

Production Manual Version 1 November 2022

What services do I need to order?

This section explains the LDB production process; after submitting your initial proposal to the fabrication, delivery and preparation of your pavilion space. Outlined here is how to plan the production phase, how to work with Approved Contractors and what services you can order from them.

Please expand each section below to read more.

Approved Contractors

Due to Somerset House being a Grade I listed building, only Approved Contractors are able to undertake works that affect or are in contact with the fabric of the building. Below is a breakdown of the different Approved Contractors and the services they can provide. Please ensure you read through this section before completing your and [Audio-Visual Form](#) accordingly.

Exhibition Design, Bespoke Fabrication & Installation Services

Somerset House and LDB work with Approved Contractors who have extensive experience of coordinating exhibition design and installation, offering services ranging from full production and fabrication to bespoke joinery or simple plinths hire. These contractors regularly look after the build and installation for other high-profile events at Somerset House, other London venues and all over the world. They are a multidisciplinary group of designers, project managers, tradespeople and makers. Skilled in design, joinery, metalwork, specialist finishes and digital fabrication; they can pull together the best team tailored for Exhibitors' varied needs.

They are experienced in finding creative solutions to work within the constraints of the venue and can assist LDB exhibitors in ensuring the quality of their designs is maximised, taking in consideration the characteristics of each space.

Below are examples of services they can provide:

DESIGN

- Technical design and development.
- Layout planning.
- Computer-aided design, drafting, and 3D rendering.
- Graphics and signage.
- Structural engineering.

PROJECT MANAGEMENT

- Scheduling.
- Procurement, sourcing materials and services.
- Costing and budget control.
- Health & Safety preparation and UK legislation compliance (Risk and Method Statements / Event Plans).
- Logistics; transport and labour.

MANUFACTURE

- Carpentry and joinery.
- CNC and laser cutting / engraving.
- Set build.
- Metal work.
- Furniture

making

- Art Fabrication.
- Spray finishing.
- Pressing and edging.
- Vinyl printing.

INSTALLATION

- Onsite installation and dismantling.

- On-site technical support; monitoring and maintenance.
- Building additional temporary walls and other supports.
- Rigging services.
- Building / hiring plinths and other display units.
- Erecting window coverings.
- Installing temporary floor coverings.
- Dedicated technician support for your installation.

The above services are available at cost to Exhibitors and should be discussed with the Approved Contractor in advance.

Once you have submitted your final design proposal along with your Production Form, you will be introduced to an Approved Contractor to discuss the scope of the work and budget.

Audio-Visual

If your proposed design includes any audio-visual (AV) or interactive elements, you may be required to work with our approved AV contractor to ensure that your design is feasible, to plan how it can be achieved within the venue and to calculate any associated costs.

LDB and Somerset House work with one of the UK's leading AV companies specialising in visual arts exhibition production. Along with a vast technical knowledge and understanding of the AV industry and its fabrication processes, they have a deep appreciation for visual arts, visual language and exhibition production at every level. They have worked in some of the most iconic venues in London and have in-depth experience of delivering high-end visual designs and art installations.

They will be able to assist with estimated costs for your proposals and, where projects are particularly complex, can consult on AV system design, specifications and venue specific queries.

Services available are:

- AV system design.
- Full technical consultancy and advice to determine the correct AV equipment required.
- Hire of AV equipment for your installation e.g. screens, projectors, media players, speakers, headphones.
- Media preparation and studio work.
- Installation & deinstallation of all AV.

- Technical support whilst the exhibition is open.

All of the above services are available at cost to Exhibitors and should be discussed with the Approved AV Supplier in advance.

If you have a complex concept, your LDB Project Manager will discuss these requirements after submission of your initial proposal and ahead of you completing your [Audio-Visual Form](#). You will then be put in touch with the supplier to discuss your requirements and discuss costs.

Lighting

All indoor exhibition spaces at LDB are equipped with exhibition lighting tracks but no light fittings are included in the room hire. Lighting tracks cannot be moved into another position on the ceiling, nor can they be lowered or heightened. The standard gallery lighting specifications are available to view in the [Resources](#) section of your Dashboard. Your LDB Project Manager can advise on the lighting package best suited to your room and budget.

Bespoke lighting packages are available via specialists Beam Lighting Design, who provide a dedicated technician to install and focus the lights to achieve high quality, bespoke gallery lighting. Beam technicians know the building extremely well and can advise on all creative visions and budgets.

