Tate Exchange Liverpool

Introduction, Guidelines and FAQs
2019-20

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Tate Exchange Coordinator
What is Tate Exchange?

Tate Exchange is an entirely new programme for the museum that explores how art makes a difference in society. It is an open experiment and ongoing programme of events developed by Associates, on their own terms. Associates come form a wide range of sectors such as arts, education, community, social care, health and youth organisations. The aim is to build a dialogue around art, society, and the wider issues facing us today.

TEX is located on the first floor of Tate Liverpool and is a part of the Dockside gallery. It is a space for everyone to collaborate, test ideas and discover new perspectives on life, through art. The public can drop in for a talk, enjoy a chance encounter with other people, watch a live performance, take part in a workshop and join the debate.

Who is it for?

Tate Exchange is for you and the public. It’s for anyone and everyone who wants to participate in the creative process at Tate and who wants to explore new ways of thinking about art and its value to society. It’s for the observers, debaters, commentators, professionals, researchers, creators, hackers, tweeters, app makers, and everyone who has something to say or share about art. We want Tate Exchange to be a platform for opening up the museum, for testing ideas, and for encouraging new perspectives through the medium of art.

We work with our Associates who propose ideas, residencies and projects for Tate Exchange.

Cooperation Agreement

Each new Associate will be asked to sign a Cooperation Agreement with Tate Exchange demonstrating the values of generosity, curiosity, trust, risk and openness in their Tate Exchange programme.

If you are an Associate that is also a university or college, or an Associate who is working with a third party it is your responsibility to ensure the Cooperation Agreement and Tate Exchange guidelines are shared with all staff and students who are involved in contributing to Tate Exchange.

Associates commit to the following values in their approach to the participatory work along with the framing of their Tate Exchange event:

- To commit to the responsibility of Tate Exchange as a public endeavor, participating in the Associate’s programme with the ethics and spirit that this responsibility requires.
- To not conduct any activity in relation to Tate Exchange that may have the effect of either jeopardising the delivery of Tate Exchange or that may bring either party or any other Associate into disrepute.
- To ensure new work created and published falls under Creative Commons.
- To be in agreement with all operational and editorial guidelines for working in Tate Liverpool.
• To deliver Tate Exchange activity within Tate Exchange in the first floor gallery of Tate Liverpool.
• To frame the work within Tate Exchange as a residency, presentation or showcase and not as ‘exhibition’ or ‘show’.
• To refer to Tate Exchange as the programming venue in marketing and publicity materials.
• To use #TateExchange or www.tate.org.uk/tateexchange on social media.

Protocols and Compliance

In line with the contractual agreement between Associates and Tate, Associates will work with artists and collaborators adhering to the Tate Exchange Guidelines, that outlines the systems for compliance, operations and logistics within the Tate Liverpool building as well as working with the public and the Tate safeguarding policy.

The disclaimer below is a reminder of programme conditions:
Contributions of any kind within Tate Exchange, whether oral, in writing, in social online, or in any other form or medium should be made in consideration of other users. Contributions must not be in any way unlawful. This includes material that is defamatory, obscene or indecent, or menacing or harassing to any person or groups. Views expressed by Associates or participants through Tate Exchange are their own and, unless specifically stated, are not those of Tate. Tate accepts no responsibility for them. Contributions should never be made for the purposes of commercial advertising, marketing or promotion or to promote a party political point of view. Tate reserves the right to remove content that is unlawful or in breach of these conditions.

The Programme

The programme at Tate Liverpool runs annually from October to September, each year the Tate Exchange programme runs under a different theme with a lead artist.

The theme in year one was exchange itself; the give and take of art and the give and take between people, shaped by artist Tim Etchells. Year two involved an exploration of the ideas held within the concept of Production and was shaped by artist Clare Twomey. The theme of Movement shaped our third year with artist Tania Bruegera. In year four the theme is Power with artist collective Hyphen Labs and in year five the theme is Love with artist Amy Sharrocks.

Principles

For a Proposal to be considered a part of Tate Exchange, it needs to:
• Inspire diverse audiences locally, nationally and internationally with new ways of engaging with Tate’s collection.
• Invite and enable the audience to become collaborators in helping shape the programme, activities and outcomes.
• Embody the values of openness, generosity, risk and trust.
• Make a connection to the annual Tate Exchange theme.
• Explore new ways of thinking about art, society, the museum and its changing relation to the public.

