



# District of Saanich

# **INSTALLATION GUIDELINES**

## Cedar Hill Main Gallery & Municipal Hall Galleries

Congratulations! Exhibiting your work is an exciting and vital part of being an artist.

Through our exhibition program, artists are provided with the gallery space to develop skills and build professional practices through curating, installing, and promoting their own exhibition. Planning an exhibition is a big commitment. Preparing in advance can save a great deal of time and energy when it comes time to install the artwork.

## **EXHIBITION PREPARATION**

### **Planning**

Review and clarify your purpose and exhibition goals. Are you hoping to create a meaningful impact with your audience, learn new skills, and/or sell work? A clear purpose serves as the foundation for an impactful exhibit and will keep you aligned with your overall goal throughout the process.

Once you determine your goal(s) you can start to plan out your show with these helpful tips:

- Create a checklist including a timeline and all the steps needed to organize your exhibit.
- Submit payment (Cedar Hill Main Gallery) for your exhibit.
- Sign & submit Artist Agreement.
- Arrange a time to meet with the exhibition programmer to discuss your exhibition plan, visit the gallery space, discuss community engagement opportunities and ask questions (Cedar Hill Main Gallery).
- Prepare a preliminary budget, apply for grants and/or sponsorships.
- Determine how you will promote your exhibit, including print media, press releases & social media posts.
- Prepare your artwork for display.
- Enlist support people to help with the installation and take down of your exhibit.
- Prepare an artist toolbox with everything you will need for installing your artwork. Include spare hanging wire, D-Rings, UHU sticky tack, pen, bull clips, tape measure & a level (no nails, tacks, or tape).
- Document your artwork.

### **Artwork Content**

Our gallery spaces are public spaces for all ages. As such, we ask that you ensure that artwork is appropriate for all ages, abilities and is respectful of diverse cultures and beliefs and does not violate the copyright of another artist or misappropriate the cultural expressions of an equity-deserving community.

We reserve the right to deny an application or rescind a decision at any time if it does not comply with the content requirements. These include artworks containing themes of violence, profanity, nudity and/or hate.

## **Marketing & Promotion**

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. Additional promotional efforts are the responsibility of the artist.

We require an exhibition poster including show dates and up to 2 jpg images of your artwork to promote your exhibition. Please email these to the Community Arts Programmer 60 days before your installation date.

## **Artwork Sales**

The artist is responsible for all sales transactions including pick up and/or delivery of sold artwork.

All artwork (including sold work) must remain in the exhibit for the duration of the show. Exchanging artwork is not permitted unless previously discussed with the Exhibition Programmer. We recommend adding a red sticker to the label of all sold works to alert potential buyers.

## **Artwork Preparation**

Prepare all 2-Dimensional artworks ensuring they are “gallery ready” and properly framed or mounted on stretcher bars and appropriately wired before your installation date. Using D-rings with screws and wire on the backside top ¼ of your artwork is preferred. Sawtooth hangers on artwork are not permitted.

Prepare all 3-Dimensional, installation and video artwork with the appropriate materials needed to display within the space. Display stands outside the scope of our inventory must be provided by the artist.

If your exhibit has changed from your original application form, please submit all changes for approval 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.

Prepare and bring along the following support materials on your installation date.

- Artist Statement associated with the exhibit and a brief artist bio.
- Promotional materials including a poster, handbills and/or business cards.
- Artwork labels in a 12–18-point font that include the following information:
  - Artwork Title
  - Medium
  - Size
  - Price (or nfs)
  - Artist name & contact information (email, website & social media handles)

# GALLERIES

## Saanich Municipal Hall Galleries

Saanich Municipal Hall offers three distinct areas to display artwork at no cost to artists. Exhibits typically run between 4-6 weeks in duration and artists are responsible for the installation and take-down.

**Window Gallery** – A unique rectangular space centrally located at the main entrance, filled with natural light and spot lighting. The raised window space measures 8' 8" x 7' 6" x 6', can be viewed from all angles, locks securely, and is ideal for 3-Dimensional artwork. Four plexiglass display plinths are available upon request.

**Mezzanine Gallery Wall** – An L-shaped wall space with spot lighting located between the main and second floor, measuring 7' high and including one wall 16' long and the other 7' long. The cable hanging system includes 10 adjustable cables that hold up to 20lbs of 2-D artwork.

