



The Scottish Parliament  
Pàrlamaid na h-Alba

# EVENTS AND EXHIBITIONS EXHIBITIONS GUIDE

# Contents

To navigate through this document please click on the relevant heading in the index.

## **The request process**

Sponsorship

Submit details of display/exhibition to the  
Events and Exhibitions Team

Confirmation of exhibition proposal by Events  
and Exhibitions Team

## **Guidelines for holding an exhibition in the Scottish Parliament**

Display Spaces

Display Duration

Display Periods

## **Setting up your exhibition**

Audio Visual Equipment

Gallery Walls and Lights

Risk Assessment / Method Statement (RAMS)

Insurance / Indemnity

## **Delivery of exhibition materials**

## **Security information**

## **Personal Emergency Evacuation Plan (PEEP)**

## **Useful information about the parliament**

Parking

Photography

Smoking

Garden Restaurant

Gaelic at your exhibition

## **Contact details**

## The request process

The process for applying for an exhibition in Parliament consists of three simple steps:

- Sponsorship confirmed by an MSP, group of MSPs, Cross-Party Group, Committee or the SPCB.
- Submit an [Exhibition Request Form](#) with details of display/exhibition to the Events and Exhibitions Team.
- Offer and confirmation of dates of exhibition by Events and Exhibitions Team.

### Sponsorship

In order to have an exhibition at the Scottish Parliament, it is necessary to confirm the sponsorship of an MSP, group of MSPs, a Cross-Party Group, a Committee or the SPCB. Details of the sponsorship should be noted to the Events and Exhibitions Team when submitting your Exhibition Request Form.

### Submit Exhibition Request Form to the Events and Exhibitions Team

The organiser must complete the [Exhibition Request Form](#) in full. Please include some information about you or your organisation, including the aims and content of the exhibition, with clear details of what the display will consist of, including dimensions, e.g. photographs, posters, AV material etc. If possible, please submit a photograph of your display/exhibition.

### Confirmation of exhibition proposal by Events and Exhibitions Team

Displays/exhibitions should be non-party political and should demonstrate a connection with the workings and business of the Scottish Parliament. Exhibition space is provided to organisations in order that they may provide advice and information to Members about their organisation and that it should not be used to *heavily* lobby Members.

The Exhibitions team will liaise with the organiser and sponsoring MSP to ensure that information and advice is passed to the relevant parties.

## Guidelines for holding an exhibition in the Scottish Parliament

### Display Spaces

The Scottish Parliament provides two spaces that can be used to support small-scale displays/exhibitions aimed at MSP audiences (one organisation per display space available). Exhibitions must not exceed the space provided. The Garden Lobby exhibition space is located at the foot of the *Garden Lobby*, directly opposite the MSP Block. The *Members' Lobby* space is located on the 1st Floor Members' Lobby area outside the entrance to the Debating Chamber. These spaces can be staffed by up to two exhibitors. Both display spaces provide an opportunity to engage MSPs and to raise awareness of the work your organisation does. The Exhibitions Team can meet with organisers to view the display areas prior to exhibiting.

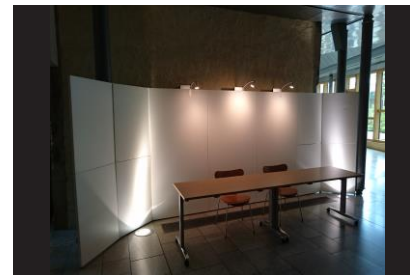
Due to demand, commonly only one display space can be booked at any one time. The Garden Lobby and Members' Lobby are private / pass-holder only areas of the Parliament, and are therefore not open to the public.

### Display Duration

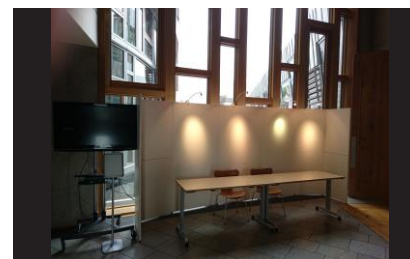
A display space can be booked for a maximum of one week. This is due to the high demand for these spaces. Displays usually run from Tuesday – Thursday (business days) with Monday and Friday being used for set-up and take down. **Exhibitions must be demounted by Friday noon at the latest.**

### Display Periods

MSP sponsored exhibitions can be booked during business periods of the Scottish Parliament only. Exhibitions cannot be booked during recess or dissolution periods.