Questions to Consider when completing a proposal
• Does your event meet the Tate Exchange aim, objectives and principles?
• Who is your event for?
• How will the public engage?
• How will you reflect the theme?
• Do you want to reference a current Tate Liverpool exhibition?
• How long is your event?
• Who will be in the space each day? You must ensure you have a member of your organisation in Tate Exchange at all times during your event. This is for the benefit of public engagement and security of your belongings.
• Can you manage and host your event each day?
• Can you drop off and set up in half a day? In most cases a Monday morning.
• Can you get all items into Tate on a Monday morning before 10am?
• Can you take all items out of Tate on a week day morning before 10am?
• How will you gather material for your evaluation?

Our busiest day is Saturday with families and children visiting on weekends. If your activity takes place during the school holiday periods as this time sees an increase in families to the gallery. Weekdays proved better for hosting discussions with visits from school and college groups and events that required booking didn’t always attract the highest amount of visitors.

**Pre event Information and checklist**

Once a proposal has been agreed a planning meeting will be set up with the TEX Team. All of the planning and logistics for your event should be agreed in advance, so Tate can create an event itinerary and risk assessment, arrange the necessary access and equipment etc. Please keep us informed of any changes as we may not be able to implement them on the day of set up.

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<tr>
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<tbody>
<tr>
<td>Elect one person to be the main contact person</td>
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<tr>
<td>Tate to schedule a planning and logistics meeting</td>
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<tr>
<td>Confirm your activity in TEX, including the equipment and materials you are using</td>
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<tr>
<td>Provide the Programme, (including dates and times), of activity in TEX</td>
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<tr>
<td>Provide a layout plan of the space</td>
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<tr>
<td>Supply AV requirements</td>
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<tr>
<td>Confirm that all costs can be covered by the Associate</td>
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<tr>
<td>Supply AV requirements</td>
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<tr>
<td>Supply furniture requirements, tables, chairs, book shelf</td>
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<tr>
<td>Agree logistics, setting up, take down, access requirements etc</td>
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<tr>
<td>Add details relating to your activity to the Tate Exchange Risk Assessment</td>
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**Marketing**

Provide text and an image for TEX website

If an event is to be booked, to provide the Eventbrite link at the same time as web copy

If you are creating a press release this needs to be passed by Tate’s Press Manager
Inform Tate of any plans for filming and/or photography in the space (at least 1 weeks advanced notice) - who and when.

**During event information and checklist**

**Arrivals and setting up**

A designated member of staff at Tate is responsible for Associates arrival, assisting them to Tate Exchange and setting up the space so it is ready for the event. Associates will be greeted in the Foyer of Tate Liverpool, unless otherwise stated, all Associates should arrive via the main entrance. Arrival and departure times will vary depending on the event.

**Housekeeping**

Please ensure the lead contact for each Tate Exchange event is wearing the Tate Exchange Associate lanyard so the visitors can direct their event questions appropriately.

Tate Exchange is situated within the gallery and all who use it must do so with respect for others. Controlling the volume of films, audio etc can be easily done using the audio remotes. Also when setting up and taking down, please be mindful of those who are visiting the gallery.

Four curtain panels frame Tate Exchange and they can be opened and closed by the 4 x pulleys.

**Departures and de-rigging**

At the end of your event, a member of staff will assist Associates to depart from Tate Liverpool. We kindly ask that after Associates have completed their event, Tate Exchange is left tidy and ready for the next event.

Please note if you need to depart on a Sunday and you have large items that require the use of the loading bay, you will not be able to move them until after the building closes. A member of staff will be required to be with you after closing and this will incur a fee that is payable by the Associate. Ideally all items are to be removed from Tate exchange on the Monday morning, before 10am, and this will incur no charge.

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<tr>
<td>Provide a list of names detailing who is in the space and when</td>
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<tr>
<td>Ensure each person signs in/out each day</td>
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<tr>
<td>At the start of your event, complete a 10 min site briefing</td>
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<tr>
<td>Occupy Tate Exchange at the agreed times</td>
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<tr>
<td>Notify TEX staff immediately to any changes in your plans and schedule</td>
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<tr>
<td>Count active participants to your activity. There’s a counter on the gallery door, Tate will supply audience numbers, but it’s the Associate’s responsibility to record people actively engaging.</td>
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**Marketing**

Include the #TateExchange when posting on social media

**Post event information and checklist**

**Evaluation**
Evaluation is an important element of the Tate exchange programme, for research, for the continuation of the programme and to enable Tate to review and make recommendations for future programming.

