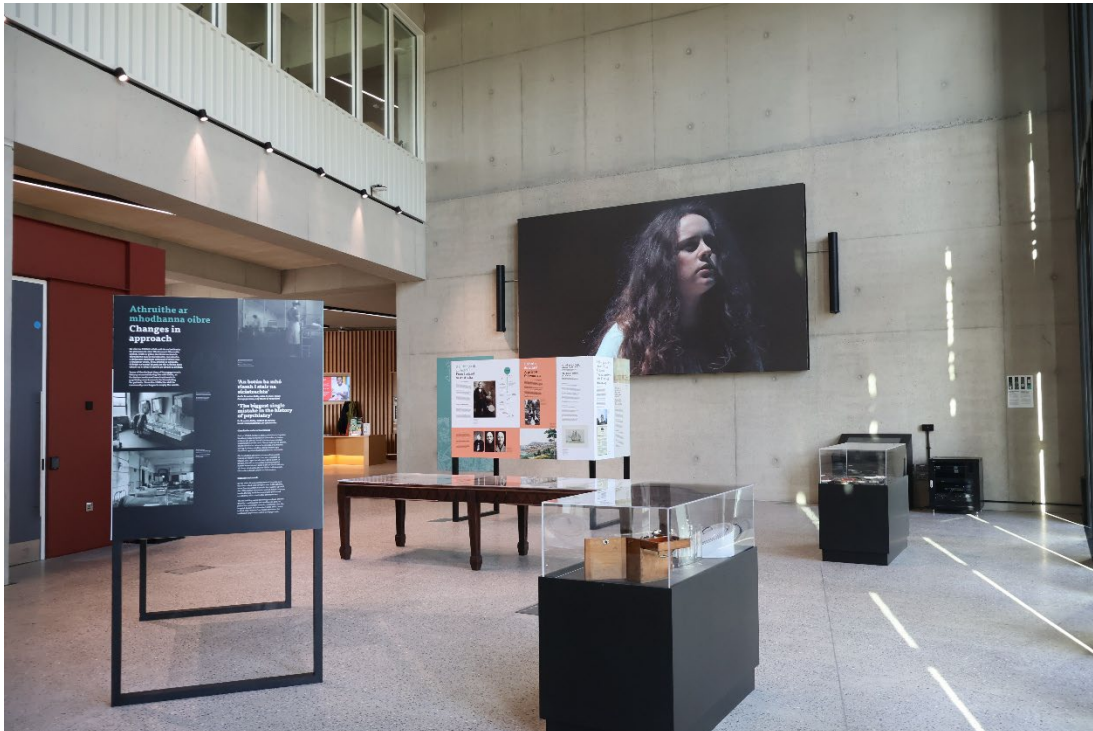


Academic Hub

Exhibition Space

Exhibitor Guidelines and FAQ



Beyond The Walls, Exhibition by Grangegorman Histories, 2026

1. Introduction

The purpose of this document is to support Exhibition Leads and Exhibition Sponsors as they develop proposals and produce exhibitions within TU Dublin's Academic Hub Exhibition Space. This document includes an introduction to the Exhibition Hub building, the Mission, Aims and Values of the space; information on roles and responsibilities attached to exhibition proposals; display options; planning and installing your exhibition; and Frequently Asked Questions (FAQs).



The Academic Hub & Library

An Mol Acadúil ∩ **Leabharlann / Academic Hub & Library**, is a new state-of-the-art 12,600m² building on the Grangegorman Campus.

The Academic Hub & Library supports TU Dublin's approach to integrating research, learning, heritage, and community within a single academic facility. The development combines the restored North House, built between 1848 and 1854, with a five-storey contemporary extension, bringing together the site's historic and modern elements.

The building provides a range of spaces to support teaching, learning, research, and engagement activities. These include event and exhibition spaces, seminar rooms, individual and group study areas, and the TU Dublin library. Designed to accommodate students, staff, researchers, and members of the wider community, the Academic Hub & Library serves as a central academic resource on the Grangegorman campus.

The Academic Hub Exhibition Space

Mission and Aims

The Academic Hub Exhibition Space connects the talents, research and values of the University with wider society. It is a living showcase of TU Dublin's excellence and a space for engaging with the knowledge and skills that our community creates.

It is a welcoming place where partner organisations and neighbours collaborate with the university to create a better world together.

The Academic Hub Exhibition Space aims to:

- Act as a bridge, connecting TU Dublin with local, national and global communities.
- Celebrate practice-based education, where students learn by doing, making and applying knowledge in the real-world.
- Communicate research and innovation with clear societal and cultural relevance.
- Welcome the wider public as learners, contributors and collaborators.

The **Values** of the Academic Hub Exhibition Space reflect the TU Dublin Values, which are:

1. **Excellence** in TU Dublin is about potential. We strive to do our best and bring the best out in others, aiming for high standards of service, good practice and commitment to continuous growth and improvement.
2. **Inclusion** in TU Dublin is about difference and diversity. We strive to foster an environment that encourages and celebrates this for individuals and groups, creating a safe space where people feel a sense of belonging and connection.
3. **Impact** in TU Dublin is about positive change. We strive to invest our collective efforts into creating meaningful and lasting change in lives and actively seek opportunities to address the challenges facing the world.
4. **Respect** in TU Dublin is about the intrinsic value of each person. We have deep regard for the feelings, needs and rights of others and we act with integrity.

2. Roles and Responsibilities

The following roles are involved in the coordination of exhibitions within Exhibition Space.

Academic Hub Exhibition Space Coordination Group

The role of the Academic Hub Exhibition Space Coordination Group to end 2027, is to ensure effective and sustainable oversight of the exhibition space. The Coordination Group consists of membership from across TU Dublin's faculties and functions.

