

**COMMONS &
COMMUNITIES**

EXHIBITION PRINT GUIDELINES

AUGUST 2021



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INTRODUCTION

AN OPEN SOURCE EXHIBITION

The exhibition is free to download and print. Our intention is that the exhibition can become a growing open source commons in itself, by accumulating and connecting new examples of artistic practices and projects about commons and communities.

READY TO PRINT

The exhibition is based on the commonly-shared A3 paper format, which makes it possible to print the exhibition locally depending on the context and resources available – whether you send it to a professional printer or use a simple office A3-printer.

To make it easy for you, the exhibition comes with a guide to print and setup as well as how to produce local add-ons.

ARE YOU INTERESTED IN THE EXHIBITION?

The exhibition is ready to print, and we really hope that you will welcome this free initiative at your local institution or exhibition space. If you are interested in exhibiting 'Commons and Communities', we would like to hear from you so that we can keep track of where the exhibition has been shown.

For inquiries, please contact print@commonities.org

DOWNLOAD AND PRINT

To print your exhibition find the relevant download folder and choose optional add-ons.

Refer to the separate guide explaining how to make an add-on exhibition.

Each folder contains all necessary pdf files to produce the given exhibition. Each file is available as a bleed or no bleed version to use for A3+ or A3 format printing.

EXHIBITION DESIGN

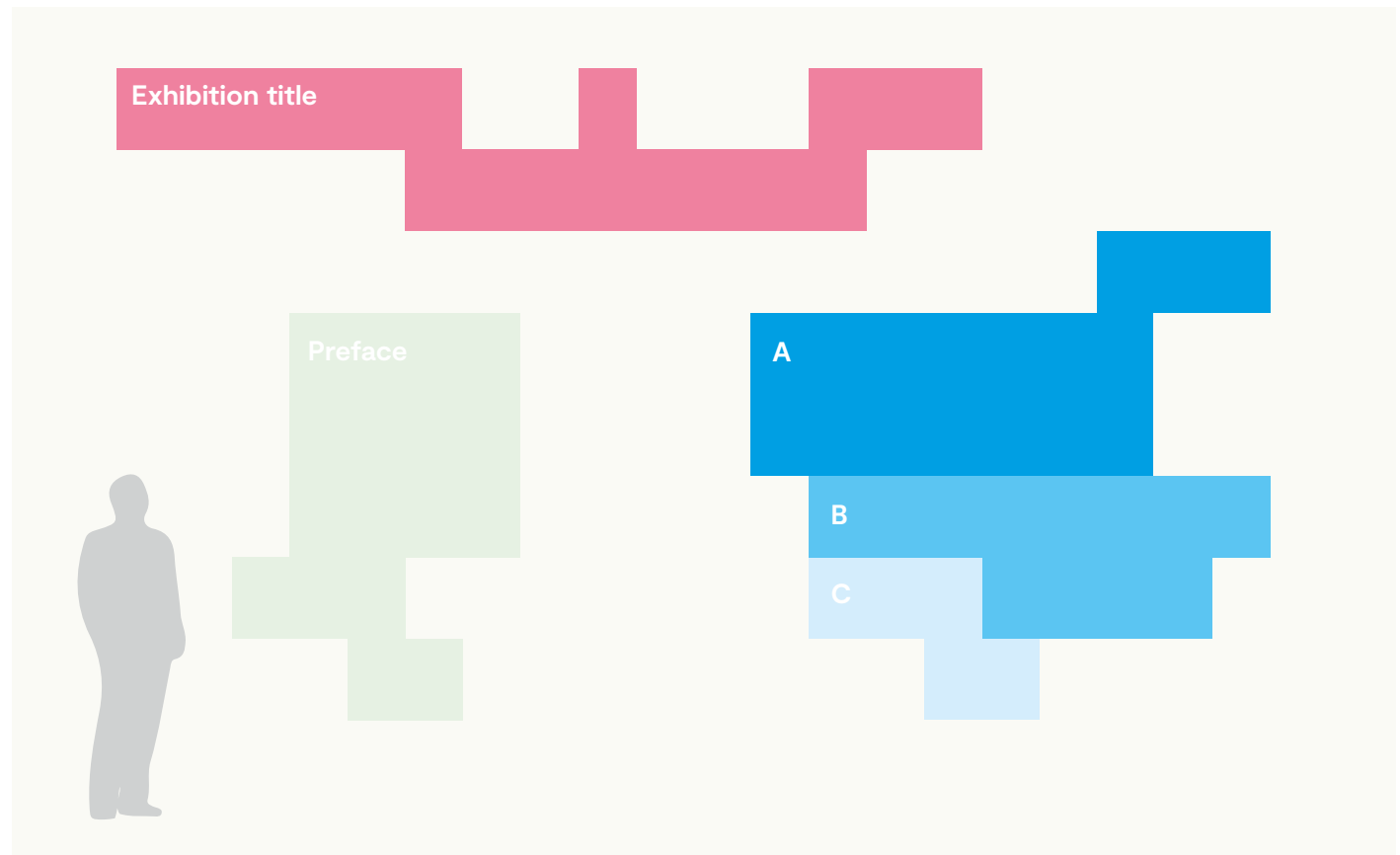
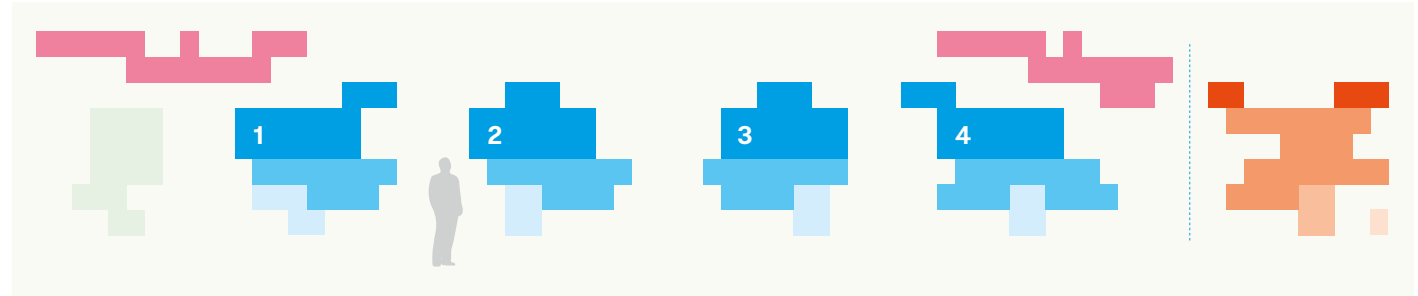
EXHIBITION PARTS

