

Cedar Hill Recreation and Arts Centre Gallery

2023 Exhibition Program Guidelines



1 EXHIBITION PROGRAM AND APPLICATION PROCESS

1.1 EXHIBITING WITH US

Exhibitions are shown in our spacious main gallery and unique Cube Gallery at Cedar Hill Recreation and Arts Centre. The exhibition program is managed by Saanich's Community Services Division and supports artists and community art in all stages of development.

Our Community Arts & Culture program aims to:

- Provide accessible and inclusive opportunities for the public to experience arts and culture.
- Showcase local and regional artists from all levels of development, including various arts, cultural and community groups.
- Provide opportunities for community engagement and connection through gallery exhibitions.

Gallery spaces are open to the public during [facility hours](#) with the exception of installation and take down dates. Exhibitions are selected through an application process and are typically 4 weeks in duration. The fee to exhibit in the main gallery space is \$255 +GST, which helps to cover administrative and maintenance costs associated with the program. We do not take commissions on the sale of artwork. Limited financial assistance may be available for applicants from equity-deserving groups.

Prospective artists and groups are responsible for the installation and promotion of their exhibitions and are encouraged to extend their exhibition through on-site programming, artist talks and demonstrations.

1.2 THE CEDAR HILL GALLERY

The Cedar Hill Main Art Gallery is a public gallery space that hosts upwards of 25 artists every year and is a focal point within the centre. The gallery is situated inside of a dynamic and welcoming space that brings together community through recreation, wellness and the arts.

The gallery is a large, self-contained space, filled with natural light, track lighting and glass doors providing desirable views into the gallery. The gallery space is approximately 68 square meters (730 square feet) and approximately 31' long x 21' wide. The hanging system is 24.3m (80 feet) and holds 40 adjustable hanging cables and 50 hooks.

Gallery lighting features a fixed spot lighting system and west facing skylights.

1.3 THE CUBE GALLERY

The Cube Art Gallery is a unique gallery space located in the highly visible main hallway of the centre. The space is comprised of 12 individual cubes that measure 37cm x 48cm x 35.5cm (14.5 x 19 x 14"). Each cube is illuminated with LED lighting.