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<tr>
<td>Tate to send the visitor numbers</td>
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<td>Tate to send a copy of our Evaluation Form</td>
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<td>Associate to complete Evaluation Form within one-month of the finish of your residency</td>
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<tr>
<td>Tate and Associates to both share photos, film footage and any press with each other</td>
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**Frequently Asked Questions**

**When is Tate Exchange open?**

Tate Liverpool and Tate Exchange are open Monday – Sunday, 10.00 – 17.00 in the winter and 10:00 – 18:00 in the summer.

We are closed 24–26 December, but open as usual on all other days of the year, including Bank Holidays and New Year’s Day.

All events must finish 30 minutes before the gallery closes (17.00 in winter, 18.00 in summer) and Associates must have left Tate Exchange and Tate Liverpool before closing time.

**What resources does Tate Exchange have?**

**Staff Support**

The Tate Exchange team in Liverpool consists of:
Karen Green: Monday and Fridays, liaise with Karen Green in the lead up to your event, planning the logistics, setting up on the day, take down and website copy.
Alison Jones: Tuesday and Thursdays
Lindsey Fryer: Wednesdays

The Tate Exchange team is small, and we have limited capacity to support large-scale programmes in Tate Exchange, for example, programmes with creative workshops and symposia outside the Tate Exchange space.

Once an event has been agreed, we schedule a planning meeting to go through the activity, your plans and layout for TEX, AV requirements, marketing and setting up and take down timings.

We offer half a day curatorial and practical support on the first day of your residency in Tate Exchange - this is for setting up in Tate Exchange. There are many considerations we need to adhere to working in the gallery, please discuss fully your plans with the team in advance of setting up, so we can make sure they can be fully implemented. AV in Tate Exchange and adding content to the monitor and projector can be set up on the morning of your install. Events that have a more complex AV multi media set up will need to cover the cost of an AV technician.
After installation Associates are responsible for the operation and staffing of their residency, the capacity of Tate staff to support events once installed is limited.

Tate will assist you in the take down of your work on a Monday morning. Many Associates take down on the Sunday and collect their work on the Monday morning.

If your install is complex and requires a full day of staff support from a Tate member of staff, (AV technician or art handler), this will incur a cost to you. This also applies to de-installing at the end of your residency.

**AV**
Inside Tate Exchange we have a number of audio visual resources including a projector operated by a PC, a TV screen operated by a PC, two Blu-ray players, HDMI and VGA connections and an audio sound system. The left hand AV plinth is for the TV and the right hand AV plinth is for the projector

**Wi-Fi**
Both PCs in Tate Exchange are connected to the Internet and Associates can also connect via WIFI across all galleries. There is no password required for WIFI however you will need to input an email address when prompted.

**Furniture**
We have 6 x tables and chairs that can be set up or removed depending on the use of the space.

**Lighting**
Lights can be controlled in Tate Exchange by easily accessible switches. To keep the space flexible for different events, Associates can choose whether to have the lights off completely (ideal for projections) or to have either the uplighters or downlighters on separately, or together.

**Shelving**
Within Tate Exchange is a mobile shelving unit for displaying books, prints, documentation etc for your event.

**How does the weekly Tate Exchange programme operate?**

Most residencies take place for a one-week duration starting on a Monday and ending on a Sunday. Associates drop off and install on a Monday morning opening the space and beginning activities Monday afternoon.

Associates can take down their work late Sunday afternoon or first thing Monday morning. Please note, removing your work via the loading bay on a Sunday, will incur a charge due to a member of staff having to work overtime once the gallery closes.

**What can I do in Tate Exchange?**
As a flexible space, it can be transformed into a discussion room, drop-in workshop, public talk, film screening and more. Additional programming that takes place outside
of Tate Exchange – a symposium or conference – is not a Tate Exchange activity and we cannot support this.

For a plan of the space with dimensions, see the back of this document or request a floor plan from Tate.

**What can I not do in Tate Exchange?**

As Tate Exchange is located within the gallery, we have to protect the artworks that surround the space. Therefore, the use of marker pens, paint, chalk, liquid glue, spray mount, scissors (child scissors that are supervised are ok) and other materials that are wet, cause dust or could be harmful are prohibited. Pencils, coloured pencils, biros, tape, vinyl and other materials are all welcome. If you are unsure on a specific material, please contact Tate.

Some of the artworks in the gallery also have sound so all events must be mindful of volume levels – when installing and during your event.

No eating and drinking are allowed in Tate Exchange.

