



The Eurofurence Art Show

Guide to Lights and Decorations Your Options

A handbook for adding
optional lights and decorations
to your Art Show panel



Version

Version 1.0 – Released on 18. of August 2024.

Make sure you are always working with the most recent version of these guidelines. The most recent version can always be obtained from the Eurofurence Website (www.eurofurence.org) in the Art Show section.

Check the change logs on the last page for a summary of changes in regard to previous versions.

Please only use the visual aid provided at the end of this document as reference for panel dimensions and layout. All other images, in particular the cover image, only serve as visual demonstration, and are not to scale.

Questions? Get in touch with us.

E-Mail Ticket



artshow@eurofurence.org

Official Telegram Q&A Group



[@eurofurence_artshow](https://t.me/eurofurence_artshow)

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Preamble

The Eurofurence Art Show strives to offer as much freedom as possible to the artists when it comes to presenting their amazing work in the best way possible – and with as few rules as possible. But this also requires your cooperation. New rules are mostly established as a result of bad experiences. Let's not have those bad experiences.

As a rule of thumb, always ask yourself: do I limit and/or affect the artist next to my own panel, or on its backside, with what I do? How would I feel if another artists did the same on a panel next to mine? Might my setup cause a conflict? Always be mindful. Ask the Art Show team in advance when in doubt. Let's work hand in hand – for a united great display of art and craftsmanship.

Adding decoration and lighting is completely voluntarily and optional. If you want, you can just pin your art to the panels as in previous years. However, we believe your art deserves better. This guide aims to help you to present your art the way you want.

General Rules

- In no event shall Eurofurence e.V. be liable for damages, injuries, breakage, or loss incurred to or caused by any artist or attendee.
- The Art Show team always has the final word. They reserve the right to deny a setup or adapt the rules to a specific situation as they see fit. There is no right to have a panel/table setup approved. When in doubt, contact the Art Show team in advance and request approval for a concept idea.
- Decorative items or activites that create a risk of dirt or contamination are not allowed.
- No equipment or exhibits that produces a flame in any kind or excessive heat (60°C and above) are allowed.
- All items, decoration and lighting fixtures must stay within a combined weight limit of 3kg.
- Do not use dangerous and/or hazardous material of any kind for your exhibit or decoration.
- Do not use sharp and/or pointy items that may cause injuries.
- Make sure to plan enough time for the installation. The Art Show might deny the setup of decorative items or light fixtures too close to the opening hours. Install your setup with enough time at hand, work slowly, and with care. Do not apply excessive shaking and force to the panel, because this could cause artwork to unhinge from the panel or table. Mind the art already set up on the other side of the panel. Check twice. Bring an assistant along if needed. Ask for help and/or advice when in doubt. You'll be held liable for any damage your activity caused to its full extent.
- The final setup (as a whole: artwork and decoration/lighting installation) needs to be checked and approved by the Art Show staff. You will receive a written approval once this is done. Getting approval is mandatory. Contact a staff member of the Art Show team when you have finished your setup. Contact an Art Show staff member and ask for feedback and advice when in doubt. The Art Show staff will gladly provide you with constructive feedback.



Decorative Items

- Any tablecloth, fabric, or other materials used for decoration purposes must comply with the "B1 - schwer entflammbar" (flame retardant) classification or better, in accordance with DIN 4102 or EN 13501-1 B - s1 d0 standards. To prove meeting this class, they must have a certificate, usually printed on the label. Please note that applying a flame-retardant spray to otherwise uncertified materials does not make them certified. The treated material (e.g., fabric) would need to undergo a full certification process, including all necessary tests, to verify its flame-retardant properties and receive such a certification.
- The panel/table (and thus freedom of creativity) ends at the limits of the panel/table assigned to you. Please study the provided visual aids and illustrations.
- Decorative items must not extend over the border of your panel or table (or, if you share a panel or table with another artist, the space on it that has been assigned to you).
- Decorative items must not extend around the panel/table and affect the space on the other side or next side.
- Clamps used on the topside of the panel must not protrude into the adjacent side for more than 3cm.
- Decorative items must not protrude from the panel more than 20cm towards the attendees.
- Do not decorate the open ends of a panel that faces the walkways in a way that decorative items protrude into the walkway (especially since this might obstruct evacuation paths) or cause guests to run into it by accident.
- Fabrics must not dangle loosely from the panel loosely. Make sure to cut fabric to size. You can use tacks on the top and bottom side of the panel frame (mind: the frame, NOT the panel surface). Study the provided illustrations for visual aid.

