

# DESIGN MANUAL

## WHAT ARE THE DESIGN CONSIDERATIONS AT SOMERSET HOUSE?

Somerset House is a Grade I listed building and so has special requirements to consider which might differ from other venues you have worked in. Below is a guide to inform your team of what they can expect and what needs to be factored into your design.

### THE VENUE

London Design Biennale occupies the entirety of Somerset House, a protected Grade I listed building celebrated for its architectural and historical importance. To protect the building's interiors and exteriors, several considerations must be made when planning your project and whilst operating onsite during the build, exhibition and derig phases of LDB.

The LDB Operations Team can help to arrange site visits and provide plans for your exhibition space in advance. Whilst floorplans, elevations and CAD files have been provided by Somerset House, please be aware that the venue has characteristics that cannot be communicated through drawings alone. If you need more precise measurements that are in hard to reach spots, or are integral to the fit of a structure or dressing of the space, these should be carried out by yourself or by an Approved Contractor before entering into the fabrication phase.

Please note: LDB does not accept any responsibility or liability for any resultant loss or inconvenience which you or your organisation may suffer as a result of the use of these floor plans.

### FABRICATORS & INSTALLERS

As a Grade I listed building, extreme care must be taken during the build, live and derig phases. Design teams and contractors must carefully consider the following points when conceptualising projects to guarantee its feasibility and compliance within its allocated space.

Please be aware that you **cannot**:

- Fix anything into the original walls, ceilings, floors and fittings.

The rooms have been fitted with MDF panels to enable them to be an effective exhibition space. However, some rooms and areas **do not** have MDF panels for fixing, in which case the installation must either be freestanding or temporary freestanding walls can be erected by a fabricator.

Please refer to specific room plans featuring the positioning and dimensions of these MDF panels.

**Please note that ONLY Somerset House Approved Contractors are allowed to fix into the venue's MDF panel walls. Approved Contractors must be appointed for all installation works unless otherwise agreed with the LDB Operations Team and Somerset House.**

To find out more about Approved Contractors and their services, please refer to the [Production Manual](#) and complete the Production Form. If the [Production Manual](#) is not yet available, please contact the LDB Operations Team.

## FIXINGS

- Fixing into woodwork such as window and door frames, fireplaces, shelving, skirting boards, dado rails etc. is not permitted.
- Fixing into ceilings and floors as well as stone walls is not permitted.
- Hanging objects and installations from architectural lighting tracks is not permitted.
- Vinyl signage and other materials/items stuck to the walls must be fixed with low tack adhesive to prevent damage and work completed by an Approved Contractor. If you fix anything to the walls which causes damage, you will be responsible for the cost of repair.
- No paints, adhesive or coating may be applied to existing Somerset House walls without prior consent from LDB. Sticky backed Velcro and other strong adhesives are not allowed (light adhesives and museum putty are permitted).

## FLOORINGS

- Protection and padding must be built into installations involving heavy or sharp elements directly in contact with floors.
- Adequate lining and protection must be integrated into installations involving water to prevent direct contact with the floor.
- Only trolleys fitted with soft rubber wheels may be used. Trolleys with hard plastic wheels and palette trucks cannot be used inside the building.
- Floor protections (such as corex) must be used during the build and derig.

## AUDIO-VISUAL & INTERACTIVE WORKS

If your proposed design includes any audio-visual (AV) or interactive elements, you will be required to work with the Somerset House Approved Contractor to ensure

that your design is feasible, how it can be achieved within the venue and at what cost.

The Somerset House Approved Contractor have worked in some of the most iconic venues in London and have in-depth experience of delivering high-end visual design and art installations. If you have a complex proposal, your LDB Project Manager will discuss these requirements with you on receipt of your initial proposal.

### SOMERSET HOUSE GALLERY SPECIFICATIONS

The specifications for Somerset House's spaces are different depending on each room and area. If you already know which area of Somerset House you will be located in, please refer to the relevant section below.