Exhibition Lead/Sponsor

The Exhibition Lead or Sponsor is the lead applicant within the Open Call for Exhibition Proposals process and is to be a TU Dublin staff member. They are responsible for:

- Liaising with the Exhibition Space Coordinator to organise the delivery of their exhibition including de-installation.
- Creating the exhibition plan.
- Designing the exhibition space to suit their exhibition.
- Installing and securing all exhibition materials.
- Ensuring the space and exhibition systems are maintained
- Ensuring events are suitably managed in accordance with TU Dublin's Events procedures
- Completing all required operational, compliance, risk, governance and financial documentation for the exhibition and any associated events. This may include, but is not limited to, risk assessments, insurance, letters of indemnity, licence agreements, invoicing and internal financial transfers, as applicable.
- Promotion and communications related to their exhibition or event.
- Managing any contractors, staff or student volunteers involved in the delivery of their exhibition.
- Inviting the exhibiting artist(s) and overseeing artist management, if relevant.
- De-installing and removing all exhibition materials and attending condition inspection of space and exhibition furniture.

Exhibition Space Coordinator – Library Services

The Exhibition Space Coordinator is responsible for overseeing the operation of the space including the following tasks:

- Main contact point for programme exhibitors
- Liaison during exhibition installation and removal
- Space handover at start and end of each exhibition
- Ensuring that Exhibition Lead/Sponsor conducts exhibitions as agreed.

Programme Coordinator – Societal Engagement

The role of the Programme Coordinator is to manage the Open Call process through which the exhibition programme is filled. This includes:

1. Producing and disseminating Academic Hub Exhibition Space guidance documents.
2. Managing queries and incoming submissions.
3. Coordinating evaluation by the Selection Committee.
4. Notifying successful and unsuccessful applicant

3. Display Options:



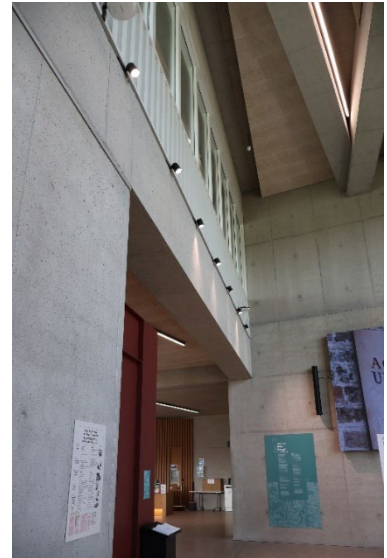
Walls:

- Hanging Track: A STAS system is available which can take up to 45kg loading. This provides 12 no. adjustable cables for hanging items on two walls. The track is 10.2m in length.
- Fixing Directly to Walls. See detailed notes at the end of this document for suitable ways to fix and remove items from the walls



Windows:

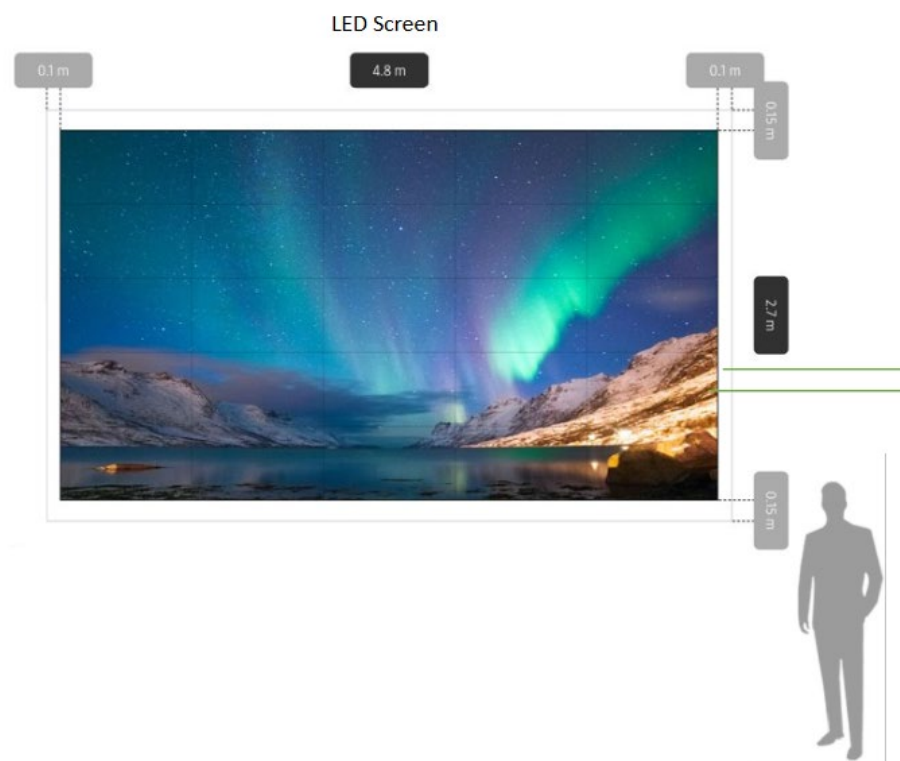
Decals can be used on windows. Fixings that leave a mark or otherwise damage the windows and the frames cannot be used.



Technical Equipment

The following equipment is available for use:

- 1 video wall measuring 4.8 metres x 2.7 metres. Its height is approximately 1.9m from the floor level. The content is fed from the Campus Digital Signage system and there is also a local connection nearby for a laptop. As sound from this space carries to the rest of the building, it may not be possible to have continuous use of audio.
- Floor power outlets, which allow for connecting to free-standing display units that may be installed.
- There are small spotlights, but their height from the ground may limit how adjustable they are.