*Garden Lobby Space*



*Members 1st Floor Lobby Space*

## Setting up your exhibition

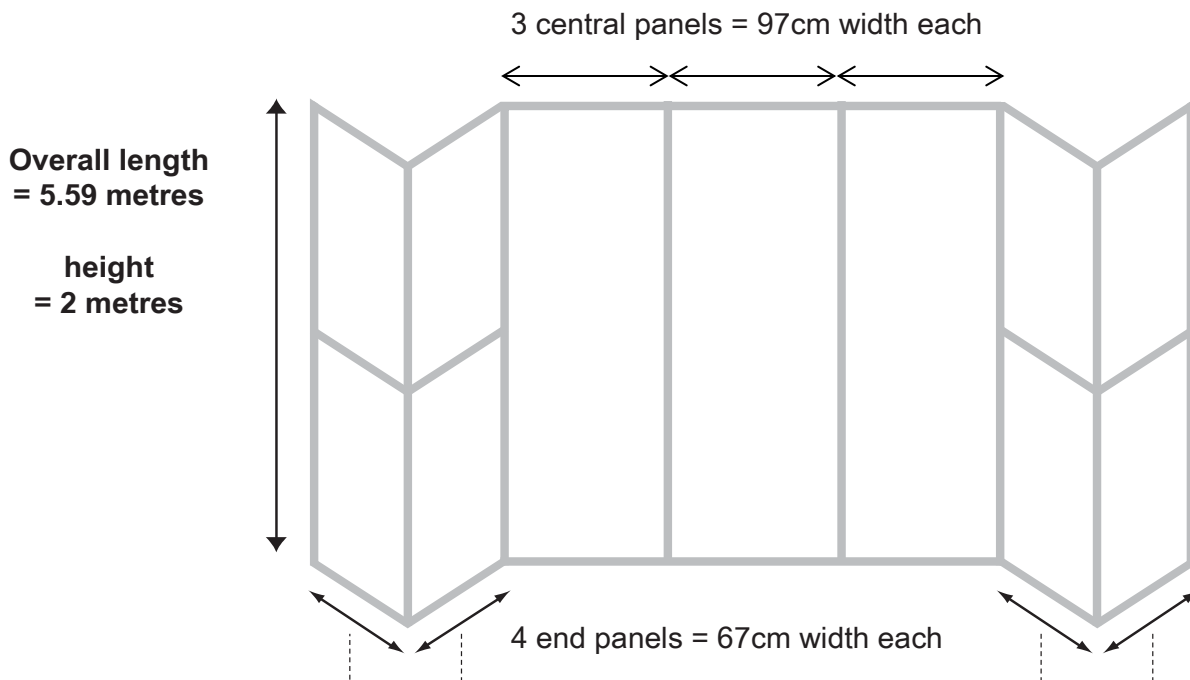
### Audio Visual Equipment

The Parliament can supply a plasma screen which supports DVD, CD and USB. You can note this on the *Exhibition Request Form* should one be required. Please note that if equipment is required to support parliamentary business, then it may be necessary to remove it from your exhibition and return it later. Please note that audio is not an option as the exhibition areas are situated near to Parliament staff offices, however headphones may be used.

\*Note that any electrical equipment brought in by exhibitors may require you to provide PAT certification.

### Gallery Walls and Lights

The Parliament provides a set of gallery walls with spotlights. **If the boards are not required please specify this on your booking form, so that we can arrange removal and storage in advance of your exhibition.** Dimensions are noted below:



The Parliament has a hanging system which can be used in conjunction with the gallery walls to hang small to medium scale framed artwork or photographs. In addition we can provide Velcro to attach pictures, posters or other artwork. Any other fixings used should be non-invasive and should not damage the walls.