### SPECIFICATIONS OF EDMUND J. SAFRA FOUNTAIN COURTYARD

The Edmond J. Safra Fountain Court is the largest available space within Somerset House and has the ability to host medium to large scale outdoor installations and structures.

#### Floor

- Granite set cobbles in the main courtyard area and Scoutmore York Stone paving slabs on the perimeter.
- Maximum floor loading on the Courtyard is 50kN/m<sup>2</sup> (5,000kg per m<sup>2</sup>). This is further limited within the fountain area.
- All outdoor structures must be supported by structural calculations and drawings. In some instances, Somerset House will require for plans and calculations to be reviewed and approved by their in-house engineers (at an additional cost).

#### Lighting

- At night, the lighting around the courtyard is provided via washed LED colour changing programmable architectural lighting and ornate lamp posts. There is no other lighting available and necessary arrangements should be made with the Approved Contractor should this be required during the build, exhibition and de-rig phases.

### **Maximum Objects Dimensions into the Courtyard**

- The Courtyard is accessible via the Strand entrance with a maximum width of 2.5m and height of 4.5m. Vehicles entering the Courtyard should fit within these dimensions. There is also a maximum vehicle weight loading of 10t per axel.

### **Temporary Structures License**

- A temporary structures licence (Section 30 notification) may be required depending on the nature of the installation. This must be applied for well in advance of any temporary structure being erected in the Courtyard. This application carries an administration cost that will be passed onto the Design Team. The LDB team will handle this procedure.

### **Lighting Protection**

- Any metallic structure situated in the central area of the Courtyard may need lightning protection and earth bonding. Your LDB Project Manager will notify you if this is required.

### **Sound Installations**

- For any sound in the Courtyard, approval from Somerset House's management must be granted and a noise management plan submitted with your other compulsory health and safety documents.

### **Power**

- The Courtyard is equipped with single and three phase power. Most temporary power requirements can be met depending on the positioning of

the installation. The installation and provision of mains power in the Courtyard must be arranged with the Somerset House Approved Contractor. Please specify any known power requirements on the Production Form.

## **SPECIFICATIONS OF EAST WING GALLERIES**

Located in prime position and directly accessible from The Edmond J. Safra Fountain Court, the East Wing offers a blank canvas space with beautiful high ceilings and large windows with a series of open plan, interlinking rooms, some featuring fireplaces.

At least one window in each space must be left open throughout the duration of the exhibition's open days to allow for sufficient ventilation. These spaces are therefore not suitable for completely darkened environments without specific measures in place such as installing air conditioning or mechanical ventilation systems to counterbalance any lack of natural ventilation. If you have any questions relating to this, please speak to your LDB Project Manager.

### **Walls**

- The original venue walls are brick with a Lime Plaster finish and are painted in Dulux Diamond Matt Jasmin White Emulsion.

### **Wall Panelling**

- Several walls and sections of walls have been clad with MDF panels to protect the existing fabric of the building and to allow for fixing by Approved Contractors only. These panels are painted to match existing wall colours.
- Refer to room-specific plans featuring the positioning and approximate dimensions of these panels.

### **Ceilings**

- Ceilings are Lathe and Lime Plaster. Painted in: Dulux Matt Emulsion: RAL 9010.

### Floor

- The floor is made of Aged Softwood Traditional floorboards with Bona Traffic HD Satin Finish.
- Nothing may be fixed onto the venue floor. Any floor coverings must be free laid to protect historic floorboards.
- Where water may be used above (i.e. temporary kitchens or art & design installations), the installation of 1000 gauge continuous sheets of polythene under temporary coverings is compulsory.
- The maximum loading of floors is 2.5 kN / m<sup>2</sup> (254 Kg per m<sup>2</sup>).
- Installations involving floor loadings approaching the limit must be supported by calculations. In some instances, Somerset House will require for the plans and calculations to be reviewed by their in-house engineers (at an additional cost).

### Woodwork Architraves and Skirting

- Painted in: Farrow & Ball Acrylic Eggshell: Clunch.