4. Planning and Installing Your Exhibition

4.1. Health and Safety

A risk assessment is required for each exhibition and associated events. This will be submitted to the Exhibition Space Coordinator. Care should be provided to secure exhibitions to prevent damage, trip hazards and fire.

4.2. Installation and De-installation

- Installation and de-installation is the responsibility of the Exhibition Lead/Sponsor.
- Installation can start from the first day of the provided exhibition slot.
- De-installation must be completed by midday of the last day of the provided exhibition slot.
- During the installation and de-installation process, care should be taken to prevent accidents and injuries. This includes health and safety considerations for members of the exhibition installation team, and for members of the public.
- Tools should be secured when the space is not occupied.

Not Permitted

The following is not permitted:

1. It is not permitted to affix anything directly on the walls that may leave a residue e.g. blue tac. This includes stickers and labels, as well as any fixings for posters, artworks or display items that will leave a residue. Please refer to the information sheets at the end of this document for further guidance.
2. It is not permitted to stick any vinyl or stickers to the floor.
3. It is not permitted to use audio that will travel outside of the exhibition space
4. It is not permitted to leave trailing cables or to create other trip hazards.

Promotional Activities

Exhibitors are responsible for the promotion of their own exhibitions and events. The Academic Hub Exhibition Space Coordination Group will support in the resharing of promotion material. Consider the following promotional avenues:

- Digital Collateral – Graphics to use on social media.
- Printed Collateral – Physical posters and flyers

AI Design: As a university that is empowering the next generation of creative talent, AI is not to be used to generate design collateral including posters, social media graphics and other promotional materials unless AI is integral to the exhibition theme.

Launches and Events

- All public events require the presence of a member of TU Dublin staff.
- Restrict use of audio that may impact other users of the building. This may limit the use of speakers within exhibitions, and how events are delivered.
- A Sustainable Events Procedure document is available on the TU Dublin website. The Exhibition Space Coordinator (Library Services) can also provide this document to Exhibition Leads/Sponsors. [TU-Dublin-Sustainable-Events-Procedure-2025.pdf](#)

Security

- The exhibition space is open to the public, close to a high traffic area.
- Consideration should be given to the presence of valuable items and equipment.
- During events, consideration should be given to crowd size, clear exit routes and trip hazards.

Insurance

A Letter of Indemnity is required from external exhibitors/partners to exhibit in the space, for insurance purposes.

FAQ

Can vinyl be used?

Vinyl cannot be used on the concrete surface (walls and floors) of the exhibition space but can be used on the glass panes on the glazed wall.

When can I start installing?

You can start installing your exhibition on the first day of your exhibition slot. Consider the time it will take to install and deinstall your exhibition when organising exhibition launches or events.

When do I need to deinstall the exhibition?

Your exhibition needs to be fully deinstalled by midday of the last day of your exhibition slot. Consider the time it will take to deinstall your exhibition. Once the space is cleared, send a photo of the space to the Exhibition Space Coordinator (Library Services), and note any maintenance issues.

Why do I need to pay to use this space?

There is a fee attached to the use of certain spaces within the Academic Hub, including the Exhibition Space. Fees will be waived for the presentation of student work within assessed modules.

Exhibition Lead/Sponsor Checklist

Prior to Application

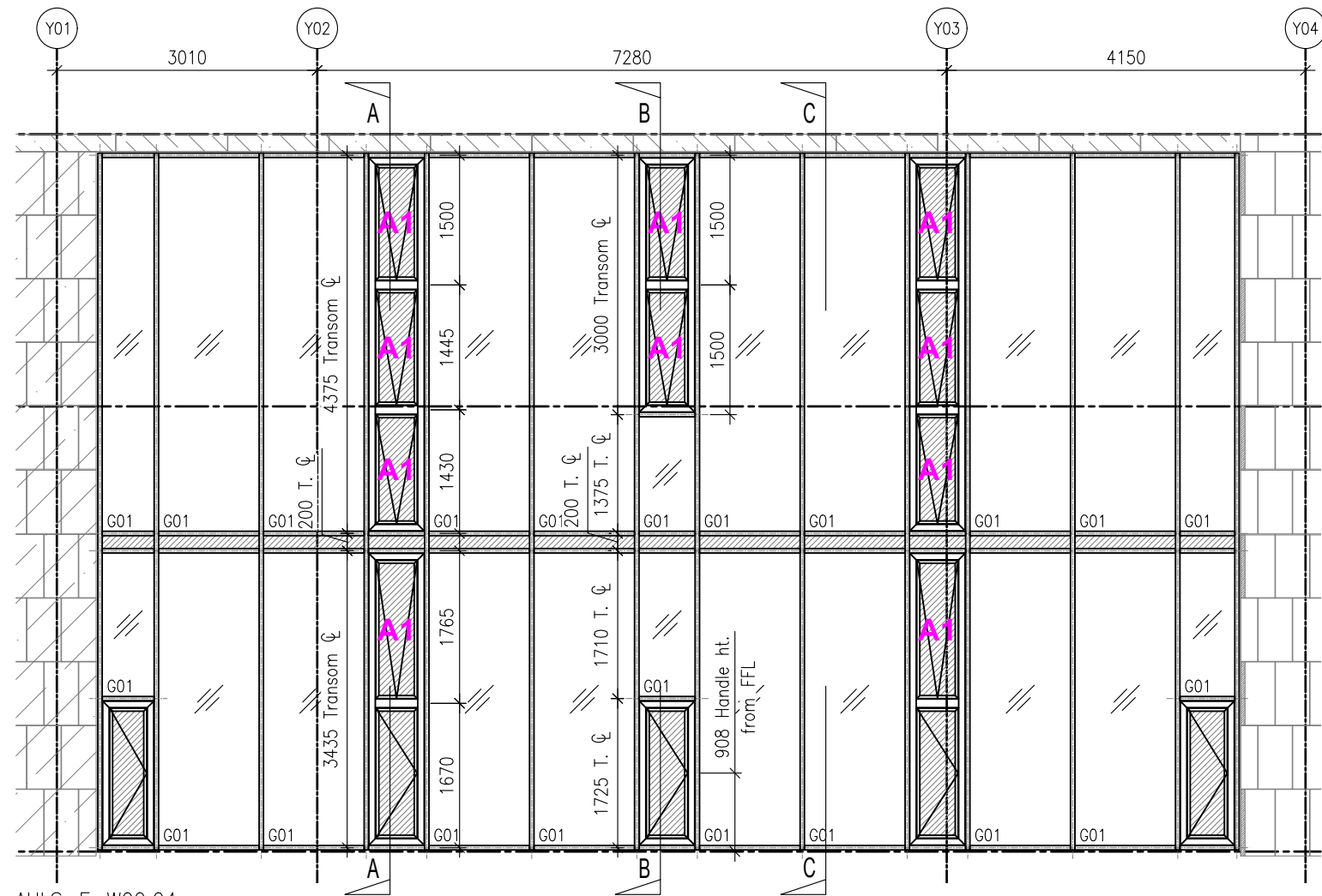
- I have read the Academic Hub Exhibition Space Exhibitor Guide document.
- Check if your exhibition requires additional insurance e.g. exhibitions with external partners.
- I have confirmed exhibition details, including participants' information, transport and logistics, and any permissions required to exhibit works.
- I have prepared a submission document, including the details outlined in the Open Call information, and sent it to the published email address.