Displays/exhibitions should be developed or tailored to suit the display spaces available, which are in busy, working areas of the Scottish Parliament building.

### **Risk Assessment / Method Statement (RAMS)**

Please note that for more involved set-ups, we will require a Risk Assessment and Method Statement to be provided by the exhibition organiser. If you are unsure whether this may be necessary, please discuss with your contact in the Events and Exhibitions Team.

### **Insurance / Indemnity**

Please note that exhibition materials are displayed at the organisers own risk.

### **Delivery of exhibition materials**

You have the following options for delivery of exhibition materials:

- If items are fairly easy to carry you can simply bring them in on your set-up day through the Public Entrance where any bags or boxes will be scanned similarly to what you find at airports.
- If items are bulkier you may wish to courier, stating clearly on the boxes that they are for your exhibition and marked for the Events & Exhibitions Team's attention.
- You can also drop items bulkier off at the Service Yard at the foot of Holyrood Road in your own vehicle and we can have our porters collect and deliver to the exhibition area

## Security information

**The Events and Exhibitions Team is not responsible for security clearance. Security clearance is administered through the Scottish Parliament's Security Office.**

It is essential for exhibition set-up and staffing, that each person requiring access to the Scottish Parliament building fills out and returns a **Security Questionnaire** form well in advance of their display. A maximum of two people may go through the vetting process. In exceptional circumstances only, exhibitors who have a valid reason for requiring more clearances should submit their reasons why as soon as possible. Forms will be sent to the contact name and address which appears on the [Exhibition Request Form](#) you submitted, unless this has changed.

Failure to complete and submit the Security Questionnaires on time may result in denial of access to the exhibiting area. It may take 6 (or more) weeks for security clearance to be processed, and so we recommend completing and submitting the form at the earliest opportunity. **It is your responsibility as the exhibition organiser to apply for your security clearance.**

The Events and Exhibitions Team will contact the Security Office to arrange for copies of the Security Questionnaire to be forwarded to you.

When returning your completed security forms, please note the **date and title of your exhibition** on the forms.

Although you may receive security clearance, and be given access to the non-public side, you will not **have signing in rights**. Therefore, all those staffing the exhibition will require security clearance.

On arrival, you should report to the Visitor Services desk in the Main Hall and collect your Exhibitor Pass. You will have to present a form of photographic ID to the Visitor Services Staff before receiving your pass. You should be aware that any time you leave the building, you will have to hand in your pass and collect it again on your return.

Please ensure your Exhibitor Pass is visible at all times whilst in the Parliament. Failure to have your pass visible will result in you being stopped by a Security Officer, who will ask to see your pass.

## **Personal Emergency Evacuation Plan (PEEP)**

Do you have any special access requirements requiring completion of a PEEP? Please inform your contact in the Events and Exhibitions Team.

## **Useful information about the parliament**

### **Parking**

- The Parliament does not provide parking facilities for visitors.
- If equipment is being delivered it can be dropped off at the Service Yard (Holyrood Road). Vehicles can only park there for a few minutes while dropping off equipment.
- The Events and Exhibitions Team can arrange for Porters to assist with the unloading and delivery of equipment to the Garden Lobby or Members Lobby area.
- If off-site parking is required, there is an NCP car park on Holyrood Road. Further parking is available at Our Dynamic Earth.

### **Photography**

- Photography is permitted; however avoid flash photography in this working staff area. When taking photographs in the Garden or Members Lobby, you are asked to show due courtesy and consideration for other building users. Prior permission must be sought should you wish to photograph any MSP.

### **Smoking**

- Smoking is not permitted within the Parliament.

### **Garden Restaurant**

- Those exhibitors who have security clearance can make use of the Garden Level Coffee Bar and Staff Restaurant.



## **Gaelic at your Exhibition**

- The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language. The SPCB has a Gaelic Language Plan and asks exhibitors to consider how Gaelic can be used at their exhibition at the Parliament.

## **Contact details**

- If you have any queries on any aspect of this guidance contact

**Email:** [eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)

**Telephone:** 0131 348 6933