### Window Frames

- Painted in: Dulux Acrylic Eggshell RAL 9010.

### Lighting

- Lighting schemes should be considered at an early stage.
- All indoor exhibition spaces at LDB are equipped with exhibition lighting tracks which cannot be raised, lowered or moved. An exception is the West Wing galleries, which does feature lighting tracks that can be raised.
- No lights are included in the room hire and these need to be ordered separately.
- Lighting packages are available via BEAM lighting and come with a dedicated lighting technician to install and focus them for you to achieve

high quality gallery lighting. Please refer to the Production section of this manual for more information on this.

- Lighting Specifications can be found in the Resource Section of your dashboard.
- Drawings, specifications and plans will need to be submitted in your Lighting Order Form.

### **Doors & Access**

- The LDB project team will provide you with a basic plan of your space. However, we highly recommend that you visit the site to take your own measurements or employ the Approved Contractor to do this for you. LDB cannot be held responsible for inaccurate dimensions on the floor plans.
- As a guide, the maximum door dimensions in the East Wing are width 950mm and height 2000mm. Please ensure that all materials and equipment brought to site as part of your installation fit within these measurements.

## **SPECIFICATIONS OF EMBANKMENT GALLERIES**

Situated on the Lower Ground and Mid Basement Floors with access from Victoria Embankment and the Edmond J. Safra Fountain Courtyard, the Studio & Back Galleries offer the largest indoor spaces in Somerset House. Running the entire length of the South Wing, the Embankment Galleries were once home to barges and stables when the Thames flowed directly into its Great Arch. The Embankment, Mezzanine, Studio & Back Galleries are Somerset House's most modern and adaptable exhibition spaces. Their dramatic steel and glass feature staircases, hardstone flooring and bright walls introduce a contemporary element to this historic space.

### **Walls**



- The Embankment East and West Galleries and Mezzanine feature stone walls made of brick with lime plaster finish, painted Dulux Pure Brilliant White Vinyl Matt Emulsion.
- All areas in the Embankment Galleries, Mezzanine, Studio and Back Galleries feature 18mm MDF wall panelling installed over the existing fabric of the building - the colour of these (everywhere apart from the studio room) is Dulux Pure Brilliant White Vinyl Matt Emulsion.
- Please refer to room-specific plans featuring the positioning and dimensions of these panels. It is possible to fix onto these panels and only Approved Contractors are allowed to do so. Fixing anywhere else is not possible so this must be considered carefully when planning and designing installations.
- In the Back Galleries, some of the original walls above the MDF walls are painted red - refer to the 360 view of your space.

### Wood work

- Back Galleries: All window frames, woodworks and door frames are painted Crown Trade Matt Vinyl Emulsion Victorian Eclectic 6.
- Studio Room: Dulux matt emulsion: RAL 7022.

### Ceiling

- Embankment East and West Galleries and Mezzanine: Brick vault at high level and timber under the Mezzanine.
- Studio Room: Plasterboards painted Dulux Matt Emulsion RAL 7022.
- Back Galleries: lathe and plaster painted Crown Trade Matt Vinyl Emulsion – Victorian Electric 6.

### Floor

- Lower Ground Floor: Stone Floor.
- Mezzanine: Hardwood floor coated with Bona Traffic HD satin finish.
- Studio Room and Back Galleries: Hardwood Parquet coated in Bona Traffic HD satin with dark oak stain.

- Nothing may be fixed onto the venue floor as such, any floor coverings must be free laid to protect historic floorboards.
- Where water is to be used as a feature of installations (i.e. temporary kitchens or art & design installations), the installation of 1000 gauge continuous sheets of polythene under temporary coverings is compulsory.

### Maximum loading of floors

- Embankment Galleries, Mezzanine and Studio Room: 5 kN / m<sup>2</sup> / m<sup>2</sup> (510Kg per m<sup>2</sup>).
- Back Galleries: 2.5 kN / m<sup>2</sup> (250kg per m<sup>2</sup>).
- Installations involving floor loadings approaching these limits must be supported by calculations. In some instances, Somerset House will require for the plans and calculations to be reviewed by their in-house engineers (at an additional cost).