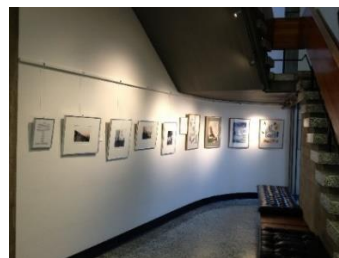
**Upper Gallery & Reception Wall** – A curved wall located on the 2<sup>nd</sup> floor measuring 7' high and 20' long with spot lighting and natural light from a corner window. The cable hanging system includes 10 adjustable cables that hold up to 20lbs of 2-D artwork. The reception area feature wall is included as part of this space and measures 30" x 40" wide.



Window Gallery



Mezzanine Gallery



Upper Gallery Wall



Reception Wall

## Installation & Take Down - MH

The artist is fully responsible for the installation and takedown of their exhibit, and we strongly recommend having a support person to help with the transport and installation/takedown. Gallery staff will be on site for your installation however are not onsite daily; therefore, exhibits cannot require regular maintenance.

Installations take place on a Tuesday between 10-12pm, commencing with a mandatory orientation. Take down occurs on a Tuesday between 8:30-9:45am. Saanich reserves the right to change or modify the exhibition schedule if exceptional circumstances require.

## Hanging system

We use a classic wall track system for hanging. Our hooks are attached to artwork that is prepared and exhibit ready. Wires / hooks can only be used for hanging artwork and are not to be tied to other materials, taped, cut, or manipulated. Damage, repair, or replacement of equipment due to inappropriate use is the responsibility of the artist. Hanging wires can be left in place during take down.

Nails, tacks, screws, tape, Velcro, or alternative adhesive materials are NOT permitted on the walls or windows of our spaces, including for support materials. Sticky Tack Putty (UHU or Gorilla brand) is a great alternative.

On the day of your installation / take down, a ladder will be available for use. Closed-toed shoes are to be worn during these times. For the window gallery space, a variety of clear acrylic display plinths are available upon request.

## Main Gallery at Cedar Hill Recreation Centre

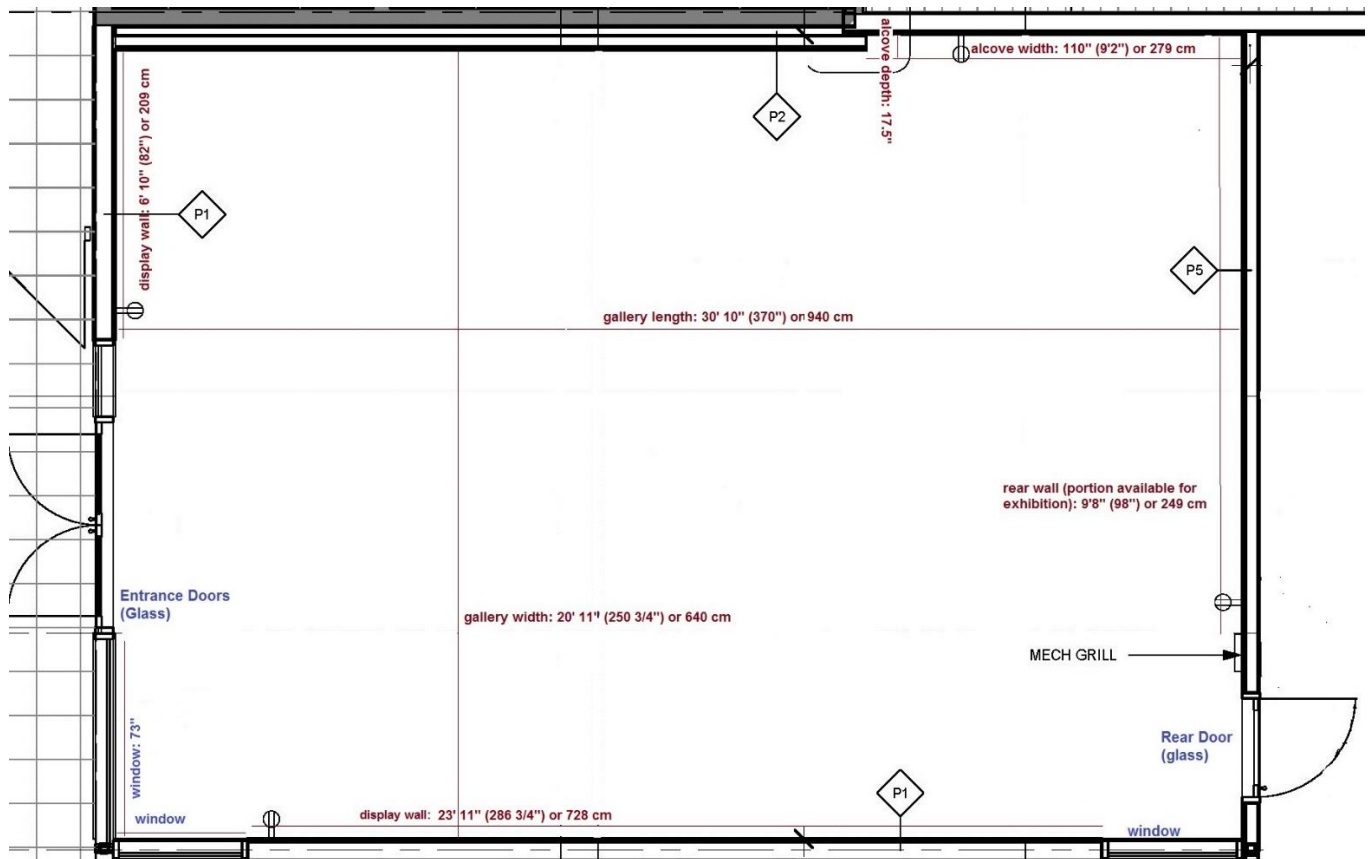
The Main Gallery is a large, self-contained space, filled with natural light, track lighting and glass doors providing views into the gallery. Exhibitions are typically between 4-5 weeks in duration. If you are selected for an exhibition in the Main Gallery, you will be charged an exhibition fee of \$265+GST. This fee helps to cover maintenance and administrative costs. We do not take commissions on the sale of artwork.