Beam's previous work includes:

- *Objects of Desire, The Design Museum*
- *SUPERBLOOM, Tower of London*
- *Future Shock, 180 The Strand*

- *The French Dispatch*, 180 Studios
- *Edward Munch*, British Museum
- *The Moon*, National Maritime Museum
- *Top Secret*, Science Museum
- *Stanley Kubrick: The Exhibition*, The Design Museum

If you wish to order a standard lighting package or discuss bespoke lighting this can be specified on your [Lighting Form](#).

Room Preparation Works

Prior to arriving at Somerset House, certain work may have to be prepared in your pavilion space which Somerset House can complete for you.

These services may include:

Room Painting:

- Subject to approval, gallery walls may be painted a different colour by the Somerset House approved painting contractor.
- Darker walls naturally incur a higher cost to return to the original shade of white.
- All Design Teams must outline detailed painting requirements

in the Production Form on your Dashboard.

- Spray painting is not allowed anywhere inside the building.

Wi-Fi Access

The standard free Wi-Fi at Somerset House is 15mbps and allows you to connect for up to 24 hours, which is suitable for emails and general web browsing. However, if your installation is reliant on the internet, over Wi-Fi or a hardwired connection, this service must be ordered in advance through the Production Form at an additional cost.

Somerset House has four Wi-Fi packages to choose from:

1. Small: 25mbps (suitable for 15 simultaneous devices browsing/uploading to social media/music streaming). £450 +VAT
2. Medium: 50mbps (suitable for 30 simultaneous devices, the above plus file downloads/Wi-Fi calling). £900 +VAT
3. Large: 75mbps (suitable for more than 30 simultaneous devices, the above plus high-quality video streaming/application updates/video conferencing). £1200 +VAT
4. X-Large: 100mbps (suitable for more than 60 simultaneous devices, the above plus streaming UHD video). £1500 +VAT

For information regarding ethernet connections, please speak to your LDB Project Manager.

Mains power installation:

All spaces are fitted with power sockets; positions are indicated on your

room drawings. The voltage of the sockets is 220/240V and the maximum loading is 1000W. All sockets are standard 3-pin UK sockets. If your installation has power requirements that cannot be facilitated by the existing sockets, Somerset House can install a temporary power feed. The positioning and specifications will be determined on a case-by-case basis.

If you need a power feed to be installed in your space, this can be requested in your Production Form.

Removal of Security Cameras:

Some rooms at Somerset House have security cameras which are marked on the room elevations.

- If your room contains a door out onto the Courtyard, you must have cameras in operation and facing the doors.
- Cameras can be moved to different positions at an additional cost. Please detail requests in the Production Form.
- Some security cameras can be obscured, at your own risk, after permission has been granted by the LDB Project Team during the planning phase.

Shipping

Somerset House is located in the heart of London and couriers should anticipate heavy traffic outside of peak times. Somerset House is open to the public most days and is home to over 200 offices and creative agencies which restricts delivery times and access, in addition to there being no staging area for vehicles.

We have an Approved Shipping Contractor, EFM Global Logistics, who will be managing the consolidation warehouse and all deliveries onsite. No vehicles other than those of the official shipper and approved contractors are allowed to deliver directly onsite. Unscheduled vehicles will be turned away.

Exhibitors can choose to either:

1. Ship door-to-door (room) with EFM.
2. Ship to Port (UK) or Airport (LHR) where the consignment will clear UK customs and be received by EFM.
3. Ship to EFM's consolidation warehouse where EFM will provide transport to Somerset House.

Please refer to the [Shipping Manual](#) for more information on the services offered and access information.

Craning & Lifting Operations

All lifting operations requiring mechanical lifting aids (forklift trucks, genie lifts, gantry, cranes etc.) must be carried out by the Approved Contractors only.

All craning operations must be carried out by the Official Shipper. Due to the specifics of the venue, craning operations must be arranged as a Contract Lift.

How Much Will It All Cost?

It is difficult to give exact figures for production costs until you have a

firm design confirmed. LDB is not a one-size-fits all exhibition; each Exhibitor's design requirements are unique and can involve complex site-specific installations.

Once you have confirmed your final design concept and have submitted your Production Form, Lighting Form, Audio-Visual Form and Shipping Forms, we will put you in touch with the relevant contactors to obtain quotes.