

TEFAF NEW YORK FALL 2019

EXHIBIT D

**PARK AVENUE ARMORY
HISTORIC ROOM USE AND
MAINTENANCE REGULATIONS**

EXHIBIT D

HISTORIC ROOM USE AND MAINTENANCE REGULATIONS

Park Avenue Armory contains among the most important historic interiors in the country by such significant nineteenth-century American designers as Herter Brothers, Louis Comfort Tiffany, Stanford White, and Candace Wheeler. Some of the rooms have recently undergone multi-million dollar restorations ("Restored Rooms") supervised by Herzog & De Meuron ("HdM") who are the design architects for the building. The other historic rooms include the main halls and staircases on the first and second floors, the Silver Room the Field and Staff Room (Stand 104), the Colonels Room (Stand 101), the Parlor and the Mary Divver Room on the first floor, and Company Rooms A, B, C, F, G, H, I, K, L, and M (Stand 201, 203, 204, 205, 206, 207, 208, 211, and 212) on the second floor.

The following regulations, which apply to all phases of occupancy including load-in, load-out, and public use, are designed to:

- Protect and avoid any damage to the historic finishes, woodwork, floors, decorative paintwork, fixtures, furniture, artwork, and other historic decorative or design elements;
- Maintain all infrastructure in good working order;
- In the Restored Rooms, maintain the design approach developed by HdM

A. General

1. All plans for use of the room including any decoration, lighting, etc. are subject to prior approval of the Armory to assure compliance with the goals stated above.
2. Any damage or breakage of any element of historic fabric must be reported immediately to Kirsten Reoch (kreoch@armoryonpark.org / +1-646-229-3123), Wayne Lowry (wlowry@armoryonpark.org / +1-646-739-0082), and Geoff Fox (gfox@touchstoneeventmgmt.com / +1-330-635-2165).

B. Protection during Load-in and Load-out

3. Walls, floors, ceilings, door entrances, and fixtures must be fully protected with padding up to a height of 6 feet (or the tallest item being installed); gaskets on doors in the Board of Officers Room must be protected by padding as well.
4. When heavy items are to be loaded in, Armory staff must pre-approve in writing the loads and the steps taken to accommodate them.
5. To protect the floors, Masonite must be laid for the entire path of all incoming furniture or other materials, including thresholds.
6. The AC grills must be covered during load-in and load-out; never place or rest anything on the air conditioning grills.
7. No heavy metal equipment including production lights, should rest directly on the floor; padding or Masonite must be placed under the equipment.

8. Nothing may be attached to or inserted into any historic surfaces (floors, walls, ceilings, woodwork) including screws, nails, or any adhesives (including blue tape, masking tape, post-its, or anything with adhesive qualities).

C. Protection and Maintenance During Room Usage

9. Food or drink is not permitted in any historic room unless a plan for maintenance and cleaning is approved in writing by the Armory, in its sole discretion.
10. Nothing may be attached to or inserted into any historic surfaces (floors, walls, ceilings, woodwork) including screws, nails, or any adhesives (including blue tape, masking tape, post-its, or anything with adhesive qualities).
11. Confetti, balloons, glitter, art supplies, frosting, popped champagne corks, haze machines, etc. are not permitted.
12. No furniture or other structure is permitted within 12" of the walls; nothing may touch or lean against historic walls, doors, or any other historic surface.
13. Wipe up any spills immediately. Use a damp rag (water) and then blot dry.
14. After each event, the floor should be mopped with WOCA Master Soap (must be used on a barely damp mop and must be rinsed. Follow manufacturer's directions). Never touch the baseboard of the walls or the doors. Use a well-wrung mop.
15. Only Armory staff may adjust any of the historic or production lighting; no furniture or decoration is permitted within 12" of any lighting fixture or other decorative element
16. Only Armory staff is permitted to manage electrical supply for events; under-floor and stanchion outlets are not for general use.
17. Care must be taken to not touch any historic glass in the windows or transoms. If you need the mirrored transoms covered, or to adjust a window, please call Armory staff.
18. The closets in the historic rooms are for Armory use only and cannot be used for storage of event related materials.

D. Furniture and Art

19. No Armory art (paintings, statues, silver, etc.), historic furniture or décor including taxidermy shall be handled except by Armory staff or art handlers supervised by Armory staff.

E. Special Provisions for the Restored Rooms

20. Any historic room restored by the Armory during the term of the license, upon completion of the restoration is considered a "Restored Room". At the time of execution of the license, the Restored Rooms include the Board of Officers Room, the Veterans Room, Company D (Stand 210) and Company E (Stand 209).

21. All layouts, furniture and décor as well as maintenance and use plans must be approved in writing by the Armory six weeks prior to occupancy of the rooms to assure protection of the historic restoration and appropriateness to the Herzog & De Meuron design concept.
22. All room lighting shall be done or supervised (at the Armory's discretion) by one of the Armory Technical Direction staff. Non-Armory staff is not permitted make any adjustments.
23. Nothing may be suspended or attached to the lighting arms or attached to the stanchions.
24. Dusting must be only with electrostatic microfiber cloths with no any cleaning solutions added or imbedded in the cloths. Careful dry dusting of the tops of the woodwork only is acceptable; do not drag dusting cloths on the walls.
25. The doors must be opened and closed only by the doorknobs; in particular, do not touch the rubber gasket tracks; do not slam the doors closed (they engage through turning the handle and need only light pressure); make sure that the floor bolt on the inactive leaf is engaged.
26. The window shades are raised and lowered mechanically only. Call an Armory staff if shades need to be moved. Do not pull on them by hand.
27. Do not pull on the chain-link curtains, they are not adjustable.
28. In the Board of Officers Room, the three paintings on the southern wall are fixed in place and cannot be touched or removed for any reason.
29. In the Board of Officers Room, the Thompson bust and pedestal may be removed for events or shifted within the room if necessary. This work may only be done by Armory staff or licensed art handlers supervised by Armory staff.
30. Any Armory furniture may only be moved by Armory staff.

I hereby acknowledge that I have read, understand and agree to comply with the above regulations.

PARTICIPANT

Date: _____

Gallery: _____

Signature: _____

Printed Name: _____