### Doors

- Embankment Galleries East & West do not feature any internal doors. The entrances are fitted with large glass doors.
- Back Galleries: Most doors have been removed except for fire exit doors and fire doors. However, door frames remain in place.
- The Studio Room does not feature any internal door.
- Maximum Door Dimensions in the Back Galleries section only are 900mm (width) x 2000mm (height). Please ensure that all materials and equipment brought onsite as part of your installation fits within these measurements. Larger items may be brought to the Studio Room, Mezzanine or Embankment Galleries East and West. Please discuss any concerns with the LDB Project Team.

### Heating & ventilation

- All Embankment Galleries areas are fitted with an air conditioning system and the temperature is set between 18-22 degrees Celsius.

- Air conditioning vents are situated mostly above MDF panels on the northern wall or below windows in the Back Galleries. These should not be obstructed by installation elements.

### Power

- All plans can be found in the Resources area of your online dashboard. These plans detail power available in each room. All power sockets are standard UK domestic 13a sockets. The voltage is 220-240 (single phase). The maximum loading is 1000W per socket.
- If you require additional power sockets, a bespoke mains power feed or any other electrical requests, you can order this through the Production Form.

### Lighting

- Lighting schemes should be considered at an early stage.
- All indoor exhibition spaces at LDB are equipped with exhibition lighting tracks which cannot be raised, lowered or moved.
- No lights are included in the room hire and these must be ordered separately.
- Lighting packages are available via Beam Lighting and come with a dedicated lighting technician to install and focus them for you to achieve high quality gallery lighting. Please refer to the Production Manual for more information on this.
- Lighting specifications can be found in the Resource Section of your dashboard.
- Drawings, specifications and plans will need to be submitted in your Lighting Order Form.

## SPECIFICATIONS OF RIVER TERRACE

With panoramic views across the River Thames, the River Terrace offers a unique setting for any outdoor installation. Visitors can appreciate the façade of Somerset House on one side whilst taking in glorious views of central London.

### **Walls/Balustrades**

- Portland Stone.

### **Floor**

- York Stone paving slabs.
- The maximum floor loading on the River Terrace is 4kN / m<sup>2</sup> (400kg per m<sup>2</sup>) for the paving slabs. Higher loadings can be achieved with adequate structural supports. All outdoor structures must be supported by structural calculations and drawings. In some instances, Somerset House will require for the plans and calculations to be reviewed and approved by their in-house engineers (at an additional cost). Your LDB Project manager will be in touch regarding structural loadings on the River Terrace.

### **Lighting**

- At night, the lighting on the River Terrace is provided via architectural lighting only and there is very little lighting on the east section. Therefore, temporary lighting solutions must be provided for your installation. You should also consider lighting for the build and de-rig phases.
- All lighting must be supplied and fitted by the Approved Contractor, Beam Lighting. Please outline your requests on the Lighting Form. Drawings, specifications and plans will need to be submitted with this.

### **Maximum Objects Dimensions into the River Terrace**

- Access for deliveries to the River Terrace is only available out of hours and via specific routes. The LDB Team will advise on the most appropriate routes during the project planning phase, as well as on restrictions to the size and weight of items and equipment brought to the Terrace.

### **Temporary Structure & Planning Licenses**

- A temporary structures licence (Section 30 notification) must be applied for well in advance of any temporary structure/installation being erected on the River Terrace. In addition, planning permission from Westminster City

Council may be required depending on the nature of the installation. The LDB team will handle these procedures. These applications carry administration fees that will be passed onto the Design Team.

### Lighting Protection

- Any metallic structure to be situated on the River Terrace may need lightning protection and earth bonding. Your LDB Project Manager will notify you if this is required.

### Sound Installations

- For any sound on the River Terrace, approval from Somerset House management must be granted and a noise management plan must be submitted with all other compulsory health and safety documents.