**How do I bring my workshop or event materials to Tate Liverpool?**

If you have a large amount of materials and equipment for your event, you can request access to our Loading Bay. Please note, access is subject to availability and should be arranged at least 2 weeks in advance of your event. When submitting a request, please provide the vehicle registration and time of access required. Vehicles have a maximum of 60 minutes loading time. A member of the Associate organisation must be present during delivery. Associates are responsible for providing enough people to support the unloading of equipment and one trip should be sufficient. Please make sure you have an adequate vehicle to accommodate your work, we cannot oversee more than one drop off by the same vehicle. If you feel this is not possible we can discuss the work you have to drop off and our capacity for getting it into the gallery.

Depending on the schedule of the building, we may not be able to offer access to our Loading Bay. The sooner you request access the sooner we can confirm if this is possible or not.

Preferably, Associates and their materials would arrive via the main entrance to the building, which can then be taken to Tate Exchange via lift access.

All large items need to be in Tate Exchange by the time the gallery opens at 10am.

And when de-installing, large items cannot leave the gallery whilst open, and therefore need to leave on a Sunday at 5/6pm – depending on summer or winter opening hours. Please note that this may incur a cost to cover a member of staff to stay after closing. Collection on a Monday before 10am will not incur a charge for extra staffing.

**What time can I arrive and begin to set up?**

The earliest an Associate can access Tate is 8.30am and all your items need to be in Tate Exchange by 10am – when the gallery opens to the public. Everyone
associated with your event needs to arrive at the same meeting point, we cannot accommodate people arriving via the front and Loading Bay at the same time as we do not have the staff capacity to accompany different groups around the building.

**What time can I begin to take down and how do I get my items out of Tate?**

Many Associates close the curtains at 3-4pm on their final day to begin to take down their work. Smaller items can discreetly be taken out via the front entrance. If you have lots and large items that require the use of the loading bay, this has to be undertaken once the gallery closes. Ideally an Associate will return on the Monday morning, before 10am, to collect their work. If this is not possible and you need to move your work on the Sunday evening, we can arrange for a member of staff to work late and oversee your departure. Please note this will incur a charge to the Associate in covering staff time.

When working before and after the gallery is open to the public, everyone needs to be accompanied by a Tate member of staff due to health, safety and security procedures.

**Can I park at Tate Liverpool?**

Unfortunately, there are no parking facilities at Tate Liverpool. Anyone visiting Tate Liverpool is entitled to receive 50% discount on parking for up to 24 hours at Q-Park Liverpool One. Ask for a voucher from a member of staff in the foyer when visiting the gallery.

**What do I need to provide to promote my event on Tate’s website?**

When a proposal has been accepted and confirmed as part of the Tate Exchange programme, Associates will then be required to submit copy and an image for the Tate website. Please be aware that all text on Tate’s website needs to adhere with Tate’s writing guidelines and tone of voice. Associate copy will be subject to editing in order to adhere with these guidelines. Published content on Tate’s website is final and edits to events will not be approved unless there are special or unforeseen circumstances, for example, once your residency starts no further changes can be made.

**Can I film and take photographs of my event?**

Associates are more than welcome to capture their events through photographs or film. However, all filming and photography needs to be pre-arranged and approved by the Tate Liverpool press office – this includes press as well as in-house filming and photography departments. This is because the Tate Exchange space is situated in the middle of the gallery spaces where important artworks are on display and all filming and photography will need to be supervised. Tate will provide the necessary signage to inform visitors that filming and photography is taking place. Please let us know at least 7 days in advance to inform us of a photographer or film crew. For further information please contact Dominic Beaumont, Press Manager to arrange. Email: Dominic.Beaumont@tate.org.uk

**Can I create a press release and how do I credit Tate on social media?**
To assist with Associate marketing and communications of Tate Exchange events, each Associate will be provided with a **Marketing Toolkit** that will include guidelines for social media, press releases, digital/print collateral and use of Tate’s logo. Toolkits will be distributed when Associate programme is confirmed. If you require a copy, contact Tate and we will send one to you.

**Do I need to undertake and provide a risk assessment for my activity?**

Each event needs to undertake a risk assessment. To aid in the task of undertaking a risk assessment for every event, Tate has a generic Risk Assessment for Tate Exchange and we ask that each Associate identifies and adds the risks associated with their programme to the Tate Exchange Risk Assessment.

Please note access to ladders is strictly prohibited.

