Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/09/13

Addendum to Tent/Canopy or Temporary Event Staging Permit Application

Submitted by: The Salt Institute for Documentary Studies at 561 Congress St.

RE: Photoville ME, a pop-up art/media exhibit in Congress Square Aug 16-23 (op public Aug 17-22)

Project Narrative:

The Salt Institute is creating a pop-up art exhibit of photography and multimedia in a shipping/freight container in Congress Square.

The container will be placed on the morning of August 16th (between 6a and 7a) and the exhibit will be set up during the day. The exhibit will be open to the public for the first time on Saturday, August 17th between the hours of 1p-8p.

There will be a Salt staff person ON SITE with the exhibit during all open hours. The exhibit is free and open to the public.

The container is 20 feet long, 8 feet wide and approximately 8 ft high. On one side of the container there will be a banner explaining the exhibit. The banner will be removed every night and placed there again every morning the exhibit is open. It will be placed on the container using industrial strength Velcro.

The container's long side – which will show the banner – will face High St. The container's short side will open facing Congress St. Visitors to the exhibit could walk in (a few at a time) to look at photos on the wall (attached with magnets) and view short multimedia pieces created by Salt students that will be projected onto a small screen at the far end of the container. The screen and projector will both be contained within the container. The exhibit hours are 1p-8p, August 17th-22nd.

The container will be removed very early on the morning of the 23rd. Attached, as required, is a site map as well as some photographs of a similar installation that was set up last year in NYC.

During the hours the exhibit is closed (8p-1p), the container will be locked and padlocked for everyone's safety. Our contents (such as the projector and screen) will be insured by Salt.

We anticipate only a few people at a time inside the container and over a 7 hour period each day we anticipate somewhere between 30-40 visitors total.

Mayor Brennan will be officially "opening" the exhibit on Monday the 19th with a ribbon cutting at 1:30p.

The last day the exhibit will be open is Thursday August 22nd. After 8p, the container will be emptied and locked. It will be removed the following morning between 6a-7a.