### Power

- The River Terrace is equipped with single and three phase power. Most temporary power requirements can be met depending on the positioning of the installation. The installation and provision of mains power on the River Terrace must be arranged with the Somerset House Approved Contractor.
- Please specify on your Production Form any power requirements you may have.

## SPECIFICATIONS OF SOUTH WING GALLERIES (TERRACE & COURTYARD ROOMS)

Located in a prime position and directly accessed from The Edmond J. Safra Fountain Court and River Terrace; the Terrace and Courtyard rooms offer a blank canvas space with beautiful high ceilings and large windows with two series of open plan interlinking rooms, some featuring fireplaces.

### Walls

- The original venue walls are brick with a Lime Plaster finish and are painted in Dulux Diamond Matt Jasmine White Emulsion.

### Wall Panelling

- Several walls and section of walls have been clad with MDF panels to protect the existing fabric of the building and to allow for fixing by Approved Contractors only. These panels are painted to match the rooms' existing wall colour. Refer to room-specific plans featuring the positioning and approximate dimensions of these panels.

### Ceilings

- Ceilings are Lathe and Lime Plaster. Painted in: Dulux Matt Emulsion: RAL 9010.

### Floor

- Decorative hardwood floor, Bona Traffic HD Satin finish.
- Nothing may be fixed onto the venue floor as such, any floor coverings must be free laid to protect historic floorboards.
- Where water may be used above (i.e. temporary kitchens or art & design installations), the installation of 1000 gauge continuous sheets of polythene under temporary coverings is compulsory.
- The maximum loading of floors is 2.5 kN / m<sup>2</sup> (254 Kg per m<sup>2</sup>).
- Installations involving floor loadings approaching this limit must be supported by calculations. In some instances, Somerset House will require for the plans and calculations to be reviewed by their in-house engineers (at a cost).

### Woodwork Architraves and Skirting

- Painted in: Farrow & Ball Acrylic Eggshell: Clunch.

### Window Frames

- Painted in: Dulux Acrylic Eggshell RAL 9010. The Terrace rooms are fitted with UV protection blinds on south-facing windows.

### Lighting

- Lighting schemes should be considered at an early stage.
- All indoor exhibition spaces at London Design Biennale are equipped with exhibition lighting tracks which cannot be raised, lowered or moved.
- No lights are included in the room hire and these must be ordered separately.
- Lighting packages are available via BEAM lighting and come with a dedicated lighting technician to install and focus them for you to achieve high quality gallery lighting. Please refer to the Production section of the manual for more information on this.
- Lighting Specifications can be found in the Resource Section of your dashboard.
- Drawings, specifications and plans will need to be submitted in your Lighting Order Form.

### Doors & Access

- The London Design Biennale project team will provide you with a basic plan of your space. However, we highly recommend that you visit site and take your own measurements or employ the Approved Contractor to do this for you. London Design Biennale cannot be held responsible for inaccurate dimensions on the floor plans.
- As a guide, the maximum door dimensions in the Terrace and Courtyard Rooms are 950mm (width) x 2000mm (height). Please ensure that all materials and equipment brought to site as part of your installation fit within these measurements.

Located in a prime position and directly accessed from The Edmond J. Safra Fountain Court, the West Wing offers a blank canvas space with beautiful high ceilings and large windows with a series of open plan, interlinking rooms.

At least one window in each space must be left open throughout the duration of the exhibition's open days to allow for sufficient ventilation. Therefore, these spaces are not suitable for completely darkened environments without specific measures in place such as installing air conditioning or mechanical ventilation systems to counterbalance any lack of natural ventilation. If you have any questions relating to this, please speak to your LDB Project Manager.

### **Walls**

- Brick with Lime Plaster finish. Painted in Dulux Diamond Matt Emulsion: Jasmine White.

### **Wall Panelling**

- Several walls and sections of walls are clad with MDF panels to protect the existing fabric of the building and to allow for fixing by approved contractors only. These panels are painted to match the existing wall colour. Please refer to room-specific plans featuring the positioning and dimensions of these panels.