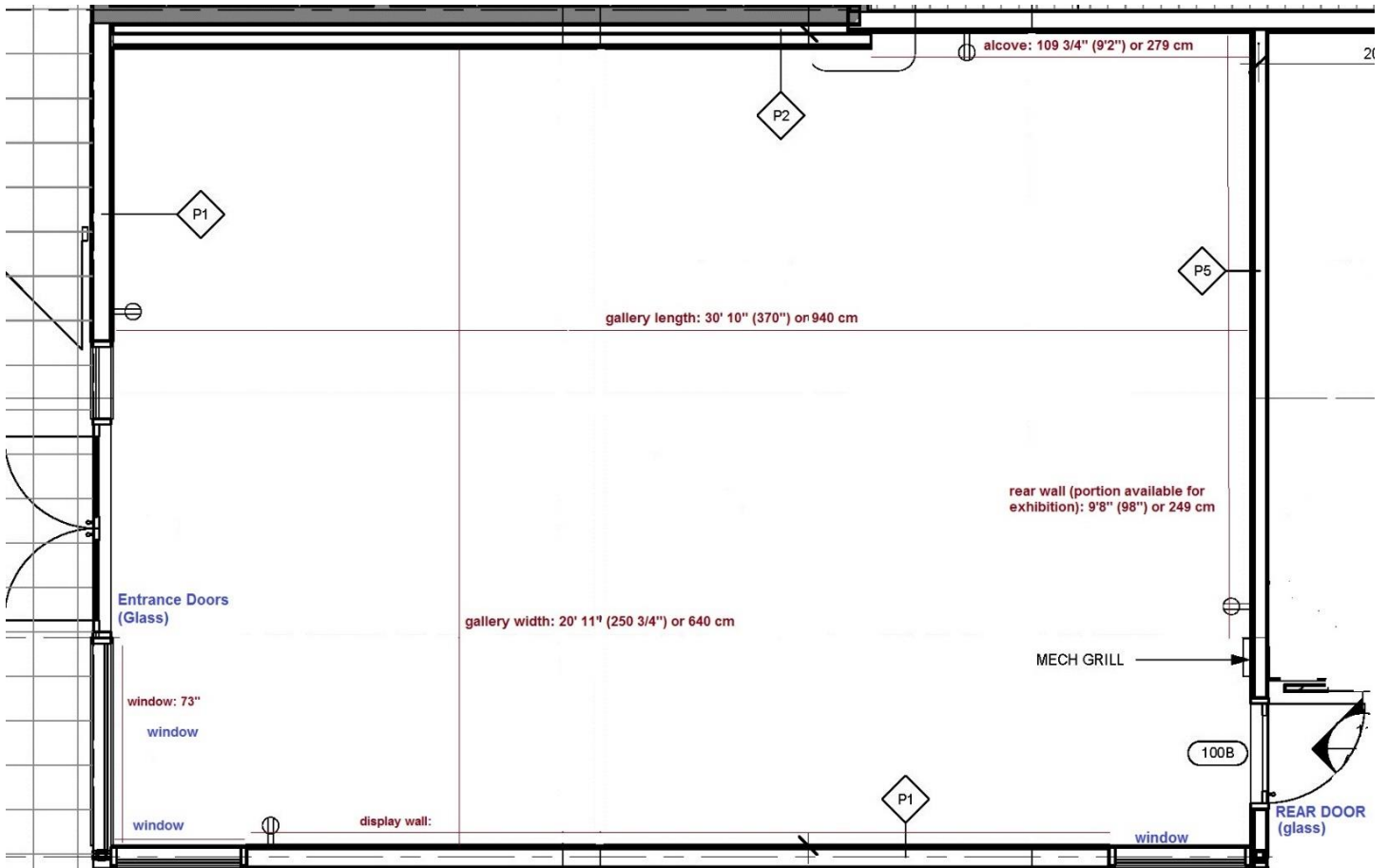
Main Gallery view from entrance to rear



Main Gallery view from rear door to entrance



Cube Gallery



Main Gallery Floor Plan *40 person capacity

1.3 APPLYING TO EXHIBIT

Submissions can be made through our **online application form**. Applications are open to all artists, arts and cultural groups, and community organizations.

The District of Saanich is committed to celebrating the rich diversity of people in our community and strives to reflect equity, diversity and inclusion in our programs and services. Applicants who identify as part of an equity deserving group, including Indigenous, 2SLGBTQ+, ethnocultural communities, and people with disabilities are encouraged to apply. Limited financial assistance is available to support equity-deserving artists for which the exhibition fee and/or related costs may be a barrier to applying.

As part of the submission process, applicants are asked to submit a proposal that has a cohesive theme, idea or subject for their exhibition, which can be extended into additional engagement opportunities including show openings, artist talks, demonstrations and/or interactive activities.

Content

As the Cedar Hill Art Gallery is a public space for all ages, we ask that you ensure:

- All artwork and exhibits are appropriate for all ages and respectful of diverse cultures and beliefs. (Works containing profanity, nudity, violence or content would not be a good fit for this gallery)
- Artwork must not violate the copyright of another artist or misappropriate the cultural expressions of equity-deserving communities.

Application Review

Submissions must include all requested materials. Our applications are reviewed by an exhibition committee including artists, arts and culture groups and community members with curating experience. A variety of criteria is taken into consideration when making a decision, including:

- Artistic merit
- Artist or group capacity and experience
- New artist / group submissions
- Equity, diversity, and inclusion considerations
- Community interest and engagement
- Space and context suitability
- Completeness of application
- A balanced and diverse range of exhibitions offered throughout the year

All applicants will be notified of the success of their exhibition submission. If successful, you will be required to read and agree to the terms and conditions outlined in the Exhibitor's Agreement Form and complete your booking with payment through our online registration system.

2.1 PREPARING FOR YOUR EXHIBITION

We strongly encourage you to visit the gallery space prior to your scheduled gallery orientation to get a sense of how artwork is displayed and to begin planning for your exhibit.

If your exhibit has changed since applying, you must submit all proposed changes for approval at least two months in advance. Saanich Community Services reserves the right to request the prompt removal of any works or supporting materials that are unsuitable for display.

Artwork Preparation

2-Dimensional artworks must be “exhibit ready” and appropriately wired prior to installation. This includes picture wire attached with d-rings on the top ¼ of back of your artwork. Fishing line is not a substitute for picture wire. To learn more about how to properly wire artwork, there are many great online videos and resources that outline the process.

Supporting Materials

Please prepare and bring along the following items to support your exhibit.

- An artist statement associated with your show and short bio
- Artwork labels that include the following: title, media, size, contact information and price (if for sale), in a 12-18 pt font.
- An exhibition poster promoting your exhibition dates and any additional programming dates

Sales and Sold Artwork

All sales transactions are the full responsibility of the artist. Communication about artwork sales is best provided through your contact information on artwork labels, business cards, and/or on a price sheet. All artwork (including sold work) must remain in the gallery for the duration of the exhibit and cannot be replaced with new work. We recommend adding a red sticker to the label of all sold works to alert potential buyers.

