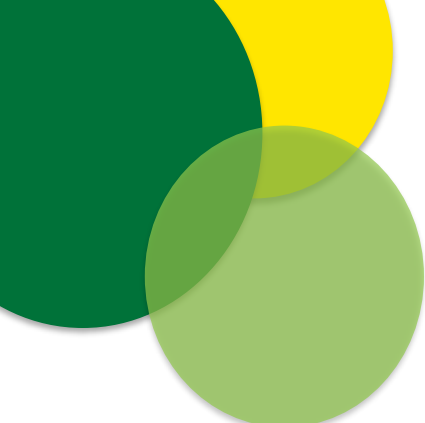




District of Saanich

EXHIBITION GUIDELINES 2027

Welcome to the Exhibition Program

The District of Saanich's Community Services Division supports artists and creative expression through a variety of community gallery spaces. We believe that arts-based engagement helps build healthy, connected communities, and our exhibition program is designed to support local creativity and artistic growth.

Saanich is committed to celebrating the rich diversity of our community and strives to reflect equity, diversity, and inclusion in all our programs. We encourage applications from artists and groups that reflect the diversity of our community, including Indigenous peoples, 2SLGBTQ+ individuals, ethnocultural communities, and persons with disabilities.

Artwork displayed in these spaces must be appropriate for a public, all-ages community setting and presented in a manner that is respectful of diverse cultures, beliefs, and lived experiences. Applications and artwork must not infringe on the copyright of another artist or misappropriate the cultural expressions of equity-deserving communities.

Saanich reserves the right to decline or remove exhibitions that do not meet these guidelines, including work that contains hate speech, promotes discrimination or harm toward individuals or communities, or includes excessive violence, profanity, nudity, or other content that may be inappropriate for a public recreation facility.

Program Overview

Our gallery spaces welcome artists, arts and cultural groups, and community organizations from across the Capital Regional District (CRD), representing all stages of artistic development.

Artist Responsibilities

If selected, the artist is responsible for:

- Preparing your artwork for display
- Installing and taking down your exhibition. Complex installations requiring special equipment, technical support or on-going monitoring must be pre-approved and remain the responsibility of the artist.

Gallery staff are available during installation but are not on site daily. Exhibitions must be self-sufficient and not require ongoing maintenance.

Sales of Artwork

- Artists manage sales directly
- All artwork must remain on display for the full exhibition period, including sold pieces. We ask that artwork not be replaced or swapped during the exhibition without approval.
- Adding a red "sold" sticker is recommended.

Saanich Provides

We support your exhibition through:

- Listing your exhibition on the Saanich website and including in our e-newsletter
- Social media promotion where possible
- Guidance and support for developing your exhibition and scheduling engagement opportunities.
- Providing options for financial support for applicants who identify as part of an equity-deserving group (2SLGBTQ+, Indigenous, ethnocultural communities, or individuals with disabilities).

Exhibition Spaces

Cedar Hill Main Gallery

The Arts Centre at Cedar Hill Recreation Centre

The Main Gallery is a spacious, community-focused space, with natural light and track lighting. The Cedar Hill Gallery is wheelchair accessible.

Exhibition Details

- Exhibitions typically run for 4 weeks.
- Exhibition fee: \$275 + GST, which helps cover maintenance and administration. No commission is taken on sales.
- Gallery size: ~68 m² (730 sq ft), approximately 31' long × 21' wide
- Hanging system: 24.3 meters (80') of track, with 60 adjustable cables and hooks. Weight limit: 10lbs per wire. Wires cannot be altered (cut, taped or tied) and must remain in place at takedown.

Installation Schedule

Installation: Tuesdays at 10:00 am starting with a mandatory orientation.

Takedown: Mondays starting at 9:00 am.

Gallery Conditions

- Please maintain clear pathways when planning your exhibit (minimum 36" between).
- Closed-toed shoes are required during installation and take down.
- A platform ladder and an 8' table are provided.
- A variety of display plinths may be available upon request.

Saanich Municipal Hall Gallery Display Spaces

The gallery wall and display areas are community-focused spaces, with track lighting. The Window Gallery space is wheelchair accessible.

Window Gallery – Lockable raised window space, 7'x6'x8'. Ideal for 3D artwork. Display plinths are available.

Mezzanine Wall – L shaped wall space 7'x16'x7'. Standard hanging system with 10 adjustable cables & hooks that hold up to 10lbs.