Preparing for Your Exhibition (After Selection)

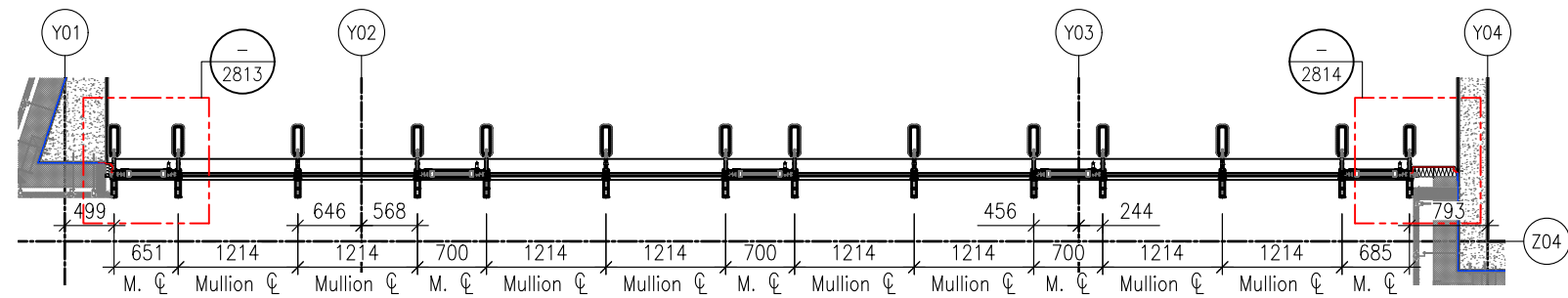
- I have shared updated information regarding any key events and activities with the Exhibition Space Coordinator (Library Services).
- I have completed a Risk Assessment and shared it with the Exhibition Space Coordinator (Library Services)
- I have requested a Letter of Indemnity from external exhibitors/partners to exhibit in the space for insurance purposes
- I have confirmed and agreed to any costs related to the usage of Exhibition Space.
- I have completed a Licensing Agreement (if relevant)
- I have requested a letter of support from the Academic Hub Exhibition Space Coordination Group, for funding applications (if relevant)
- If the exhibition requires ongoing monitoring, I have created an invigilation plan and can resource this.

Managing Your Exhibition

- I understand that I am responsible for the management of my proposed exhibition, including installation and de-installation, events, and any communications and promotions.
- I have reviewed the TU Dublin Sustainable Events Procedure.
- I have deinstalled the exhibition before midday of the final day of my allocated slot, including removal of all materials and fixings.
- During the exhibition, I have notified the Exhibition Space Coordinator (Library Services) of any damage or maintenance requirements connected to the Exhibition Space, as soon as it happens.
- Once my exhibition is de-installed, I have notified the Exhibition Space Coordinator (Library Services) of any damage or maintenance requirements connected to the Exhibition Space and sent an email with a photo documenting that the space has been cleared.



AHLS-E-W00.04
ELEVATION



PLAN VIEW

LEGEND:

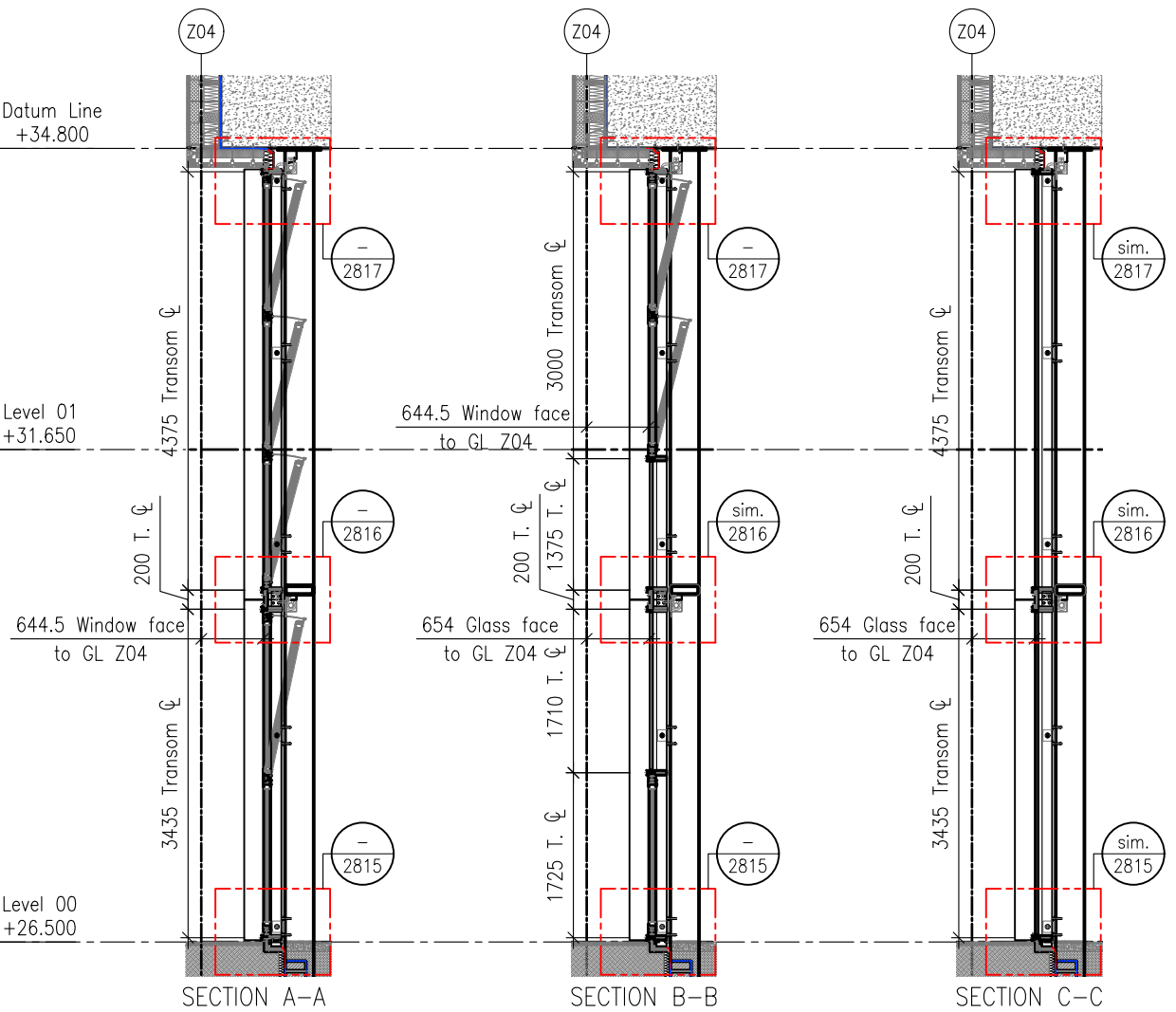
- Vision Glass
- Aluminium Panel
RAL 7021 Smooth Matt
- Bottom hung,
open in windows
- Side hung,
right hinge viewed from outside,
open in windows

NOTES:

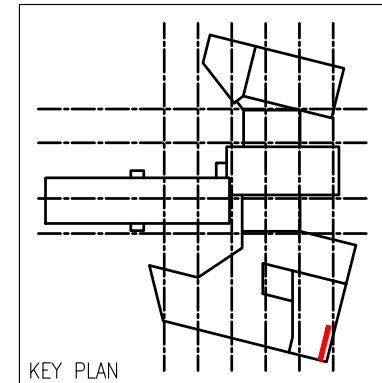
- System:
EWS.108
WICTEC 50 – Curtain Wall
WICLINE 75 evo – Windows
- Finish:
RAL 7021 Smooth Matt
- Glass Specification:
See glass assessment

A1 CDC 0252 ACB Actuator
350mm opening stroke

Refer to architects drawings:
09AH-ODT-AHLS-ZZ-SH-A-4201



MEASURED FREE AREA				
a	b	c	d	Total/AVO a*b+c*d*2 (m²)
OPE DIST (m)	CLEAR OPE WIDTH (m)	SIDE WIDTH (m)	SIDE HEIGHT (m)	
0.181	0.490	0.050	1.345	0.223
0.269	0.490	0.050	1.345	0.266
0.269	0.490	0.050	1.275	0.259
0.184	0.490	0.050	1.610	0.251
1.515	0.490			0.742
1.515	0.441			0.668
1.515	0.475			0.720
SCREEN TOTAL (0.223*3)+(0.266*3)+(0.259*2)+(0.251*2)+ (0.742*3)+0.668+0.720= 6.1m²				



KEY PLAN

GUNN LENNON FABRICATIONS LTD.
Unit 2, Swords Business Park, Swords, Co Dublin
Tel. 8427922 E Mail: design@glf.ie
www.glffacades.com

