

2023 Saanich Municipal Hall Exhibition Program Guidelines



Introduction

Exhibition space is provided free of charge at Saanich Municipal Hall (770 Vernon Ave.) to promote local artists and arts and cultural initiatives. Displays are typically six weeks in duration and scheduled through an application process.

These Guidelines provide information on the display spaces, available equipment, and instructions for preparing and installing your exhibition. Please review carefully as you agree to abide by these guidelines, terms and conditions if you accept an offer to exhibit.

Exhibition Spaces

There are three exhibition areas at Saanich Municipal Hall. In your application, you indicate the spaces you are interested in. The more spaces you include, the more potential opportunities may be available.

If accepted, your confirmation letter will indicate the space you are scheduled in.

1. Main (1st Floor) Window Display Case



The glass case is an 8' 8" x 7' 6" x 6' enclosed space centrally located at the main entrance to the building beside the Main Reception desk. It is elevated approximately 30" from the ground and is lockable.

There are clear plexi-glass plinths (display cubes) available: **one** 1'x1x1', **two** 1'x1'x2', and **two** 1'x1'x3'. Please note that they are scratched, but can be used as is or draped with your own fabric. Please ensure that your display does not damage the cubes any further. Non-marking material on the base of your works will provide protection.

A small selection of easels (3 smaller and 3 larger) are available (similar to those seen in the above photo). You may bring other items to put in the case to display your work. Any equipment you bring in cannot damage the case or other equipment and must be removed at the end of your exhibit.

2. Main (1st) Floor Gallery **AND** Main Reception Wall (both areas)



Main Floor Gallery



Reception Wall

The Main Floor Gallery is L-shaped and is 7' high with 2 walls: 16' long and 7' long. 10 adjustable hanging wires with hooks are allocated for this space.

The Main Floor Reception Wall is behind the Main Reception Desk and is 4' wide. 2 adjustable hanging wires with hooks are allocated for this space. One larger work is recommended for this space though up to 3 smaller works will fit.

3. 2nd Floor Gallery **AND** Administration Reception (outside Mayor's Office) (both areas)



2nd floor Gallery



2nd Floor Administration Wall – Outside Mayor's Office

*Chin
Yuen*

The 2nd Floor Gallery is 20' long (the last section curves) by 7' high. 10 adjustable hanging wires with hooks are allocated for this space.

The 2nd floor Administration Wall is 10'x10' with 3 adjustable hanging wires with hooks available. Larger-scale works are recommended for here rather than smaller works given the size of the space.

Preparing Your Exhibit

The hanging system in the galleries requires that you have picture wire or hanging hardware attached to the back of your artworks. Your artworks must be “exhibit ready” as there is no preparation area and no hanging supplies available for you to use. **You cannot put nails or screws into the walls nor attach works or exhibit materials with adhesive material that will mark.** Artwork and accompanying materials must be placed on the designated wall spaces (or inside the exhibit window) and **cannot be fixed to the concrete architectural features of the building** (they are designated heritage features of the building).

Artist Biography/Statement & Labels: You may include an artist’s biography/statement and labels with your exhibit. Your materials should look professional and be type written. Your bio/statement should focus on your artistic practice and cannot advertise/solicit for other goods or services. If your works are for sale, you should include your preferred contact information. For each of your labels, we recommend your name, title, medium and price (if available for sale). Labels should be no larger than 4” x 3” for each work with a font size 12-18 point. Here is an example of a label:

<p>Artist Name Title medium (eg. oil on canvas) \$ price (or NFS, not for sale)</p>
--

Please use white “wall tack” to adhere your labels to the wall. This is a reusable putty that leaves no marks and is easily available at stationary or dollar stores. You may hang your bio/statement in a frame or use non-marking wall tack to attach it to the wall.

Saanich reserves the right to request the removal (or to remove for pickup by the artist) any supporting materials that do not adhere to these guidelines.

Promotional Images and Short Artist’s Bio: A few weeks prior to your exhibit, please send any updates to your short Artist’s bio and any updated images of your work to so that we may share information in our communications. Send to brenda.weatherston@saanich.ca

Sales: Artists are responsible for their own sales. If you wish to sell your work, please provide contact information in your display. Staff cannot provide your information for privacy reasons.

Exhibit Content: As outlined in the application form, Saanich Municipal Hall is a welcoming, public space and displays should be appropriate for all ages and respectful of diverse cultures and beliefs. Works containing profanity, nudity, violence or content that may be considered disturbing to some audiences are not considered appropriate for these spaces. As you select your works for exhibit, please keep this in mind.

Saanich reserves the right to either either refuse an exhibit proposal or request the removal of any works or supporting materials on display that are determined to not meet this requirement. Any items not promptly removed by the artist or their designate may be removed by staff and stored in a safe area for pickup by the artist as soon as possible.

Installation and Take Down of Your Exhibit

Artists are responsible for set up and take down of their exhibits on the dates and times arranged with staff. Installations are typically scheduled on Wednesdays and takedowns on Tuesdays; variances may be required and will be confirmed. We recommend you visit the space to help you prepare.

There is a small toolkit you can request at Reception. It includes a level, measuring tape and spare hooks. You should bring all of your own hanging supplies so you have everything you need. Follow the instructions provided (and included in the kits) for using the exhibit equipment. Remember you cannot leave marks on walls or damage the equipment provided. You will be responsible for covering the costs of any damage, repair or replacement of equipment or surfaces. All borrowed equipment must be returned at the end of your installation or take down and your artwork and materials must be removed at the end of your exhibit.

Ladder: If you feel you may need a ladder, you must use a Saanich-provided ladder. Please request **at least 1 week prior** so that we can arrange for it to be available.

Note for Main Floor Window Displays: Some plexi-glass plinths and small easels are stored in the wooden benches beside the Reception Desk. Notify staff that you are using them and return them to storage when you are finished. **You must request the larger display easels (3 available) at least one week in advance** as they are stored elsewhere.

Safe Work Practices: Follow safe work practices when installing or removing your work to help protect yourself and others around you. These include:

- Leave hallways, landings and areas clear for staff and the public to pass by safely.
- Wear solid, close-toed shoes; heels and slippery soles are not recommended.
- **Ladders:** check your shoes are free from grease and mud. Keep 3 points of contact at all times (one hand and both feet). Face forward, don't lean to the side, keep your weight between ladder supports. For the lower yellow platform ladder, you may stand on the platform and hold on to the railings. For regular ladders, do not stand on the top two steps.
- Bring a helper: Having a second set of hands and eyes can be helpful if you feel you may need support. This can be very useful when installing larger works or using a ladder.
- If you are installing on the 2nd Floor, please use the elevator next to the Reception Desk to transport your artworks upstairs more easily and safely.

Other Terms and Conditions

Confirmed applicants who must cancel their exhibit must advise the Programmer in advance of their booking. Please provide 60 days notice where possible.

Exhibitions are subject to cancellation or rescheduling by the District of Saanich if deemed necessary.

In consideration of being approved and accepting an offer to exhibit, you agree to assume responsibility for any damage or loss to your artwork and agree to indemnify the Corporation of the District of Saanich for any claims arising as a result of your activities or use of space associated with the exhibition.

For more information, contact: **Brenda Weatherston**, Programmer, Community Arts and Public Art
Community Services Division, District of Saanich
780 Vernon Ave. Victoria BC V8X 2W7
Tel: 250 475-5557 brenda.weatherston@saanich.ca

Thank you for sharing your artwork with the community. We look forward to hosting your exhibition!