

## MSP-sponsored exhibitions

Thank you for your interest in holding an MSP-sponsored exhibition in the Scottish Parliament. If you have any questions about the following information please [let us know](#) – we are always happy to help.

Exhibitions for MSPs must inform the work of the Parliament and raise the awareness of MSPs on relevant issues.

The content of an exhibition should be agreed with your sponsoring MSP.

**Exhibitions for MSPs are not publicly accessible.**

## Requesting your exhibition

Contact an [MSP](#) and ask them to consider sponsoring your exhibition. You should update your MSP sponsor throughout the planning process as necessary.

Complete an [Exhibition Request Form](#).

Send confirmation of your MSP sponsor to [eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)

Exhibitions are considered and allocated twice a year. If no space is available your exhibition will be placed on a reserve list or considered in the next set of allocations.

## Planning your exhibition

### Four months prior to exhibition – security clearance

Once your exhibition has been confirmed the security clearance process begins – a Security Questionnaire will be sent to the main exhibition contact and one other nominated person.

Security forms for all exhibitors must be completed and returned at least 3 months prior to your exhibition.

Security clearance is essential to enable access to the exhibition area.

Get in touch with the [Events and Exhibitions Team](#) to arrange a site visit in the coming months.

### Two weeks prior to exhibition

Completed Exhibition Schedule submitted to Events and Exhibitions Team – your contact in the Events and Exhibitions Team will send you this. The Schedule allows you to note delivery/staffing details.

### Display equipment

Let us know what your final requirements are – we can provide display panels (4.9 metres long and 1.97 metres high), two tables, two chairs and a TV monitor. We can provide a hanging system should you wish to display any small to medium framed artworks. We can also provide



Velcro fixing to attach pictures, posters or other lightweight materials.

Any electrical equipment brought in by exhibitors may require you to provide PAT certification.

Exhibitions should be developed or tailored to suit the spaces, which are in busy working areas of the Scottish Parliament building.

Your exhibition and the items in your exhibition are displayed at your own risk.

## Risk Assessment / Method Statement

For more involved set-ups, you may need to provide a Risk Assessment and Method Statement. If you are unsure whether you need to, please discuss with your contact in the Events and Exhibitions Team.

## Delivering your exhibition

Drop off items (if too much to carry in via the public entrance) to the delivery area or arrange for a courier to deliver your items. If couriered, mark items with the name of your exhibition.

## Staffing your exhibition

A maximum of two persons may staff the exhibition at any one time. You do not need to staff your exhibition if you do not wish to.

At all times respect the business of the Scottish Parliament - it is a working building.

Do not approach MSPs, let them approach you.

Photography is allowed, however avoid flash photography. You must get permission if you wish to photograph any MSP.

## Arriving at the Scottish Parliament

You will enter the Scottish Parliament via the public entrance. Let the Visitor Services Desk know that you have arrived, and they will contact the Events and Exhibitions Team, and someone will meet with you.

Bring photo I.D. in order to receive your Exhibitor Pass.

If you have security clearance you can use the coffee bar and staff restaurant. A member of the Events and Exhibitions Team will show you where they are.

## Personal Emergency Evacuation Plan (PEEP)

If you have any special access requirements and require support, please let the Events and Exhibitions Team know.

## Covid-19 Guidance

The following guidance is designed to keep you and others safe while working in the Scottish Parliament building:

- all exhibitors working at an exhibition are reminded not to travel if they have tested positive



for Covid-19, or are displaying Covid-19 symptoms

- hand sanitiser is available at the exhibition spaces

## GDPR (General Data Protection Regulation)

We handle any personal information you give us when making an enquiry or requesting a booking in line with the Data Protection Act 2018 and UK GDPR. The Privacy Notice can be found [here](#). Other notices may apply, contact us for more information.

## Lobbying (Scotland) Act 2016

The Events and Exhibitions Team will provide you with information on the Lobbying Register.

## Frequently Asked Questions

### What is an MSP-sponsored exhibition?

MSP (Member of the Scottish Parliament) - sponsored exhibitions are exhibitions which are sponsored, or in other words supported, by an MSP or MSPs

MSP-sponsored exhibitions give organisations the opportunity to raise awareness of their work to all MSPs

### What is an MSP-sponsor?

An MSP-sponsor is an MSP who is willing to sponsor your exhibition in the Scottish Parliament. You might consider asking your local MSP, or an MSP with a particular interest in your organisation or the work that it does, for example they might sit on a parliamentary committee or a Cross Party Group that is relevant to the subject of your exhibition

### Where in the Scottish Parliament do the exhibitions take place?

MSP-sponsored exhibitions take place in two dedicated spaces in the Scottish Parliament building at Holyrood. The exhibition spaces are in the passholder (non-public) side of the building, as they are directly aimed at engaging MSPs

Exhibition space is modest in size and exhibitions must fit the space available

### When and for how long do the exhibitions run?

MSP-sponsored exhibitions take place during business periods of the Scottish Parliament only, from Tuesday to Thursday, with set-up on the Tuesday morning and take-down on the Thursday afternoon.

### What equipment can the Scottish Parliament provide?

The Scottish Parliament's Events & Exhibitions Team can provide you with:

a set of display boards which you can use to help promote your work, for





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example creating a display of posters or artwork

a monitor, which you can use to play presentations (no audio)

a table for any leaflets/information about your work, and two chairs

### **Can I staff my exhibition?**

Yes, your exhibition can be staffed if you wish

Once your exhibition date has been confirmed by the Events & Exhibitions Team, all exhibitors must complete a Security Questionnaire

Security clearance is essential for you to set up, as well as staff your exhibition

### **What are the criteria for MSP-sponsored exhibitions?**

You must provide confirmation of an MSP sponsor to the Events & Exhibitions Team

Your exhibition must aim to engage all MSPs regardless of party

Exhibitors must be respectful of all MSPs and Parliament staff

### **How can I apply for an MSP-sponsored exhibition?**

Complete the Exhibition Request Form with confirmation of sponsorship and send to

[eventsandexhibitions@parliament.scot](mailto:eventsandexhibitions@parliament.scot)