Sections

The exhibition is made-up from several sections:

- Exhibition titles (1 or 2)
- Preface, logo and QR code
- Sections (main):
 - One “**A board**” with statement.
 - Three to four “**B boards**” with large case studies.
 - Four to five “**C boards**” with short case studies.
- Optional add-on section (local):
 - A number of “B boards” with large case studies.
 - A number of “C boards” with short case studies.
- An optional thank you board with local partner logos

Exhibition overview – Titles, Preface, section 1-4 and the optional add-on section(s)



SCALABILITY

There are four exhibition sizes: extra large, large, medium and small. You can increase the size of the exhibitions by adding extra local projects – see page 26.

All are printed on A3 or A3+.

Large exhibition

This format is suitable for large halls and other environments with plenty of space.

Dimensions: minimum 20 × 4m.

Medium exhibition

This format is suitable for large rooms with plenty of space.

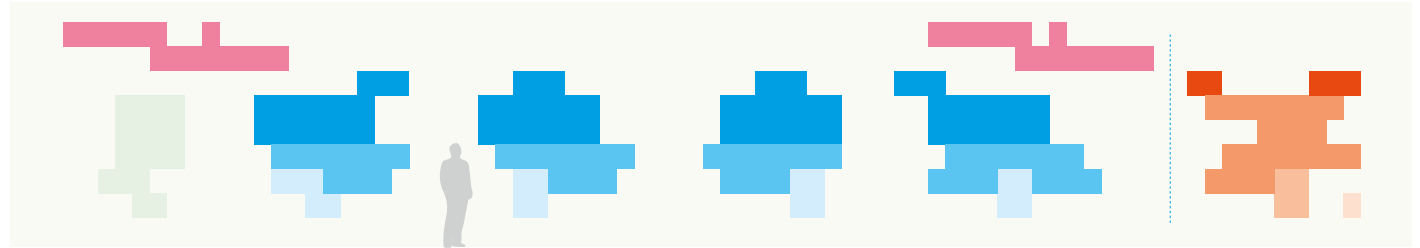
Dimensions: minimum 16 × 3,4m.

Small exhibition

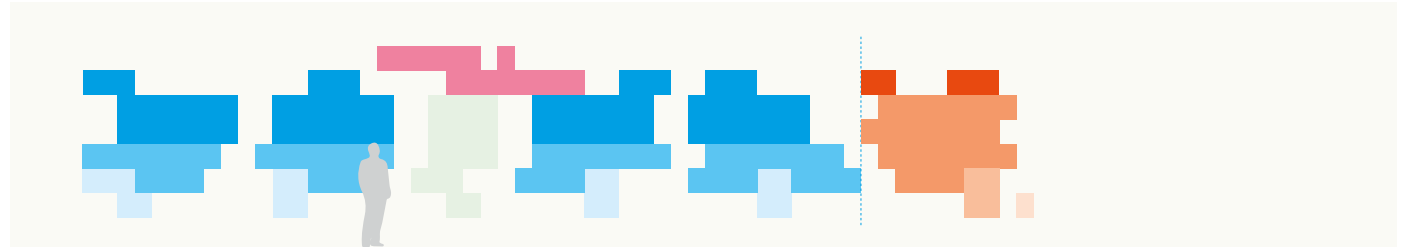
This format is suitable for office spaces which has some space restrictions.

Dimensions: minimum 11,3 × 3,4m.

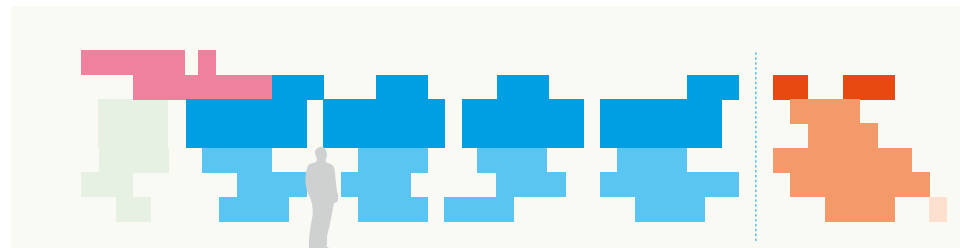
Large Exhibition – (A3 portrait) (Dimensions W:22m × H:4m) (Min. 20m)



Medium Exhibition – (A3 portrait) (Dimensions W:16 × H:3,4m)



Small Exhibition – (A3 portrait) (Dimensions W:11,3 × H:3,4m)



