

# Saanich Municipal Hall Galleries

## 2023 Exhibition Program Guidelines



### 1 EXHIBITION PROGRAM & APPLICATION PROCESS

#### 1.1 EXHIBITING WITH US

Exhibitions are shown in three primary areas of Saanich Municipal Hall. The exhibition program is managed by Saanich's Community Services Division and supports artists and community art at all stages of development.

Our Community Arts & Culture program aims to:

- Provide accessible and inclusive opportunities for the public to experience arts and culture.
- Highlight local and regional artists and art from all levels of development.

Gallery spaces are open to the public Monday – Friday between 8:30 – 4:30pm. Exhibitions are selected through an application process and are between 4-6 weeks in duration. There is no fee to exhibit, and we do not take commissions on the sale of artwork.

Prospective artists are responsible for the installation and promotion of their exhibits in each of the galleries.

#### 1.2 THE WINDOW GALLERY

The Municipal Hall Window Gallery is a unique rectangular space that is centrally located at the main entrance and is ideal for 3-Dimensional work and/or artwork that is best viewed from all angles.

This raised window gallery measures 8' 8" x 7'6" x 6' and is securely always locked. Gallery lighting features a spot lighting system.

#### 1.3 THE MEZZANINE GALLERY

The Mezzanine Wall Gallery features an L-shaped wall space located between the lively main and second floor of Saanich Municipal Hall and includes a feature wall behind the main reception desk.

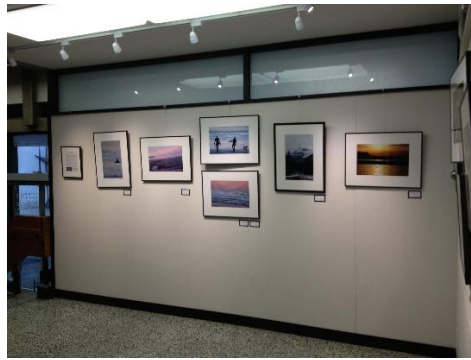
Both mezzanine walls are 7' high with one wall measuring 16' long and the other 7' long. The hanging system includes 10 adjustable hanging cables that can hold up to 20lbs of 2-Dimensional artwork. The feature wall accommodates 2D work under 30" x 40" wide. Gallery lighting features a fixed spot lighting system.

#### 1.4 THE UPPER GALLERY

The Upper Floor Wall Gallery is located on the 2<sup>nd</sup> floor of Saanich Municipal Hall and offers an intimate space to exhibit 2-Dimensional artwork. Wall space measures 7' high and 20' long. The hanging system includes 10 adjustable cables that can hold up to 20lbs. Gallery lighting features a fixed spot lighting system and natural light from a north facing window.



**The Window Gallery**



**The Mezzanine Gallery**



**The Upper Gallery**

## 1.5 APPLYING TO EXHIBIT

Submissions can be made through our **online application form** year-round. 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 programable spaces. Applicants who identify as part of an equity deserving group, including Indigenous, 2SLGBTQ+, ethnocultural communities, and people with disabilities are encouraged to apply.

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. Upon confirmation, a gallery orientation will commence on the day of your installation.

As the Saanich Municipal Hall is a public space for all ages, we ask that you ensure:

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

## 2.1 PREPARING FOR YOUR EXHIBITION

We strongly encourage you to visit the Saanich Municipal Hall Gallery spaces prior to your scheduled orientation and installation date 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.

Artwork must ONLY be displayed on the designated gallery wall or exhibit window, using the hanging system. Supporting materials can be attached next to artwork using Sticky Tack Putty. Nails, tacks, screws, tape, Velcro, or alternative adhesive materials are not permitted.

### Supporting Materials

Please prepare and display the following materials 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 space 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.

Saanich Community Services is happy to promote your exhibition through our Saanich website and in our bi-weekly online newsletter. 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. INSTALLATION AND TAKE DOWN PROCEDURES

The artist or art group is fully responsible for the installation and takedown of the exhibit. Installation of artwork will take place on a Tuesday morning, commencing with an orientation as arranged with our Arts & Culture Programming staff. Take down of artwork occurs on a Monday between 10-3pm.

### Installation and Take Down Safe Work Practices

The artist agrees to adhere to Saanich's Safe Work Practices, to protect oneself and others. Failure to comply with our Safe Work Practices may result in the non-refundable cancellation of your exhibition.

- It is recommended that you have a support person to assist you with the hanging of your exhibit and make clear the safety procedures involved in using the gallery wall space.
- Leave all entrances to the building and hallways clear. Artwork and additional materials must be tucked in close to the gallery wall, leaving all walkable areas clear for people to pass safely.
- Upon arrival, please check in with the main reception desk. If questions or concerns arise, please contact the Community Arts & Culture Programmer (contact info below).
- Closed-toed shoes must be worn when installing and taking down your exhibit.
- Please ensure the walls & window space are left in the same great condition. Any damage, repair, or replacement of equipment due to inappropriate use will be the responsibility of the artist.
- No nails, tacks, screws, tape, Velcro, or alternative adhesive materials are permitted on the walls or windows. Sticky Tack Putty is a great alternative.
- Transport artwork for the Upper Gallery space by using the elevator located next to the reception desk.

### 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** - The cable and hooks are intended to attach to artwork that is "exhibit ready". Hanging cables cannot be taped or cut. For long cables, please use the Bull Clips provided.

**Platform Ladder / Step Ladder** – A sturdy ladder to access top wires and hang artwork.

**Tool Kit** – Contains extra hooks, a level, measuring tape and the Gallery Guidelines.

**Display Plinths & Easels** – Available for the window gallery space. We have up to 4 plexiglass plinths (1x1x1', 1x1x2' & 1x1x3'), as well as 3 small and 3 medium wood easels available upon request.

### 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 collaborating with you to support your gallery exhibit.

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

#### **Shantael Sleight**

Community Arts and Culture Programmer I  
Community Services Division, District of Saanich  
780 Vernon Avenue. Victoria BC V8X 2W7  
Tel: 778-584-3756  
Email: shantael.sleight@saanich.ca