Promotional Materials

Promotion and marketing the exhibit is the responsibility of the artist. You may wish to create a poster or flyers for your exhibit and promote it through social media. For facility / gallery hours, please visit the [Cedar Hill webpage](#).

Saanich Community Services is happy to promote your exhibition through our Saanich website, in our bi-weekly online newsletter and through our social media platforms. One month prior to your exhibition, we will require up to 2 jpg images of your artwork, an ‘in progress’ photo if possible, and your exhibition poster.

2.2. ADDITIONAL OPPORTUNITIES

Artists and art groups are encouraged to find ways to engage public interest and connect the ideas and/or themes of the exhibition to a wider audience. Hosting an artist talk, an in-person workshop, demonstration and/or an opening reception all provide fantastic opportunities to connect people with your work, ideas and can have an impact on the exposure of your exhibit and potential sales.

Food and drink are permitted within the gallery space, if approved in advance and follow all requirements set out by the District of Saanich. All permits and licenses including the [British Columbia Special Event Permits / Liquor Permits](#)) are at the expense of the artist. Copies of permits must be provided in advance.

If you wish to enhance your exhibition with additional opportunities, please contact the exhibition coordinator one month prior to your exhibition date to discuss potential dates, times and some of the ways we can support you with your planned activities. *All requests must be approved by Saanich staff prior to booking.

2.3. INSTALLATION AND TAKE DOWN PROCEDURES

The artist or art group is fully responsible for the installation and takedown of the exhibit.

Mandatory Gallery Orientation

On the day of your exhibition, we'll provide a mandatory 1/2hr orientation prior to installation. We'll provide a thorough orientation of the space, the equipment provided, safety procedures and best practices for exhibiting artwork. Feel free to get in touch if you would like to meet in advance of your exhibit to ask questions and/or seek clarification on the space.

Installation and Take Down Safe Work Practices

Installations are scheduled between 10-3pm on a Tuesday, and the take down occurs on a Monday, unless previously arranged. Upon confirmation of your exhibition, you agree to adhere to Saanich's Safe Work Practices, in order to protect yourself and others. Failure to comply with our Safe Work Practices may result in the non-refundable cancellation of your exhibition.

1. In addition to yourself, you will include a support person to assist you with the hanging of your exhibit and make clear the safety procedures involved in using the gallery space.
2. Leave all entrances to the building and gallery clear for staff and the public to pass safely, and refrain from blocking windows to the gallery.
3. Keep the gallery doors closed to the public during your installation and take down.
4. Use the platform ladder provided by Cedar Hill Recreation Centre for installing and taking down artwork and refrain from standing on tables, chairs, plinths, benches, or the side alcove shelf.
5. Upon arrival, please check in with the main reception desk. If questions or concerns arise during your exhibit, please contact the Community Arts & Culture Programmer (info below).
6. Closed-toed shoes are to be worn during installation and take down.
7. Please ensure the gallery space is left in great condition upon leaving. Any damage, repair or replacement of equipment due to inappropriate use will be the responsibility of the artist.
8. No nails, tacks, screws, tape, Velcro, or alternative adhesive materials is permitted on the walls or windows of the gallery space. Sticky Tack Putty is a great alternative.

Equipment Provided

The following equipment is available for use when installing and taking down your exhibit. Using equipment inappropriately may result in damage charges for replacement, or cancellation of your exhibit.

Hanging system: Approximately 40 wires and 50 hooks are available with approximately 20 wires already hung prior to your arrival. *Please leave 20 wires/hooks on the wall at take down. The wires/hooks are intended to attach to artwork that has been prepared with the proper “exhibit ready” picture wire.

Exhibit wires and hooks can *only* be used for hanging artwork and are not intended as backing wires, nor to be tied to other materials to suspend artwork. Wires cannot be taped, cut, or manipulated. Bull clips are provided to hide wires behind artwork if needed.

Platform Ladder: A sturdy ladder to access top wires and hang artwork

Exhibit Cart: A rolling cart that includes extra wires, hooks, a level, measuring tape and the gallery guidelines. Please use the appropriate wires pictured for the gallery space.

Display Plinths: Up to 12 white plinths of varied sizes are available upon request one month prior to exhibit.

8' Table

Indemnification

As outlined in the application form, in consideration of being permitted to exhibit your artwork, you agree to assume responsibility for any damage or loss to your or your group’s artwork, and further agree to indemnify and save harmless the Corporation of the District of Saanich for any claims, costs or damages arising as a result of your activities or use of space associated with the exhibition of your artwork or display.

Contact Information

We look forward to working with you to support your gallery exhibition.

Please direct all questions and concerns regarding the Cedar Hill Art Gallery Exhibition program to:

Shantael Sleight

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