Light Fixtures

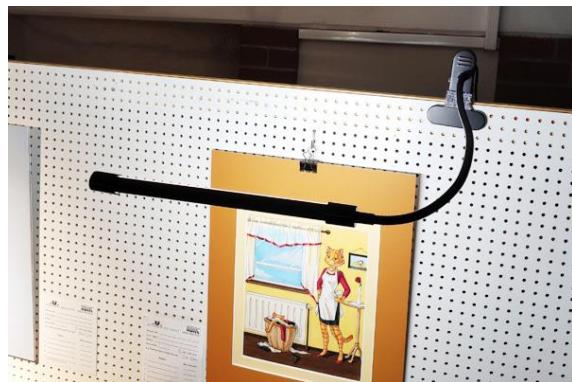
- The Art Show does not provide light fixtures and power sources of any kind, other than the regular hall lighting. If you require dedicated light fixtures for your panel, it is in your responsibility to take care of that.
- All light fixtures must be powered by USB power banks. Self-built battery packs and other types of batteries are prohibited for reasons of fire safety.
- Use a USB Power Bank from a brand with a reputation for good quality. The Art Show may decline the operation of a USB Power Bank from a cheap and/or shady vendor that we deem unsafe to operate. You wouldn't want your USB Power Bank set the Art Show on fire, would you?
- The Art Show does not provide an option for charging USB Power Banks. The artist must take care of that.
- The USB Power Bank must be removed from the Art Show at the end of each day. The USB Power Bank is not allowed to stay in the Art Show over night. The Art Show staff reserves the right to remove any USB Power Bank left in the Art Show after closing. Please use the setup-slot on each day to re-install your USB Power Bank.
- The Art Show requires the use of off-the-shelf USB powered light fixtures with clamps. Do not use screws, sticky tape, or other destructive or unsafe fasteners. We might decide to allow certain custom built light fixtures if they are part of or required for specific art installations. Please contact the Art Show staff in advance for approval of self-built light fixtures. Contact us at least 7 days ahead of the date at which the setup day is scheduled (check the Art Show timetable).
- All light fixtures must be installed on the upper edge of the panel.
- Light fixtures must not undercut a minimal height of 190cm (close to panel)/200cm (protruding), and must not protrude from the panel more than 50cm, to avoid collision with attendees' heads. Please consult the provided visual aids and illustrations.
- Any excess cable must be tied up neatly and hidden from view as best as possible. We recommend to use small cable ties and velcro straps. Do not leave any cables dangling. Store any cables neatly on top of the panel frame. Ask the Art Show staff for advice.
- Do not run cables open and visible across the the panel surface. However, it is okay to have cables running hidden beneath decorative items.
- Hint: ensure your USB Power Bank has sufficient capacity to power your setup for 8 hours straight.

Tips for Beginners

The Art Show team has tested and evaluated several USB light fixtures for a small budget. For what it's worth the following fixture is the one that was deemed usable. It is still up to the artist to determine the proper fixture that works best for their intended setup.

Robust and easy to mount. Light intensity and color (cold, neutral, warm) is adjustable.