Project: Grangegorman Academic Hub

Title: EWS.108 AHLS-E-W00.04 Elevation & Floor Plan

Status: For Approval

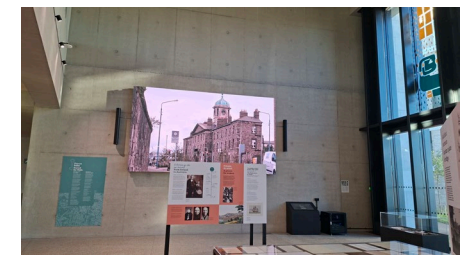
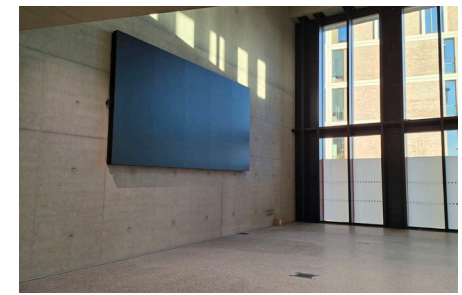
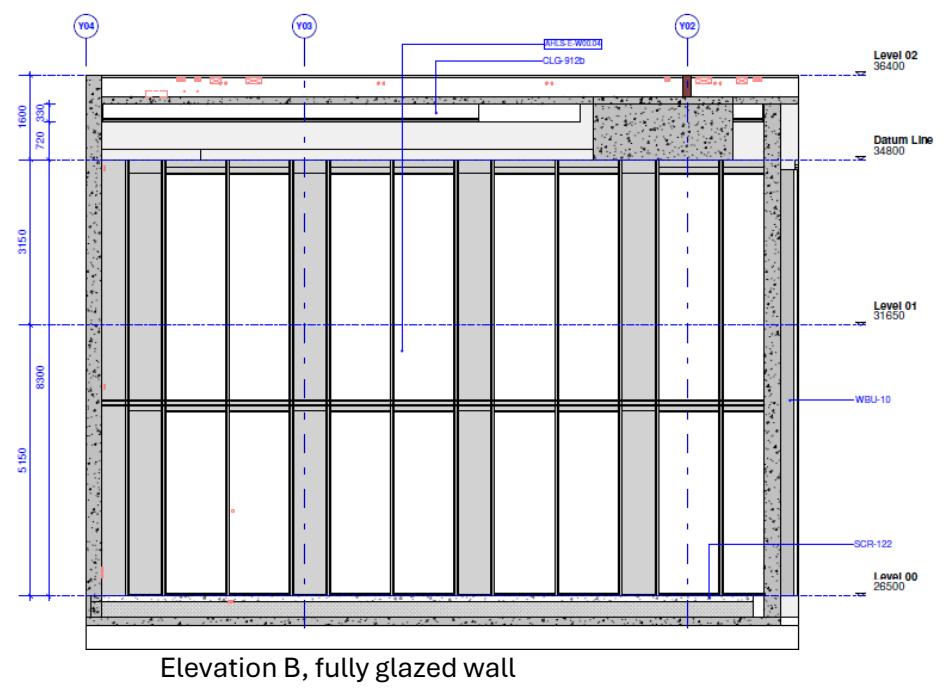
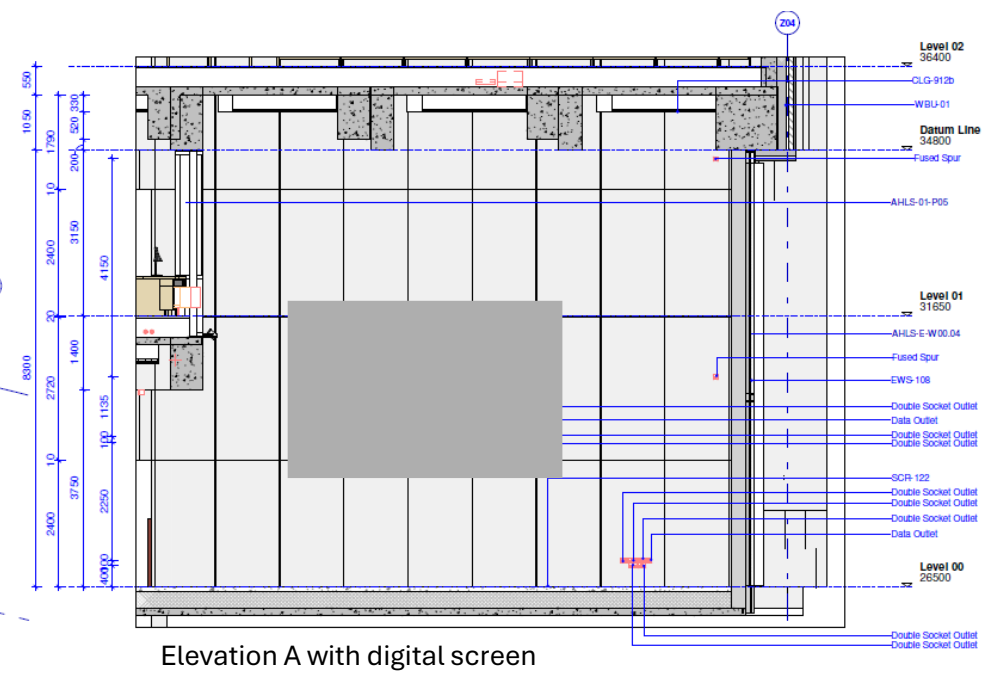
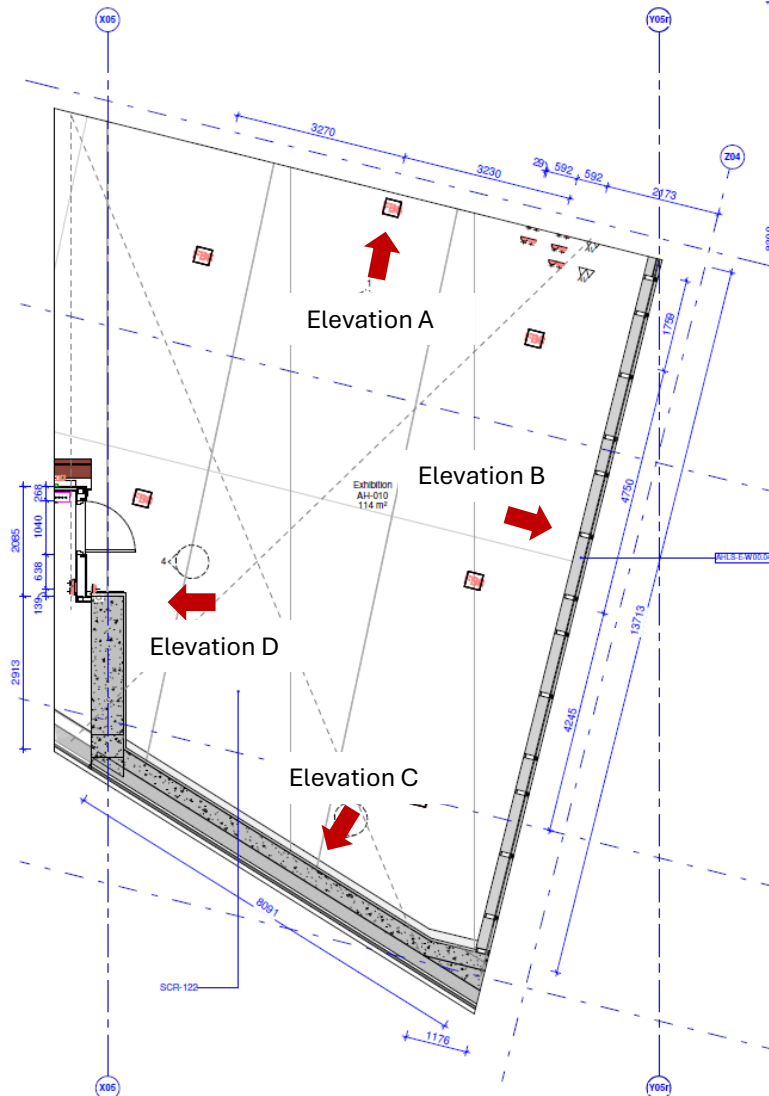
Scales: 1:75 @ A3

