highly subjective, but less and large is more! Keeping the sizes of boards regularised, allows uniformity of presentation, which is very appealing to the eye.

Above all, enjoy the opportunity to tell a story illustrated by pictures, objects or paintings, perhaps aimed at young children, the older generation or fellow enthusiasts. The simpler and clearer the exhibition and its content – the more it is available to all.

Promoting your exhibition

A Poster Board which is placed by the gallery door is available to advertise your exhibition. You will need to supply an A3 poster for this.

(We can enlarge A4 to A3 if you are unable to produce A3)