

# Saanich Municipal Hall Exhibition Program Information and Guidelines



## Introduction

Exhibition space is provided free of charge at Saanich Municipal Hall to promote local artists. Displays are typically one month in duration and scheduled through an application process.

This document provides information on the display spaces and equipment available and guidelines for preparing and installing your exhibition. Please read it carefully as you agree to abide by the terms and conditions outlined in this document as part of your exhibit application.

## Exhibition Spaces

There are three exhibition areas within Saanich Municipal Hall. In your application you list your preference. If accepted, your confirmation letter will indicate the space you are scheduled in.

### 1. Main (1<sup>st</sup> Floor) Window Display Case



The glass case is an 8' 8" x 7' 6" x 6' enclosed space located at the main entrance to the building. It is elevated approximately 30" from the ground.

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; they can be used as is or draped with your own fabric. Please ensure any artworks that you place on them do not damage the cubes 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 the ones you see in the above photo). **If you wish to use easels you must request them at least 1 week prior to your exhibit so that they will be available for you.** You may bring other items to put in the case to display your work. Any equipment you bring in cannot damage the case or on the equipment, and must be removed at the end of your exhibit.

## 2. Main (1<sup>st</sup>) Floor Gallery **AND** Main Reception Wall



*Main Floor Gallery*



*Reception Wall*

The **Main Floor Gallery** is L-shaped and is 7' high with 2 walls: 16' long and 7' long. Up to 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 (no more than 2 smaller works).

## 3. 2<sup>nd</sup> Floor Gallery **AND** Administration Reception (outside Mayor's Office)



*2<sup>nd</sup> floor Gallery*



*2<sup>nd</sup> Floor Administration Wall – Outside Mayor's Office*

*Chin  
Yuen*

The **2<sup>nd</sup> Floor Gallery** is 20' long (the last section curves) by 7' high. Up to 10 hanging wires with hooks are allocated for this space.

The **2<sup>nd</sup> floor Administration Wall** is 10'x10' with 2-3 adjustable hanging wires with hooks available. We recommend hanging 1-3 larger-scaled works here rather than small works.

## Preparing for Your Exhibit

Artworks must be “exhibit ready” prior to arriving at Municipal Hall, as there are no hanging supplies available for the back of artworks (e.g. picture wire, screws) nor an area to prepare your pieces. The hanging system in the Municipal Hall galleries requires that you have picture wire attached to the back of your artworks. **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 bio/statement should focus on your artistic practice and cannot 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><b>Artist Name</b> Title medium (eg. oil on canvas) \$ price</p>
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Please use “wall tack” (a reusable putty that leaves no marks and is easily available at stationary or dollar stores) to adhere your labels to the wall. You may frame and hang or use non-marking wall tack to display your bio/statement.

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

**Promotional Images:** Please send 1 to 2 images of your works and/or your exhibit to [brenda.weatherston@saanich.ca](mailto:brenda.weatherston@saanich.ca) so that we may share information in our communications.

**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. As you select your works for exhibit, please keep this in mind. Saanich reserves the right to 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 De-Installation of Your Exhibit

It is the responsibility of artists to set up and take down their own exhibitions during business hours only (8:30am-4:30pm Monday to Friday). On the day of your exhibit installation or take down, **you must first check in with the main floor Receptionist** to confirm you've arrived or are leaving the building.

In most cases, you can reach the wires and hooks without a ladder. If you feel you may need a ladder, you must use a Saanich ladder. **Please request at least 1 week prior** so that we can arrange for it to be available. As Hall Reception cannot leave their desk during shifts, they may not be able to assist you without advance notice. If you are installing on the 2<sup>nd</sup> Floor, please use the elevator next to the Reception Desk to safely transport the ladder and your artworks upstairs.

There is a small toolkit you can request at Reception. It should include a level and measuring tape. You should bring all of your own supplies to ensure you have everything you need.

**Safe Work Practices:** Follow safe work practices when installing or removing your work to help protect yourself and others around you. Leave all hallways, landings and reception areas clear for staff and the public to pass by safely. Wear close-toed shoes.

**Note for Main Floor Window Displays:** some plexi-glass plinths and small easels are stored in the wooden benches beside the Reception Desk. Notify the Receptionist that you are using them, and return when you are finished. As noted above, a small number of larger display easels may be available but must be requested in advance as they are stored elsewhere.

**Please remember:** Your exhibition cannot leave any marks on the walls or damage the equipment provided. All borrowed equipment and tools must be returned at the end of your installation or take down. All of your artwork and materials must be removed at the end of your exhibit. You will be responsible for covering the costs of any damage, repair or replacement of equipment, display materials or surfaces.

In exhibiting at Saanich Municipal Hall, you have agreed to assume responsibility for any damage or loss to your artworks or display and have agreed to indemnify Saanich for any claims arising as a result of their activities associated with the exhibition.

For more information, please contact:

**Brenda Weatherston**  
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3220 Cedar Hill Road Victoria BC V8P 3Y3  
Tel: 250 475-5557 [brenda.weatherston@saanich.ca](mailto:brenda.weatherston@saanich.ca)

Thank you for sharing your artwork with the citizens of Saanich. We look forward to hosting your exhibition.