<https://www.amazon.de/dp/B07RT32SG6>



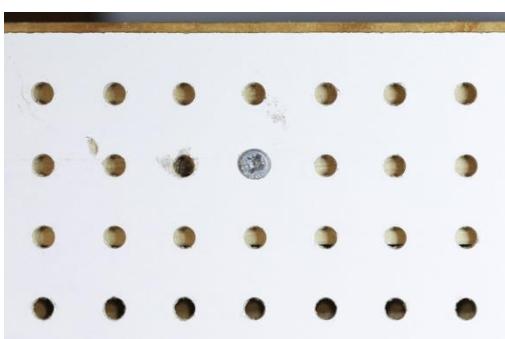
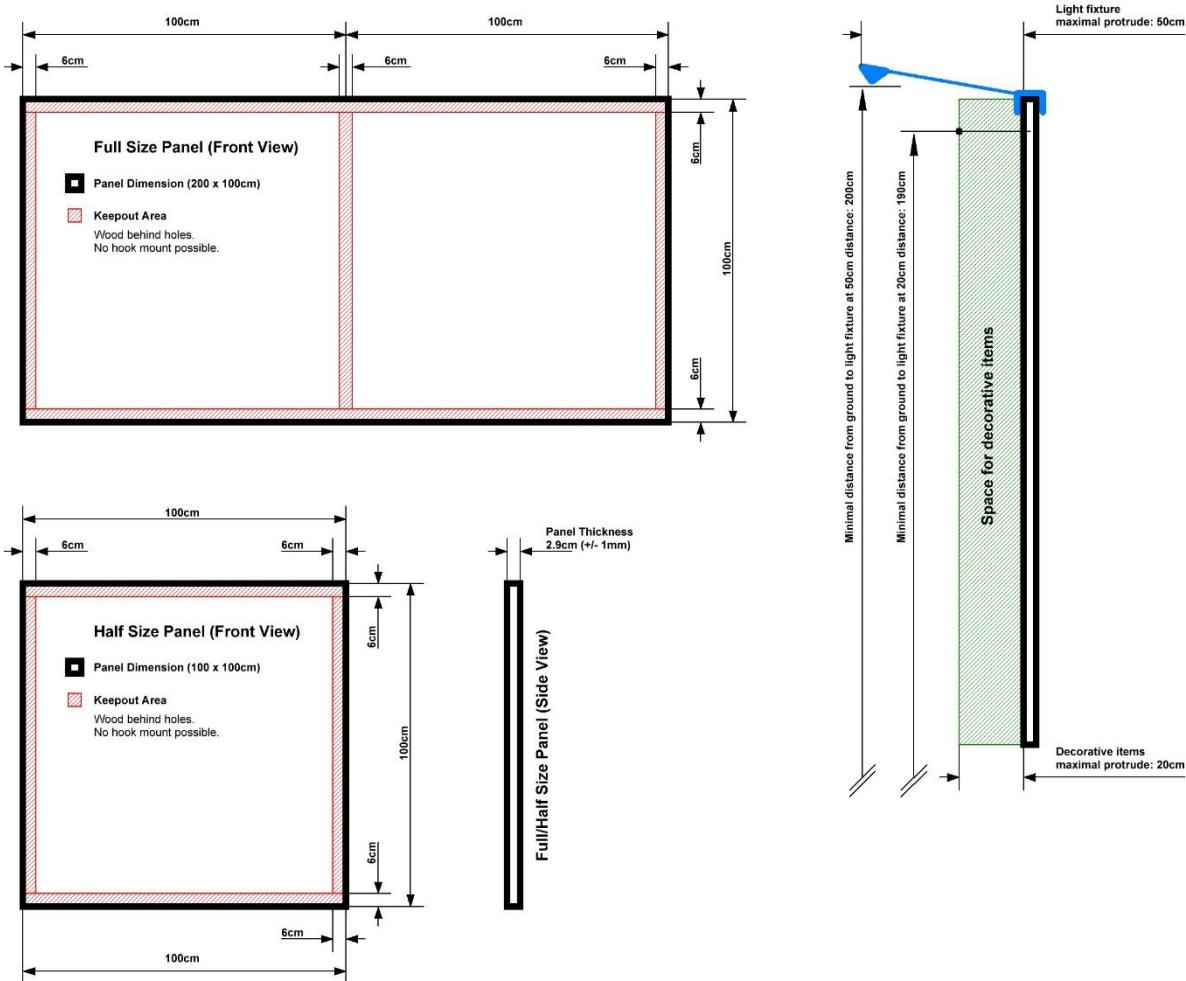
We estimate that for a full-size panel at least three fixtures are required for adequate lighting; two for a half-size panel. Experiments found that these numbers are true for every fixture that was tested. The number of fixtures also depends on the number of exhibits on the panel and their arrangement. Make sure you test your setup beforehand.

Note: the pictures show a test setup for demonstration only. Light fixtures and decoration are not provided.