Drawn By: AP Checked By: PG

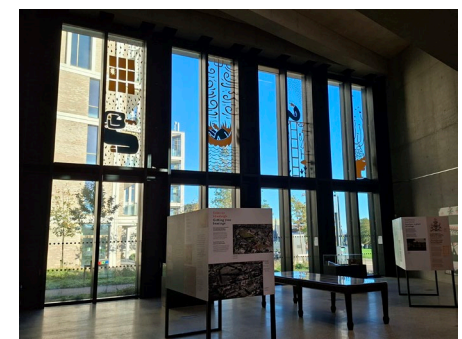
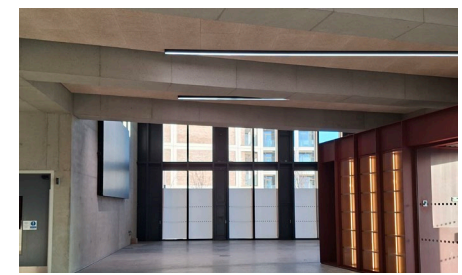
Date: March 2023

Drq. No.: 09AH-GLF-AHLN-ZZ-DR-X-1803 Rev. C01

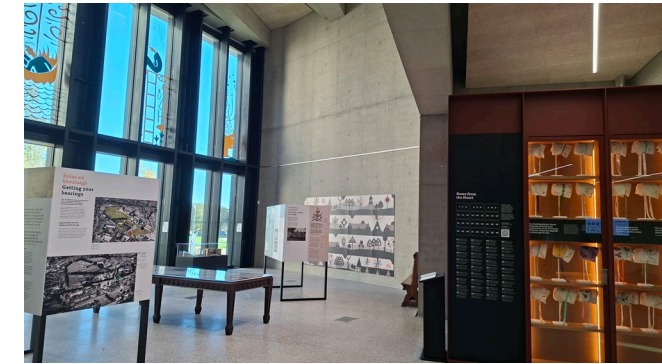
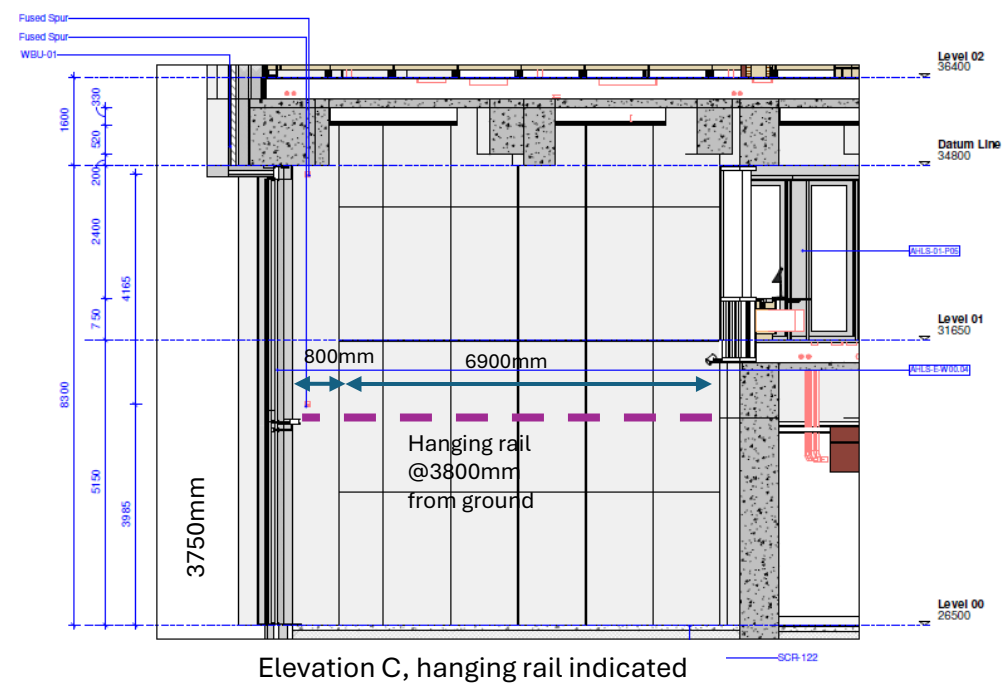
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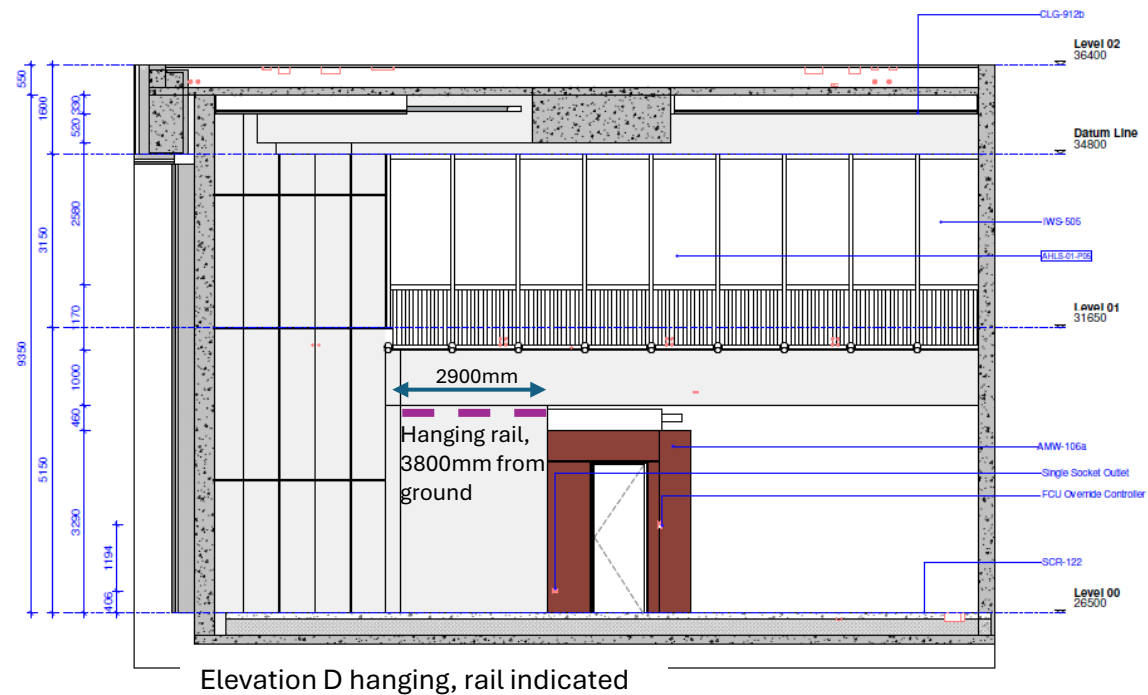
Photos of elevation A