Tip

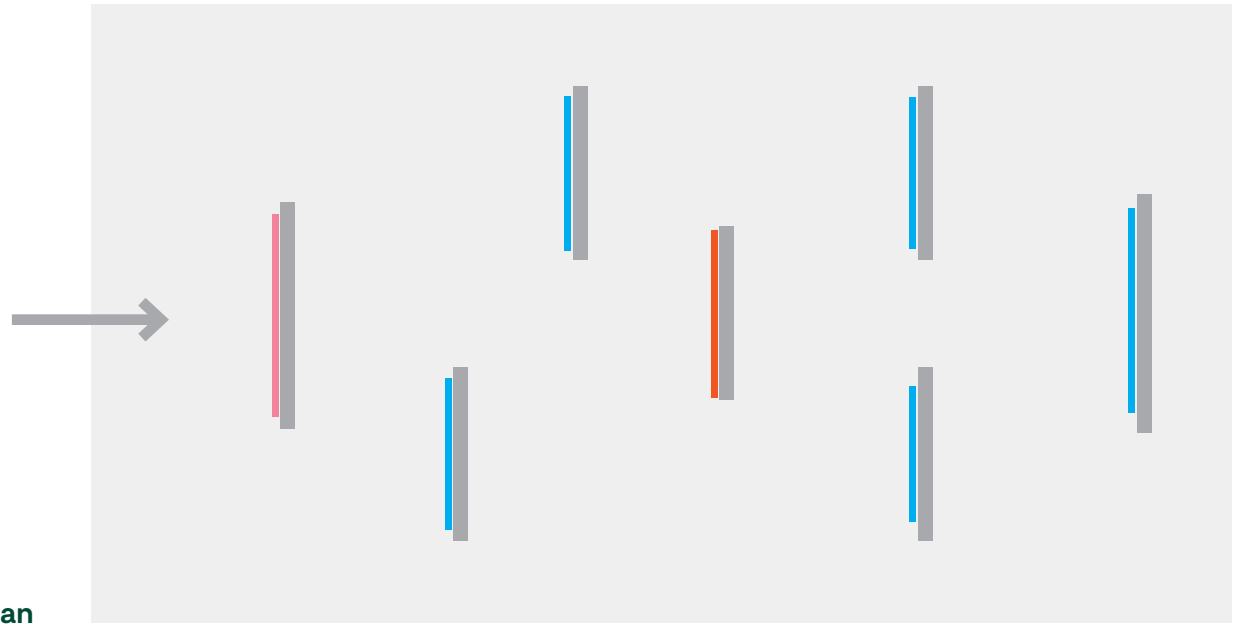
The add-on local section(s) can be added by choosing additional boards from the archive or by producing new boards. See page 26.

FLOOR PLAN EXAMPLES

The exhibition is flexible and can be hung in one stretch or on different walls.

- Title (+ preface and logos)
- Sections
- Local add-on section

Open plan



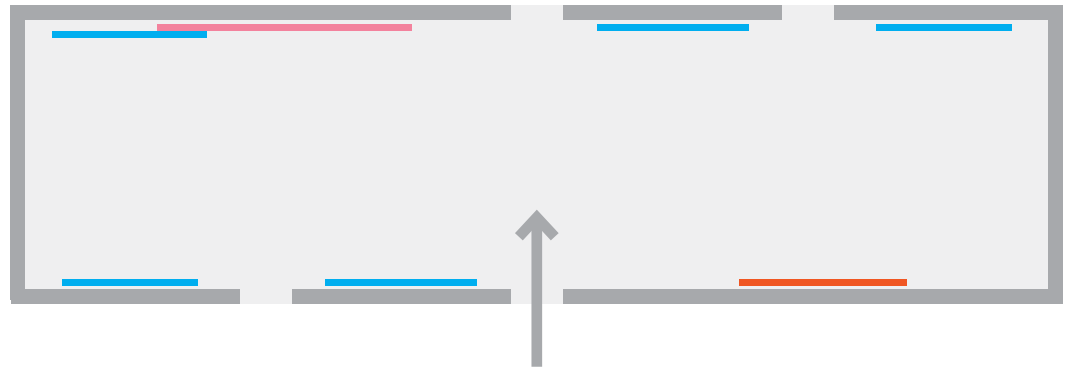
Tip

Exhibition title and preface should be placed near entrance.

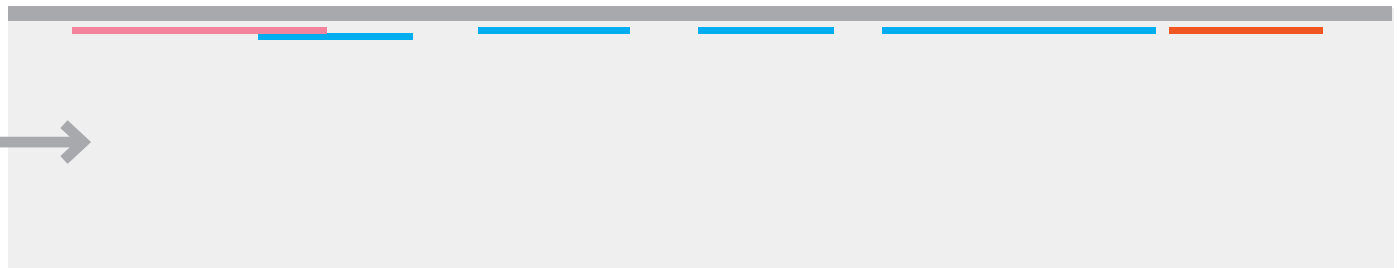
By adding or removing distance between sections the exhibition can expand or decrease in size.

