

**Early
Warning
Signs**

**Project
Manual**

2014

Sign 1/4



Table of Contents

| | |
|------------------------------------|------------|
| I. Welcome | p.3 |
| II. About the Project | p.4 |
| III. Host Venues | p.5 |

During the Year:

| | |
|------------------------------|------------|
| IV. Rules | p.6 |
| V. Safety | p.7 |
| VI. Maintenance | p.8 |

End of the Year:

| | |
|-----------------------------------|-------------|
| VII. Inventory | p.8 |
| VIII. Report | p.9 |
| IX. Onward Transport | p.9 |
| X. Specifications | p.10 |

I. Welcome

Thank you to you and Beaconsfield for agreeing to adopt this sign for the whole of 2014, as part of Ellie Harrison's Early Warning Signs project.

This manual should provide all the information you need to know about the project, including your responsibilities as guardian of the sign throughout 2014.

Please ensure that all relevant staff read this manual carefully. If you have any further questions, please contact Ellie Harrison directly or visit the project website:



07929 565 855



ellie@ellieharrison.com



www.ellieharrison.com/earlywarningsigns

II. About the Project

The Early Warning Signs project was one of the outcomes of Ellie Harrison's period as artist-in-residence at Two Degrees festival: a week of 'art and activism, climate and cuts', which took place at Artsadmin in London from 12 - 18 June 2011.

A series of four of these signs were produced for the festival and displayed for its duration outside Artsadmin on London's Commercial Street. They aimed to act as beacons for Two Degrees - utilising the brazen marketing techniques of capitalism, not as a tool to sell us more, but as a tool to simply remind us of the consequences of our consumption.

Whilst in residence, Ellie Harrison began to acknowledge the contradiction inherent in producing such material-heavy permanent signs for the sake of a one-week festival, especially one that was meant to be addressing issues of sustainability.

By the end of Two Degrees, it seemed vital for the festival's and the artist's integrity, that the four signs be allowed to continue to promote their cause long into the future.

And so the Early Warning Signs project was born. In the spirit of her new mantra 'reduce, reuse, recycle your art' and in an attempt to address the responsibility the contemporary artist should have to the objects she produces, Ellie Harrison decided to become the facilitator of this lifelong project to continue to tour the four signs to different public locations.

III. Host Venues

In 2014, the third full year of the Early Warning Signs project, the host venues are:

- Sign 1/4 [yellow on black]: Beaconsfield, 22 Newport Street, London, SE11 6AY
- Sign 2/4 [green on black]: Gallery of Modern Art (GoMA), Royal Exchange Square, Glasgow, G1 3AH
- Sign 3/4 [red on white]: FACT (Foundation for Art & Creative Technology), 88 Wood Street, Liverpool, L1 4DQ
- Sign 4/4 [blue on white]: Aspex Gallery, The Vulcan Building, Gunwharf Quays, Portsmouth, PO1 3BF

The application procedure to find new host venues for 2015 begins in July, with an annual deadline on 31 October. The signs are transported towards the end of December each year so they can take up residence in their new locations each January. (For further information about onward transportation, please see p.9-10).

Any enquires about how to apply to become a host venue in 2015 should be directed to the project website:



www.ellieharrison.com/earlywarningsigns

IV. Rules

In accepting the guardianship of this sign in 2014, Beaconsfield have agreed to adhere to the following conditions:

1. The sign must be publicly displayed for the whole of 2014 in the agreed location: in the entrance yard outside the front of the building on Newport Street.
2. The sign must be put out on display during all days / hours that Beaconsfield is open to the public, except in very high winds (for further safety information please see p.7). This should be a minimum of Wednesday - Friday, 11:00 - 17:00.
3. Beaconsfield staff must take responsibility for the sign's safety, stability and security during this time. This includes:
 - Preventing theft by ensuring it is appropriately secured using the chain and padlock provided.
 - Ensuring that it does not pose a risk to visitors and passersby either as a trip hazard or by spinning too fast in high winds (for further safety information please see p.7).
4. Beaconsfield staff must read this manual carefully and ensure that appropriate information about the project is available to visitors and passersby. It is also encouraged that host venues consider programming talks and events relating to the issues addressed by the Early Warning Signs project during the year.
5. At the end of the year, Beaconsfield is responsible for replacing any lost or damaged parts, paying for the onward transportation of the sign to its next host venue and submitting a short report to Ellie Harrison. (For further information about the end of the year procedure, please see p.8-10).

V. Safety

It is vitally important that Beaconsfield staff remain aware of the sign's presence on the street outside the venue and monitor it closely in response to changing wind speeds.