Upper Wall & Reception Wall – Curved wall space on 2nd floor 20' long x 7' high. Standard hanging system with 10 adjustable cables & hooks that hold up to 10lbs.

Exhibition Details

- Exhibits typically run for 7-9 weeks.
- There is no exhibition fee or commission on sales. These spaces are display only and cannot accommodate events.
- Open during business hours 8:30-4:30pm Monday – Friday
- Closed-toed shoes are required during installation and take down.
- A platform ladder for the window and mezzanine areas is provided.

Installation Schedule

Installation: Tuesdays at 10:00 am starting with a mandatory orientation.

Takedown: Tuesdays between 8:00-10:00am.

Application Process

How to apply

Apply online at Saanich.ca/arts under Exhibitions. We welcome both new and returning artists, though acceptance is not guaranteed from year to year.

Please thoroughly read the Exhibition Guidelines and prepare all required materials as the online form cannot be saved once started.

You will be asked to submit the following:

- Application Form – Contact information & Preferences
- Artist Statement & Bio – description of your you, your work and the ideas behind it.
- CV / Resume (optional)
- Images of artwork (up to 10 JPG images, max. 3MB each) & specs
- Proposal – ideas for engaging the public, plan, title & overall theme. (Cedar Hill Gallery only)

Video submissions may be sent directly to the Arts Programmer.

Selection Process

Cedar Hill Main Gallery applications are reviewed by a selection committee, and Municipal Hall applications are reviewed by staff to create a balanced exhibition schedule. Successful applicants will be notified by email and must sign an Exhibitor Agreement.

Applications are reviewed using the following criteria:

Artistic Quality & Merit
Feasibility & Readiness
Clarity of Proposal
Relevance to Space / Theme
Community Connection

Additional Considerations

In addition to the criteria above, considerations are given to exhibitions that contribute to an inclusive, accessible, and diverse exhibition program. This includes representation of diverse perspectives, accessibility of the exhibition experience, and alignment with the values of the District of Saanich's arts and culture programming.

Returning artist applications are encouraged to present fresh ideas, new bodies of work, or exhibition concepts that are distinct from previous exhibitions. This helps ensure the exhibition program remains dynamic while continuing to support both returning and first-time exhibitors.

Planning Your Exhibition

Once accepted, you are encouraged to start planning your exhibit early. Clarify your goals—whether you want to engage your audience, develop new skills, and/or sell your work. A clear purpose will help guide your decisions and keep your planning focused.

Suggested preparation steps:

- Create a timeline and checklist
- Sign and submit the Exhibition Agreement form
- Review exhibition space details
- Prepare artwork for installation, as well as artwork labels
- Prepare promotional materials (print, press, and social media)
- Arrange help for installation and takedown
- Assemble an installation toolkit (e.g., spare wire, D-rings, UHU Sticky Tack, pens, bull clips, tape measure, level—no nails, tacks, or tape allowed)
- Document your artwork with photos

Artwork Preparation & Installation

Artists are responsible for installing and removing their own work during specified dates / times. Any special installation needs must be approved in advance.

- **2D Artwork:** Must be “gallery ready,” properly framed or mounted, and wired with D-rings (top ¼ of the back). Sawtooth hangers are not permitted.
- **3D & Installation:** Artists must provide all materials required for display. While we offer various acrylic stands for smaller works, you are encouraged to bring any specialized stands unique to your artwork.
- **Materials:** Nails, tacks, screws, tape, Velcro, and other adhesives are not permitted on walls or glass in display cases. UHU Sticky Tack Putty is a good alternative.

What to bring on installation day

- Artist statement / bio to display
- Promotional materials (poster, handbills, business cards) to display
- Artwork labels (12–18 pt font) including title, medium, size, price/NFS, artist name & contact information

Community Connection (Cedar Hill Main Gallery Only)

Artists exhibiting in the Cedar Hill Main Gallery are encouraged to engage the public in different ways that might make their work accessible to a wider audience. All engagement activities must be approved in advance.

Possible activities

- Artist talks or presentations
- Demonstrations or workshops
- Interactive elements (e.g., comment walls, journals, guest books)
- Guided walkthroughs
- Opening or closing receptions

Accessibility options

- QR codes linking to audio or written descriptions
- Written descriptions of artwork
- Audio components or headphones
- Clear signage

Refreshments are permitted in the gallery, subject to prior approval and in compliance with the District regulations. Artists are responsible for obtaining the necessary permits and licenses, including British Columbia Special Event Permits and Liquor Permits, at their own expense.

Contact Information:

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Gallery Floor Plan