The exhibition can adapt to various spaces. I can wrap around corners, be placed on separate walls or mounted on a single wall both indoor and outdoor.

Separate walls



Continuous wall



SIZE GUIDE

**THE EXHIBITION
IS SCALABLE TO
FIT VARIOUS
EXHIBITION SPACES**

LARGE EXHIBITION

Suitable for large halls and other environments with plenty of space. Use generous space between sections to make the exhibition spacious. As the exhibition is spread over a large area you can include multiple titles. Designed to be scalable, so can add section for local articles to your exhibition.

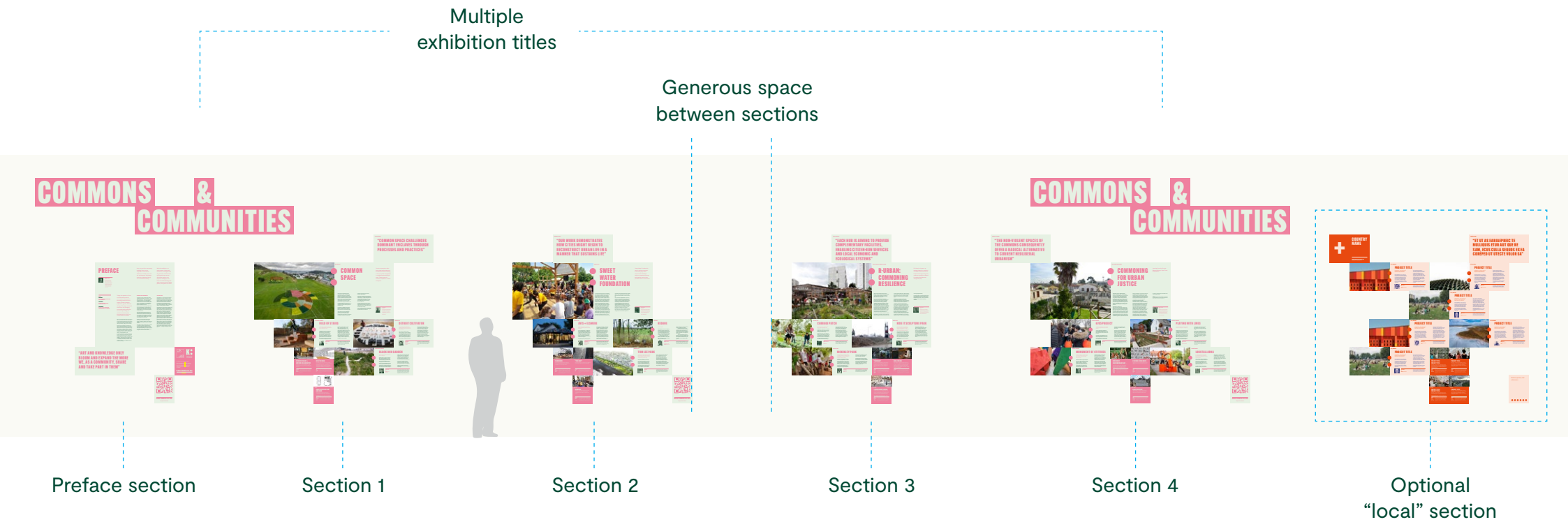
Large exhibition dimensions
Width: 22m (min. 20m)
Height: 4m

The exhibition consists of a preface section, 4 main sections and an optional add-on section displaying local cases.

Tip

Use two exhibition titles and place near entrances/initial view of the exhibition.