All equipment brought into Tate must have been subject to PAT testing. PAT testing equipment not belonging to Tate is the responsibility of the Associate and Tate Liverpool is unable to carry this out on behalf of the Associate. New equipment less than 12 months old does not need to be PAT tested.

**My event needs people to book a place, what should I do?**

All events in Tate Exchange are free to the public and operate on a drop or bookable basis. Please specify, where appropriate, which element of your event requires booking when submitting your proposal. At your planning meeting Tate can advise how best to go about running your event, and if it does require people to book a place. It is the Associates responsibility to set this up via an Eventbrite listing and to then send the link to Tate when providing your copy for the website.

**Roles and Responsibilities**

**Tate Liverpool**

The responsibility of Tate Exchange is assigned to one designated member of Tate Liverpool staff each day for health and safety reasons. Please bear in mind that Tate staff need to fulfil their daily duties and responsibilities and cannot be called upon to provide constant support in Tate Exchange.

The designated member of Tate staff will assist with setup and takedown only unless there is an emergency.

The Associate will be informed of the member of staff ahead of their event and contact information will be provided upon receiving an itinerary.

It is Tate’s responsibility to ensure Associates:

- Arrive at Tate Liverpool via the correct entrance.
- Sign in if Associate arrival is before 10.00
- Accompany Associates to Tate Exchange and supervise setup.
- Be available to assist with setup (positioning of furniture, basic AV assistance, and operation of lights.
- Update visual communication for event.
• Brief Associate on code of conduct within the gallery as well as prohibited materials and operational rules.
• Assist with take down of event.

It is the Associate’s responsibility to:
• Manage their residency.
• Provide their own materials.
• Welcome visitors into Tate Exchange during their event.
• Engage with the public and ensure their contributions are being valued – see principles of Tate Exchange
• Not bring prohibited materials into the gallery of Tate Exchange.
• Adhere to timelines and itineraries set out in collaboration with Tate.
• Return a signed Cooperation Agreement ahead of any event taking place in Tate Exchange
• Adhere to the marketing toolkit when publishing or distributing marketing materials.
• Provide resources for all aspects of residencies.

Exhibitions, Displays and Public Art at Tate Liverpool:

Louise Bourgeois, In Focus, 30 July 2020 – 2 May 2021
https://www.tate.org.uk/whats-on/tate-liverpool/exhibition/louise-bourgeois-focus

Aliza Nisembaum, 27 November – 7 March 2021
https://www.tate.org.uk/whats-on/tate-liverpool/exhibition/aliza-nisembaum

Liverpool Biennial, 11 July-25 October 2020

Ugo Rondinone, Liverpool Mountain, on-going until 23 October 2020

Don McCullin, 5 June-27 September 2020
https://www.tate.org.uk/whats-on/tate-liverpool/exhibition/don-mccullin

Op Art in Focus, on-going until 5 July 2020
https://www.tate.org.uk/whats-on/tate-liverpool/exhibition/op-art-focus

Candice Breitz, 9 April-7 June 2020

Theaster Gates, 13 December-3 May 2020

Vivian Suter, 13 December-15 March 2020

Proposal deadlines for 2020-21 Year 5:
The theme is LOVE and this is to be shaped by artist Amy Sharrocks
It will run from 30 November 2020 until 3 September 2021
Proposal deadlines

- Friday 29 May 2020
  A combined phase 1+2: 30 November 2020 to 28 March 2021
  Decisions: 10 July 2020

- Friday 20 November 2020
- Phase 3: 29 March 2021 to 05 September 2021
  Decisions: 18 December 2020

Associates will hear back within a month to six weeks of the proposal deadline and selected proposals will be asked to submit more detailed plans, copy and an image for the website. These deadlines have been set to coincide with Tate’s staff schedule and print deadlines for the Tate What’s On Guide.

Meetings

We host Associate meetings to update you on Tate Exchange activity, work with you to create your programme and answer any questions you may have. These meetings provide the opportunity for current and new Associates to network, share and reflect their Tate Exchange contributions and keep up to date on the programme and forthcoming deadlines.

Associate meetings LIVERPOOL:

Monday 3rd February 2020, 2.00-3.30
Monday 11 May 2020, 2.00-3.30

Associate meetings LONDON:

Monday 13 January 2020, 1.30-6:00
Monday 16 March 2020, 1.30–6:00
Monday 18 May 2020, 1.30–6:00
Wednesday 15 July 2020, 1.30–6:00

All London meetings take place at Tate Modern Floor 5

Tate Exchange Floor Plan