### **Ceiling**

- Lathe and Lime Plaster. Painted in Dulux Matt Emulsion: RAL 9010.

### **Floor**

- Aged Softwood Traditional Floorboards with Bona Traffic HD Satin finish.
- Nothing may be fixed onto the venue floor. Any floor coverings must be free laid to protect historic floorboards.



- Where water is to feature in a design (i.e. temporary kitchens or art installations), the installation of 1000 gauge continuous sheets of polythene under temporary coverings is compulsory.
- The maximum loading of floors is 2.5 kN/m<sup>2</sup> (254 Kg per m<sup>2</sup>). Installations involving floor loadings approaching this limit must be supported by calculations. In some instances, Somerset House will require for the plans and calculations to be reviewed by their in-house engineers (at an additional cost).

### Woodwork Architraves and Skirting

- Painted in Farrow & Ball Acrylic Eggshell: Clunch.

### Window Frames

- Window frames painted in Dulux Acrylic Eggshell RAL 9010.

### Doors and Access

- Panel doors with raised and filled panels. Painted in Farrow & Ball Acrylic Eggshell: Off Black 57.
- Maximum Door Dimensions in West Wing: 950mm (width) x 2000mm (height).

Please ensure that all materials and equipment brought to site as part of your installation fit within these measurements.

### Power

- All plans can be found in the Resources area of your online dashboard. These plans detail power available in each room. All power sockets are standard UK domestic 13a sockets. The voltage is 220-240 (single phase). The maximum loading is 1000W per socket.
- If you require additional power sockets, bespoke mains power feed or any other electrical requests, you can order this through the Production Form.

### Lighting

- Lighting schemes should be considered at an early stage.
- In the West Wing, suspended tracks can be raised or lowered at an additional cost, to accommodate for exhibits' heights.
- No lights are included in the room hire and they must be ordered separately.
- Lighting packages are available from Beam Lighting and come with a dedicated lighting technician to install and focus them for you to achieve high quality gallery lighting. Please refer to the Production section of the manual for more information on this. Drawings, specifications and plans will need to be submitted with your Lighting Order Form.
- Lighting specifications can be found in the Resource Section of your dashboard.

## ADDITIONAL CONSIDERATIONS OF SOMERSET HOUSE

### Heating & Ventilation

- Spaces are heated using traditional radiators (which are mostly positioned under the windows) and natural ventilation. Please note: there are no environmental controls which you might otherwise find in a museum setting.
- The East Wing, South Wing and Embankment Galleries are very open plan in their natural state. Maintaining any constant temperature in any one of these spaces is therefore extremely difficult.
- Overheating spaces can prevent projectors from working correctly.
- If you are considering projections within your installation, be aware that all rooms can get particularly hot during June and we advise you to maintain window opening access.
- We advise that you consider air conditioning as part of your design to ensure the room does not overheat and become uncomfortable for yourselves, staff and visitors.

### Power

- All power sockets are standard UK domestic 13a sockets. The voltage is 220-240 (single phase).
- The maximum loading is 1000W per socket. If you require additional power sockets, bespoke mains power feed or any other electrical requests, you can order this through the Production Form. Please refer to the Production section of the manual for more information on how to do this.
- All power plans detailing each room's specification can be found in the Resource Section of your dashboard.

### Storage

- There is no storage onsite at Somerset House. Please factor in storage space requirements when planning your project for items such as printed materials, bags, staff belongings etc.
- You can also arrange storage of empties through the Official Shipper. You can outline this request on your Shipping Form.

### Waste

- Somerset House do not provide waste disposal facilities for build and derig waste, crates or packing materials.
- Design teams and their contractors must remove all construction waste on an ongoing basis during the build and derig phases.
- All waste material from the build phase must be cleared from site by 4<sup>th</sup> June.
- Domestic waste will be disposed of during the exhibition period.
- All waste material from the de-rig must be cleared from site by 3<sup>rd</sup> July.

