



*The installation of creative work must comply with public building and fire codes listed below.*

### **Indoor Exhibit Areas**

*Work installed in hallways:*

- Installation must not block doors or exit areas, exit signs or elevators.
- Pass-through areas of hallways must remain unobstructed.
- Use of stairwells is off limits, with the exception of flat work installed at least 24” above the handrails.

*Work installed in all venues including hallways, galleries, display cases, etc:*

- Work must not be hung from or obstruct sprinkler systems, light fixtures, or directional signs.
- Work must not block or obstruct fire alarms, pull stations, or fire extinguishers.
- Extension cords are prohibited. Work must be plugged directly into an outlet.
- Toxic or highly flammable materials and open flames are prohibited.
- Sharp or projecting elements and trip hazards are prohibited.

### **Outdoor exhibit areas**

- Work installed on the grounds is limited to a one-week exhibit unless special permission is awarded from the Grounds Department.
- Installations must not obstruct or intersect walkways, roadways, parking areas, dumpsters, signs, or entrance doors.
- Trees may be incorporated or used as support, but must not be nailed into, cut, or damaged in any way.

### **Courtesy and Common Sense:**

- Creative work must not block the view of other installed work.
- Creative work must be secured to avoid damage and theft.
- Creative work that causes direct physical irritation to others, such as repeating sounds or obnoxious odors is discouraged.
- Moving or altering another person’s creative work is not permitted.
- Vandalism of creative work is punishable by law.