

**Early
Warning
Signs**

**Project
Manual**

2016

Sign 1/4

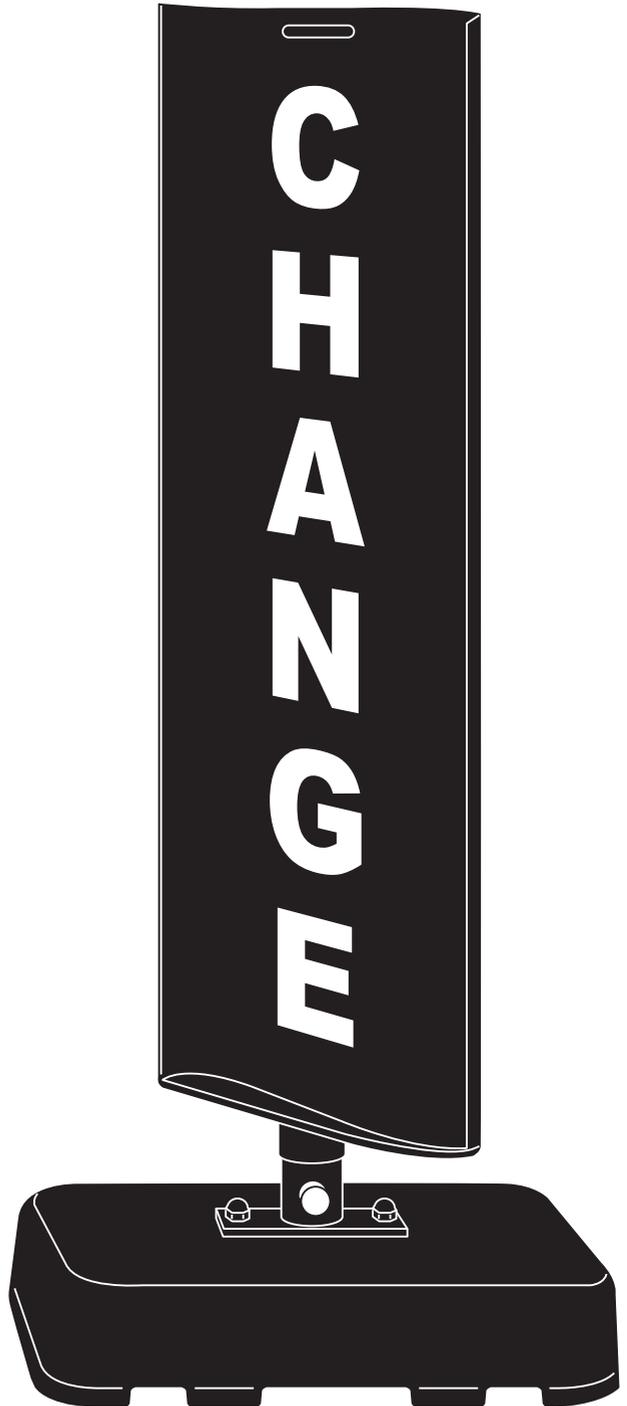


Table of Contents

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 the QUAD team for agreeing to adopt this sign for the whole of 2016, 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 2016.

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 life-long project to continue to tour the four signs to different public locations.

III. Host Venues

In 2016, the fifth full year of the Early Warning Signs project, the host venues are:

- Sign 1/4 [yellow on black]: QUAD, Market Place, Derby, DE1 3AS
- Sign 2/4 [green on black]: Arcola Theatre, 24 Ashwin Street, London, E8 3DL
- Sign 3/4 [red on white]: Edinburgh Printmakers, 23 Union Street, Edinburgh, EH1 3LR
- Sign 4/4 [blue on white]: The Clipperton Project, Customs House, Bowling Basin, Glasgow, G60 5AF

The application process to find new host venues for 2017 begins in July, with an annual deadline on 28 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 2017 should be directed to the project website:



www.ellieharrison.com/earlywarningsigns

IV. Rules

In accepting the guardianship of this sign in 2016, QUAD have agreed to adhere to the following conditions:

1. The sign must be publicly displayed for the whole of 2016 in the agreed location: outside the front of the building on Derby's Market Place.
2. The sign must be put out on display during all days / hours that QUAD is open to the public, except in very high winds (for further safety information please see p.7).
3. QUAD 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. QUAD staff must read this manual carefully and ensure clear information about the project is available to visitors and passersby (including details from p.4 and the project website). It is also encouraged that host venues programme talks and events relating to the issues addressed by the Early Warning Signs project during the year, in collaboration with the other host venues (listed on p.5).
5. At the end of the year, QUAD 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 process, please see p.8-10).

V. Safety

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

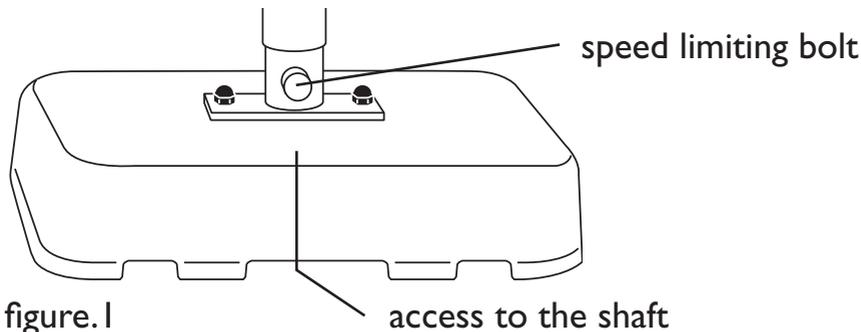
As wind speeds increase, the sign may begin to pose a risk to visitors and passersby unless its spinning speed is correctly controlled using the speed limiting bolt fitted (see fig.1).

It is the responsibility of QUAD 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.



VI. Maintenance

As well as monitoring the sign's spinning speed, QUAD staff are also responsible for some basic monthly maintenance of 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 QUAD with the items detailed below. At the end of the year, QUAD 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 2016.

- 1 x metal sign (appropriately packaged)
- 1 x base for sign (unwrapped)
- 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)

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 2016.

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 by 6 January 2017, ready to be published on the Early Warning Signs website. 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 life-long tour can continue.

This should be coordinated with the help of Ellie Harrison towards the end of 2016. (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 may be disassembled to ease 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 appropriately packaged. The base does not need to be wrapped. Please use the specifications below to get quotes for onward transportation if necessary:

- Base (unwrapped): 495 x 495 x 100 mm (approx 15kg)
- Sign (packaged): 460 x 1320 x 110 mm (approx 10kg)

Notes:

Early Warning Signs Project Manual
First published in 2012
Revised 2016



**REDUCE
REUSE
RECYCLE
YOUR ART**