Visual Aid

Panels – Metric dimensions and limitations



Mind the red Keepout Area in the illustration. The support structure beneath the panel surface doesn't allow for the use of hooks in this specific area.

Hole distance

- 25mm OR 40mm (mixed due to historic reasons)
- It's not possible to request a specific panel type

Visual Aid

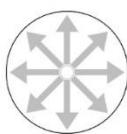
The Bid Sheet

Title		Min. Bid:	€	(bidding cont'd)	(bidding cont'd)
Artist		Bid 1 Place your bid sticker here!		Bid 6 Place your bid sticker here!	
Medium		Bid 2 Place your bid sticker here!		Bid 7 Place your bid sticker here!	
Reproduction		Bid 3 Place your bid sticker here!		Bid 8 Place your bid sticker here!	
Gallery		Bid 4 Place your bid sticker here!		Bid 9 Place your bid sticker here!	
Charity: %		Bid 5 Place your bid sticker here!		Bid 10 Place your bid sticker here!	
User ID:	Artist ID:	Bid fields full - to Auction!			
Auction Bid:	Bidder:				
Panel #:					
ASIDNO:					

Leave space for the bid sheets.

Size: 15x21cm (A5, landscape format)

When attaching the bid sheet directly to the raw panel surface, only use Scotch Tape provided by the Art Show — other tapes can damage the surface.



When using fabric as decoration, use your own tape. Make sure it securely attaches the bid sheet to the fabric.

Visual Aid

Mounting Suggestions



Use only clamps — no screws, sticky tape, etc. on the panels. Please make sure you use small,elegant clamps that look nicely on a panel and fit into the overall appearance.



Mind that, when you're using fabric, the hooks will penetrate through the fabric. Do not tape pictures to fabric. Only use the panel and provided hooks for mounting pictures.

A variety of hooks will be provided.



X NO

Do not simply place your USB Power Bank on top of the panel frame without additional mechanical support. It's mandatory that the USB Power Bank cannot topple over and drop to the ground when it meets vibrations (i.e. a shaking panel).



Use cable ties and velcro straps to tidy up any loose and excessive cables neatly.

Push-Pins may only be used on the top and bottom of the panel frame, that is into the wooden understructure – never into the panel surfaces. Use sparingly – each pin leaves a permanent hole.

Visual Aid

Dos and Don'ts

Make sure you stay within your panel/table limits; for half panels/tables on the section that has been assigned to you. Overlapping decoration across your panels/tables is alright when more than one panel/table has been assigned to you.

Your Panel ends here:

X NO

✓ YES

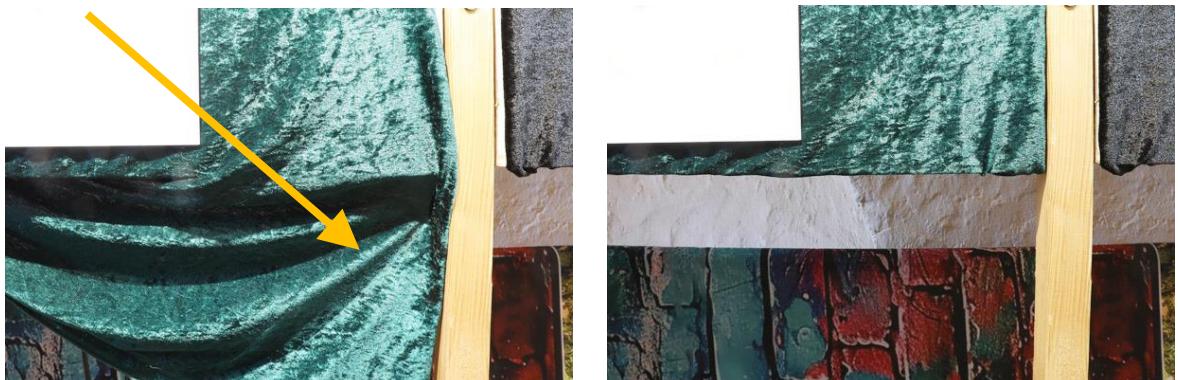


Make sure your panel setup is tidy and neat. No loose fabric, no dangling cables, etc.

Not like this please.

X NO

✓ YES



Change Logs

Version 1.0 (current)

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