Place the titles high above the main viewing area to increase visibility.



MEDIUM EXHIBITION

Suitable for large halls and other environments with plenty of space. Designed to be scalable, so can add section for local articles to your exhibition.

Medium exhibition dimensions

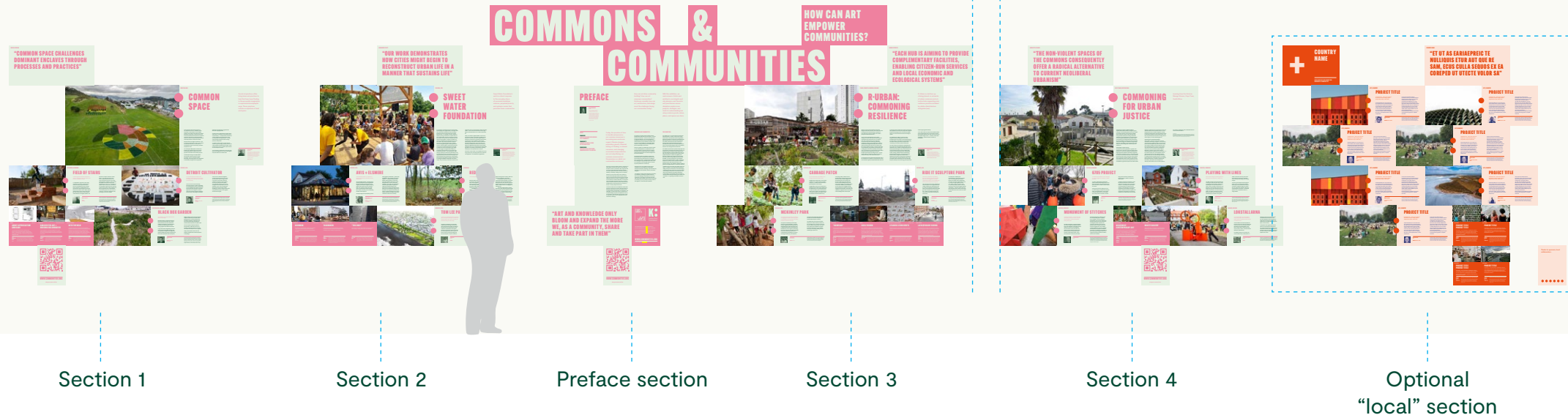
Width: 16m (incl. add-on)

Height: 3,4m

Tip

Use only one title and position near the entrance/initial view of exhibition.

Minimum 1 A3 grid-space between sections



SMALL EXHIBITION

Suitable for office spaces which has some space restrictions.

Small exhibition dimensions
Width: 11,3m (excl. add-on)
Height: 3,4m

In the “small exhibition” the C boards are removed from the exhibition to save space.