### 'Making Good' – Returning the room to its original condition

- At the end of the exhibition, all indoor and outdoor spaces must be returned to their original states.
- Any additional costs to fill holes in the wall or repair damage will be charged directly to the Design Team.

- 'Making good' costs will be estimated based on the size of your room your final design plan. However, you will not be invoiced until after the design in case your space is damaged.
- The financial responsibility for the cost of 'making good' falls with the Design Team.

## SIGNAGE

LDB works with Pentagram to create a comprehensive, site-wide signage scheme to publicise participating exhibitors and facilitate visitor access. Each pavilion will benefit from an introductory panel composed by LDB with input from the exhibiting Design Team.

- Signage will be approximately 720mm x 1450mm in size. Please ensure to consider its location within your space when you design.
- **No additional branded signage (e.g. logos) is permitted in or next to your pavilion.** This is to ensure the continuity of signage and event design across the whole site-wide exhibition.
- Small interpretation labels relating directly to the works in each room will be permitted, but should adhere to the following guidelines:
  - **Location:** additional panels should be used sparingly to avoid overloading visitors with information. The centreline of the panels should be mounted 1200mm from the floor so that visitors can read comfortably whether sitting or standing.
  - **Word count:** maximum of 200 words per panel.
  - **Font size:** should be a minimum of 26 point, increasing to 48 if panels are in dim light or at a high level and far away from the viewer.
  - **Colour:** there should be a high level of contrast between text and background colour, with text typically in a dark colour on a light background. The background should be a solid colour and un-patterned to increase text visibility.

## DESIGNING FOR VISITOR EXPERIENCE

Somerset House is one of the most visited venues in the UK. In 2023, 28,000 people visited Somerset House during LDB. As such, Design Teams should carefully consider the following advice to ensure that visitors can experience installations throughout the duration of the exhibition:

### Durability

- London Design Biennale sees large volumes of visitors coming through the exhibition for 25 days. It is very important that every component of your installation is designed with durability in mind to ensure that the experience for visitors is as good on closing day as on opening day. Components that are interactive will need to hold up to persistent use by the public.
- If an element of your installation breaks or needs attention, the Biennale team will do what they can do remedy the issue, but Design Teams should have a plan in place should their installation need work during the live running of the Biennale. This could include appointing a contractor to come to Somerset House on your behalf if needed.

### Access

- Reasonable provisions must be made to make installations and exhibition spaces accessible in compliance with current UK DDA (Disability Discrimination Act 2005) standards. Doors, walkways and entrances should be designed and specified using minimum clear opening widths of 800mm in and around the installation.
- You must consider how the signage, lighting and layout of the pavilion can impact the experiences of LDB's broad range of visitors. For example, avoid putting wall elements in corners where wheelchair users cannot get close enough and interact to the same effect that a non-wheelchair user would be able to.

- Where possible, installations should be designed with step-free access. You may be requested to adapt your design if it is not sufficiently inclusive of LDB's broad range of visitors.
- Desk cases should aim to be 915mm high with the base of the case at least 685 from the ground to allow for visibility from wheelchair heights.

### Outdoor exhibits

- London weather is very unpredictable, even in June. As such, pavilions may have to close temporarily if floors become slippery from wet weather.
- Consideration should be given to protect installations and pavilions from water ingress to ensure outdoor installations can remain open at all times.

### Interactivity

- Audiences enjoy interactive installations and Design Teams are advised to consider interactivity in their work. If certain aspects of the installation are to be protected from interactions (e.g. fragile items not to be touched), adequate safeguards should be factored in to the design and communication of the installation to audiences. Measures could vary from museum barriers to invigilation by staff and costs will vary accordingly. Please refer to the Exhibition section of the manual for further information.
- Regarding pavilions with interactive digital technologies, exhibits must remain operational during the exhibition period. This should include adequate memory and storage, instructions that are easy for visitors to follow and understand, spare auxiliary equipment and technical support from your team. The LDB Exhibitions Manager will be able to advise further.
- Robustness of exhibits should be taken into consideration to ensure they can withstand the large number of visitors over the four-week period.