Photos of elevation B



Photos of elevation C with hanging rail



Photos of elevation C & D with hanging rail



Photos of elevation D with hanging rail

1.0 INFORMATION FOR FIXING MATERIAL TO EXISTING WALLS

1. Exhibition Panel Installation

Larger Wall Panels – Heavy-Duty Double-Sided Velcro Tape

Use heavy-duty double-sided Velcro tape for all larger exhibition panels. This provides a strong fixing and will ensure the panels remain securely positioned throughout the exhibition.

Apply the Velcro tape around the corners/edges of the rear of the panel, with additional strips running vertically down the centre where required.

Before removing the protective backing, position all tape first and check that adequate coverage has been provided. Once satisfied, remove the protective layer, carefully position the panel and press firmly and evenly against the concrete wall.

Smaller Panels – A3 to A5

Use **RAJA Double Sided Tape ADDF2 White, 25 mm** for smaller exhibition panels from A3 to A5.

Apply strips of tape at all four corners of the panel and run additional strips down the centre of the panel. Position all tape before removing the protective backing.

Once the tape is in place, remove the protective layer, carefully align the panel and press firmly against the concrete wall. Apply even pressure across the panel, particularly at the corners and along the centre strips.

2. Removal of Panels and Adhesive

When dismantling the exhibition, panels and adhesive should be removed carefully to minimise the possibility of marking the concrete walls.

Remove panels slowly rather than pulling them sharply away from the wall. Where possible, peel the tape or Velcro back gradually and at a low angle, almost parallel with the wall.

If the adhesive is difficult to release, gently warm the area using a **hairdryer on a low setting**. This will soften the adhesive and should make it easier to remove without leaving excessive residue.

Any remaining adhesive residue should initially be treated with **isopropyl alcohol (IPA), 70–99%**.

- Apply a small quantity of IPA to a clean white microfibre cloth. **Do not pour or spray the solvent directly onto the concrete.**
- Gently dab and rub the adhesive residue until it begins to release.
- Work on small areas at a time and use the minimum amount of solvent necessary.
- Allow the area to dry fully before assessing the finish.

For particularly stubborn adhesive, a specialist citrus-based adhesive remover may be considered. However, these products should be used with caution on unsealed or porous concrete as they can penetrate the surface and potentially leave a darker mark.

Do not use acetone, cellulose thinners, white spirit, WD-40 or other aggressive/oil-based solvents without prior approval and testing, as these may affect coatings, sealers or the appearance of the concrete.

3. Important – Test Before Installation / Removal

Before undertaking the full installation, carry out a **small test in an inconspicuous area of the concrete wall** using the actual Velcro tape and RAJA double-sided tape specified for the exhibition.

The test should include both application and subsequent removal of the tape using the proposed IPA cleaning method. Allow the test area to dry completely, ideally for **24 hours**, before assessing the concrete for staining, discolouration or changes to the surface finish.

Only proceed with the full installation once the fixing and removal method has been confirmed as suitable for the particular concrete wall finish.