Tip

Minimise space between sections to decrease the size of the exhibition

Position the exhibition title near the entrance

Minimum 1 A3 grid-space between sections



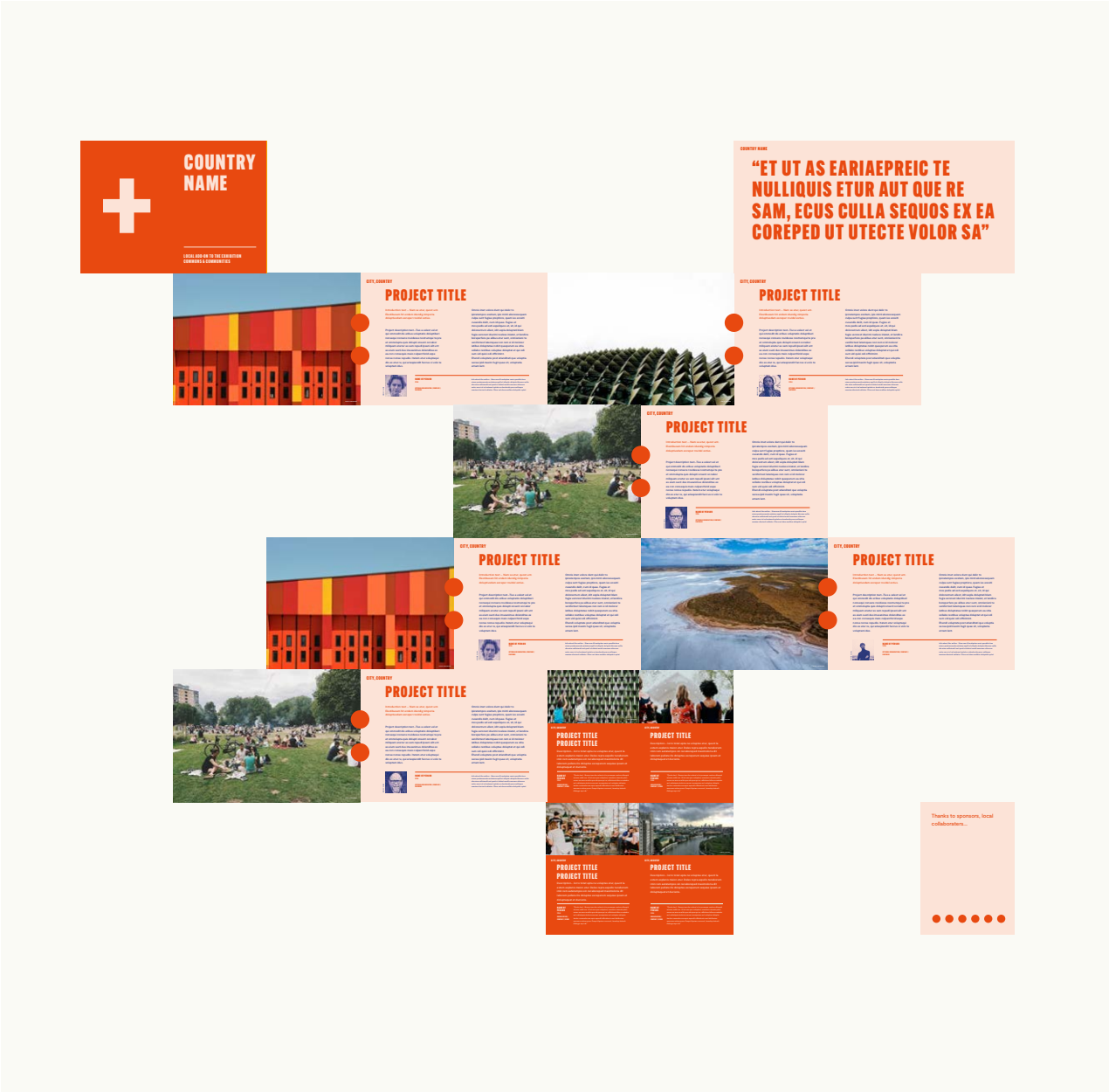
CUSTOMIZING

**OPTIONAL ADD-ON
SECTIONS**

OPTIONAL LOCAL ADD-ON SECTIONS

You can expand the exhibition and adapt it to your local context by adding local projects working with similar themes, with our add/on design template.

Find more information in our add-on guide



PRINTING & SETTING UP

PRINTING

Format

The exhibition is designed for printing on A3 format (297x420mm) in portrait mode.

Bleed or no bleed


Depending on budget/available printers you can select to print with bleed on A3+ format and trim to A3 allowing ink to the edge of the paper or you can simply print directly to A3 – without bleed – and the printer will in most cases add a thin white frame around the edge of the page.

Materials

Print on at least 160gm coated paper or 120g uncoated paper. The coated paper can be made more durable by applying a silk or matte laminate. We encourage to select environmentally friendly FSC-certified paper.

Type of printing

CMYK



A3
297x420mm
(portrait mode)

SETTING UP

Prints can simply be mounted by pins, tape or wallpaper paste.

Prints can be mounted on foam or paperboards and non-permanent affixed to walls.

Start building your exhibition with 50cm space from the floor to your lowest print.

Use your prints as a grid to layout your exhibition. Build in sections with a minimum space of one print between sections.