As wind speeds increase, the sign may begin to pose a risk to visitors and passersby unless its spinning speed is correctly controlled using the speed limiting bolt fitted (see fig.1).

It is the responsibility of Beaconsfield staff to tighten and loosen this bolt in response to changing weather:

- On calm days the bolt can be fully loosened to allow for gentle spinning in little or no wind.
- On windier days the bolt should be tightened to restrict the spinning speed.
- In very high winds the sign should not be put out on display.

Allowing the sign to spin too fast will also cause premature wear of its shaft and bearings.

Ellie Harrison cannot be held responsible for damage or injury caused by the sign if these instructions are not adhered to.

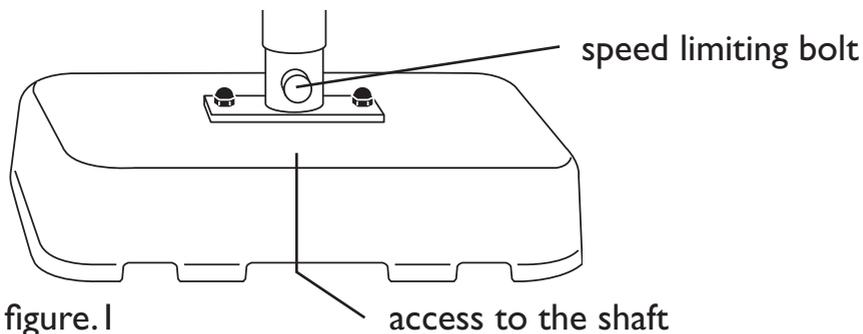


figure.1

VI. Maintenance

As well as monitoring the sign's spinning speed, Beaconsfield staff are also responsible for some basic monthly maintenance of the its shaft and bearings to ensure its long life:

- Check the underside sign's shaft (see fig.1 on p.7) and use a 4 mm allen key to tighten the central nut if it has loosened.
- Use a lubricating spray (such as WD-40) to keep this area well lubricated in order to prevent wear on the bearings.

VII. Inventory

The sign should have been delivered to Beaconsfield with the items detailed below. At the end of the year, Beaconsfield staff must check this inventory and replace any missing or damaged parts. This should be coordinated with the help of Ellie Harrison towards the end of 2014.

- 1 x metal sign (packaged in large cardboard box / bubble wrap)
- 1 x base for sign (unpackaged)
- 2 x bolts, nuts, black plastic nut covers, square washers (used to attach sign to base)
- 1 x padlock + keys
- 1 x chain (used to secure sign when on display)

Packaging:

- 1 x large cardboard box / bubble wrap

VIII. Report

All host venues participating in the Early Warning Signs project are asked to produce a short report (including images, quotes etc.) to summarise the experience of looking after the sign in 2014.

This can include the positive and / or negative responses of passersby, gallery visitors and staff to the sign's presence or to the responsibility that it has entailed over the course of the year. Staff may use the notes section on p.11 to begin collating information for this report.

Reports should be submitted to Ellie Harrison via email towards the end of 2014, ready to be published on the Early Warning Signs website early in 2015. The archive of reports will expand over the lifetime of the project - tracking each of the sign's movements around the country and offering an insight into developing attitudes towards climate change.

IX. Onward Transport

The final responsibility of the host venue at the end of the year, is to ensure the safe onward transportation of the sign to its next host venue, so that the lifelong tour can continue.

This should be coordinated with the help of Ellie Harrison towards the end of 2014. (For further information about preparing the sign for onward transportation, please see p.10).

X. Specifications

The four signs were originally manufactured by the UK-based company Rotosigns. They can also be contacted directly for advice or spare parts:



01902 404 008



sales@rotosigns.com



www.rotosigns.com

The signs are the 'Maximet' model:

- Total weight: 25kg
- Total Dimensions: 1155 x 495 x 495 mm

At the end of the year, the sign should be disassembled for onward transportation. This is done by removing the two main bolts which attach the sign to the base using an adjustable spanner or ratchet.

The metal sign part and all the additional smaller items (listed in the inventory on p.8) should be wrapped and packaged in the large cardboard box provided. The base does not need to be wrapped or packaged. Please use the specifications below to get quotes for onward transportation if necessary:

- Base (not boxed): 495 x 495 x 100 mm (approx 15kg)
- Sign (boxed): 460 x 1320 x 110 mm (approx 10kg)

Notes:

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First published in 2012



**REDUCE
REUSE
RECYCLE
YOUR ART**