Limited financial assistance may be available for applicants from equity-deserving groups.

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 60 hooks. Gallery lighting features a fixed spot lighting system with west facing skylights.



Cedar Hill Main Gallery



## Community Engagement Opportunities for Main Gallery

The Main Gallery at Cedar Hill Recreation is a community-based gallery. As such, we encourage artists and groups to find ways that will further engage public interest and connect the ideas and themes of your exhibit to a diverse and broadened audience. Connecting people with your work in this way can impact the success of your exhibit. Possible ways to do this include hosting an artist talk, workshop, gallery tour, art demonstration and/or an opening reception. All engagement opportunities must be approved by Saanich staff prior to booking.

Food and drink are permitted within the gallery space with pre-approval and adherence to all requirements set out by the District of Saanich. The appropriate permits and licenses must be obtained and are at the expense of the artist. [British Columbia Special Event Permits / Liquor Permits](#))

## Installation & Take Down - CH

The artist or group is fully responsible for the installation and takedown of their exhibit. Complex installations requiring special equipment and regular monitoring must be approved by Saanich staff and will be the responsibility of the artist. Gallery staff will be on site for your installation however are not onsite daily; therefore, exhibitions cannot require regular maintenance and must be self-sufficient.

Installations take place on a Tuesday between 9-5pm, commencing with a mandatory gallery orientation. Take down of work occurs on a Monday between 9-3pm. Closed-toed shoes are to be worn during installation and take down.

Saanich reserves the right to change or modify the exhibition schedule if exceptional circumstances require.

## Hanging system

We use a classic wall track system for hanging. Hooks are attached to artwork that is prepared and exhibit ready. Hanging wires can be left in place during take down. Wires / hooks can only be used for hanging artwork and are not to be tied to other materials, taped, cut, or manipulated. Damage, repair, or replacement of equipment due to inappropriate use is the responsibility of the artist.

Nails, tacks, screws, tape, Velcro, or alternative adhesive materials are NOT permitted on the walls or windows of the gallery space. Sticky Tack Putty (UHU and Gorilla brand) is a great alternative.

A platform ladder and 8' table will be in the gallery for your installation and take down.

A variety of display plinths sizes are available upon request prior to your exhibit. Please ensure there is 36" of access space between all plinths and floor standing artwork to ensure accessibility and refrain from blocking windows to the gallery.

For questions regarding the Saanich Gallery Exhibition program, please contact:

### **Shantael Sleight**

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