As an aid when handling and setting up the prints all A and B prints are tagged with a number in the bottom left corner. The tag consist of a letter representing the type of board and a section number. Fx:

1-A (Section 1, A board)

4-B3 (Section 4, Third B board)

Tip

Start building 50 cm from floor

Keep to a straight grid of pages

Make sure to keep minimum space distance between sections



FILES

File folder structure

To print your exhibition find the relevant download folder by exhibition language and choose optional add-ons.

Each folder contain all necessary pdf files to produce the given exhibition.

Each file is available as a bleed or no bleed version to use for A3+ or A3 format printing.

Tip

Find links to all download folders on our website www.commonities.org or write to: print@commonities.org for help.

Refer to the separate guide explaining how to make an add-on exhibition.



CC Exhibition / English

Files (BLEED):

CC_PREFACE_UK.pdf
CC_TITLE_UK.pdf
CC_LOGO_UK.pdf
CC_QRCODE_UK.pdf
CC_BOARD A_UK.pdf
CC_BOARD B_UK.pdf
CC_BOARD C_UK.pdf

Files (NO BLEED):

CC_PREFACE_UK_NOBLEED.pdf
CC_TITLE_UK_NOBLEED.pdf
CC_LOGO_UK_NOBLEED.pdf
CC_QRCODE_UK_NOBLEED.pdf
CC_BOARD A_UK_NOBLEED.pdf
CC_BOARD B_UK_NOBLEED.pdf
CC_BOARD C_UK_NOBLEED.pdf



CC Exhibition / Portuguese

Files (BLEED):

CC_PREFACE_PT.pdf
CC_TITLE_PT.pdf
CC_LOGO_PT.pdf
CC_QRCODE_PT.pdf
CC_BOARD A_PT.pdf
CC_BOARD B_PT.pdf
CC_BOARD C_PT.pdf

Files (NO BLEED):

CC_PREFACE_PT_NOBLEED.pdf
CC_TITLE_PT_NOBLEED.pdf
CC_LOGO_PT_NOBLEED.pdf
CC_QRCODE_PT_NOBLEED.pdf
CC_BOARD A_PT_NOBLEED.pdf
CC_BOARD B_PT_NOBLEED.pdf
CC_BOARD C_PT_NOBLEED.pdf



CC Exhibition ADDON

Files

CC_ADDON_COUNTRY.indd
CC_ADDON_SPONSOR.indd
CC_ADDON_BOARD B.indd
CC_ADDON_BOARD C.indd

(Available as Indesign packages. Write to print@commonities.org for link to the separate download folder with all the materials for add-ons)

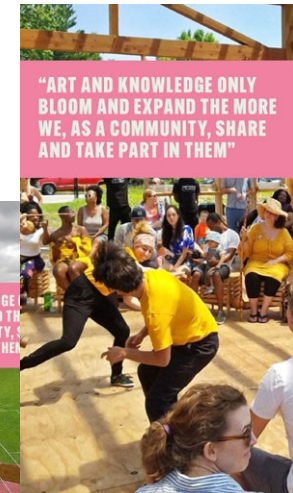
SOCIAL MEDIA

We recommend that you use your existing channels and profiles when posting on SoMe.

We welcome you to use the hashtag **#expocommonities**

(#danishculturalinstitute)
(#danishartsfoundation)

This will allow everyone to see all the different places the exhibition have been put on display.



CONTACT

DANISH CULTURAL INSTITUTE

Danish Cultural Institute is a self-governing institution. Since 1940 we have been engaged in creating mutual understanding between people.

Together with partners, we develop international activities that challenge boundaries and create mutual value and inspire. Especially when it comes to equal rights, education, sustainable development, democracy and active citizenship. Important values in the world and in Denmark.

Our vision is to show that the exchange of art, culture and knowledge can contribute to handling global challenges and strengthen the Sustainable Development Goals.

VISIT US AT WWW.DANISHCULTURE.COM

CONTACT

Danish Cultural Institute
Vartov, Farvergade 27 L, 2
DK-1463 Copenhagen K
Denmark

mail@danishculture.com

DOWNLOAD

www.commonities.org/download