



District of Saanich

INSTALLATION GUIDELINES

Cedar Hill Main Gallery

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

Through our exhibition program, artists are provided with gallery space to develop their skills and build professional practices by curating, installing, and promoting their own exhibitions. Planning an exhibition is a significant commitment, and preparing in advance can save time and energy.

GALLERY

Main Gallery at Cedar Hill Recreation Centre

The Main Gallery is a spacious, self-contained area that benefits from abundant natural light, track lighting, and glass doors offering views into the gallery. Exhibitions typically last for 4 weeks. If selected for an exhibition, you will be charged an exhibition fee of \$275 + GST, which helps cover overhead maintenance and administrative costs. Please note that we do not take commissions on the sale of artwork.

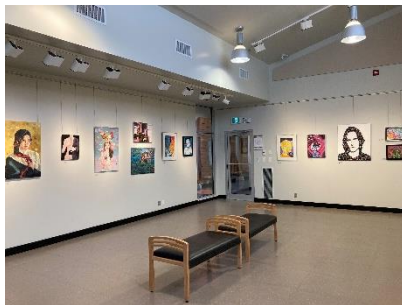
Limited financial assistance may be available for applicants from equity-deserving groups.

The gallery space measures approximately 68 square meters (730 square feet) and is approximately 31 feet long by 21 feet wide. The hanging system consists of 24.3 meters (80 feet) of track, with 60 adjustable hanging cables and 60 hooks. The gallery features a fixed spot lighting system, complemented by west-facing skylights. Please do not adjust the lighting, as it has been preset according to standard practices. If adjustments are needed, kindly inform the exhibition coordinator.

Community Engagement

The Main Gallery at Cedar Hill Recreation is a community-based gallery that encourages artists and groups to explore opportunities for engaging the public and connecting the themes and concepts of your exhibit with a diverse audience. This type of engagement can significantly contribute to the success of your exhibit. Examples of potential engagement activities include artist talks, workshops, gallery tours, art demonstrations, and opening receptions. Please note that all engagement opportunities must be approved by Saanich staff before they can be scheduled.

Food and beverages are allowed within the gallery space, subject to prior approval and compliance with the District of Saanich's regulations. Artists are responsible for obtaining the necessary permits and licenses, including British Columbia Special Event Permits and Liquor Permits, at their own expense.



EXHIBITION PREPARATION

Planning

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

Once you've determined your goal(s), you can begin planning your show with these helpful tips:

- Create a checklist, including a timeline and all the steps needed to organize your exhibit.
- Submit payment for your exhibition.
- Sign and submit the Artist Agreement.
- Arrange a meeting with the exhibition programmer to discuss your exhibition plan, visit the gallery space, explore community engagement opportunities, and ask any questions.
- Prepare a preliminary budget and apply for grants and/or sponsorships.
- Determine how you will promote your exhibit, including print media, press releases, and social media.
- Prepare your artwork for display.
- Enlist support to assist with the installation and takedown of your exhibit.
- Assemble an artist toolbox with everything you'll need for installation. Include spare hanging wire, D-rings, UHU sticky tack, pens, bull clips, tape measure, and a level (no nails, tacks, or tape).
- Document your artwork.

Artwork Content

Our gallery spaces are public spaces accessible to all ages. As such, we ask that you ensure your artwork is appropriate for diverse audiences, including all ages and abilities, and is respectful of various cultures and beliefs. Additionally, the artwork should not violate the copyright of other artists or misappropriate the cultural expressions of equity-deserving communities.

We reserve the right to deny an application or rescind a decision at any time if the submitted artwork does not comply with these content requirements. This includes artworks featuring themes of violence, profanity, nudity, or hate.

Marketing & Promotion

Saanich Community Services is happy to promote your exhibition through our Saanich Marketing Program when possible. This may include mention on our website, in our bi-weekly online newsletter and through our social media platform. The artist is responsible for all additional marketing and promotional efforts.

We ask that you have an exhibition poster (with exhibition dates), artist statement and artwork labels on display at your exhibition.

Artwork Sales

The artist is responsible for all sales transactions, including the pickup and/or delivery of sold artwork.

All artwork, including sold pieces, must remain in the exhibition for its entire duration. Exchanging artwork is not permitted unless prior approval has been given by the Exhibition Programmer. We recommend adding a red sticker to the label of any works sold to notify potential buyers.

Artwork Preparation

The artist is responsible for preparing, installing, and removing artwork during the exhibition dates.

All 2-Dimensional artworks must be prepared to be “gallery ready,” properly framed or mounted on stretcher bars, and appropriately wired prior to your installation date. We recommend using D-rings with screws and wire on the top ¼ of the artwork's backside. Sawtooth hangers are not permitted.

For 3-Dimensional, installation, and video artwork, ensure you provide all necessary materials for proper display within the gallery. Any display stands not available in our inventory must be supplied by the artist.

If there are any changes to your exhibit from the original application, please submit these changes for approval at least two months in advance. Saanich Community Services reserves the right to request the removal of any works or materials deemed 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)

Installation & Take Down

The artist or group is fully responsible for the installation and takedown of their exhibit. Any complex installations requiring special equipment or regular monitoring must be approved by Saanich staff and will remain the responsibility of the artist. Please ensure that you have unobstructed pathways leading through the gallery for easy navigation. A minimum width of 36 inches is typically recommended between plinths. While gallery staff will be available during the installation process, they are not on site daily; therefore, exhibitions must be self-sufficient and not require ongoing maintenance.

Installations are scheduled for Tuesdays between 9:00 AM and 5:00 PM, beginning with a mandatory gallery orientation. Removal of the exhibit takes place on Mondays between 9:00 AM and 3:00 PM. Closed-toed shoes must be worn during both installation and takedown. Saanich reserves the right to modify or change the exhibition schedule if exceptional circumstances arise.

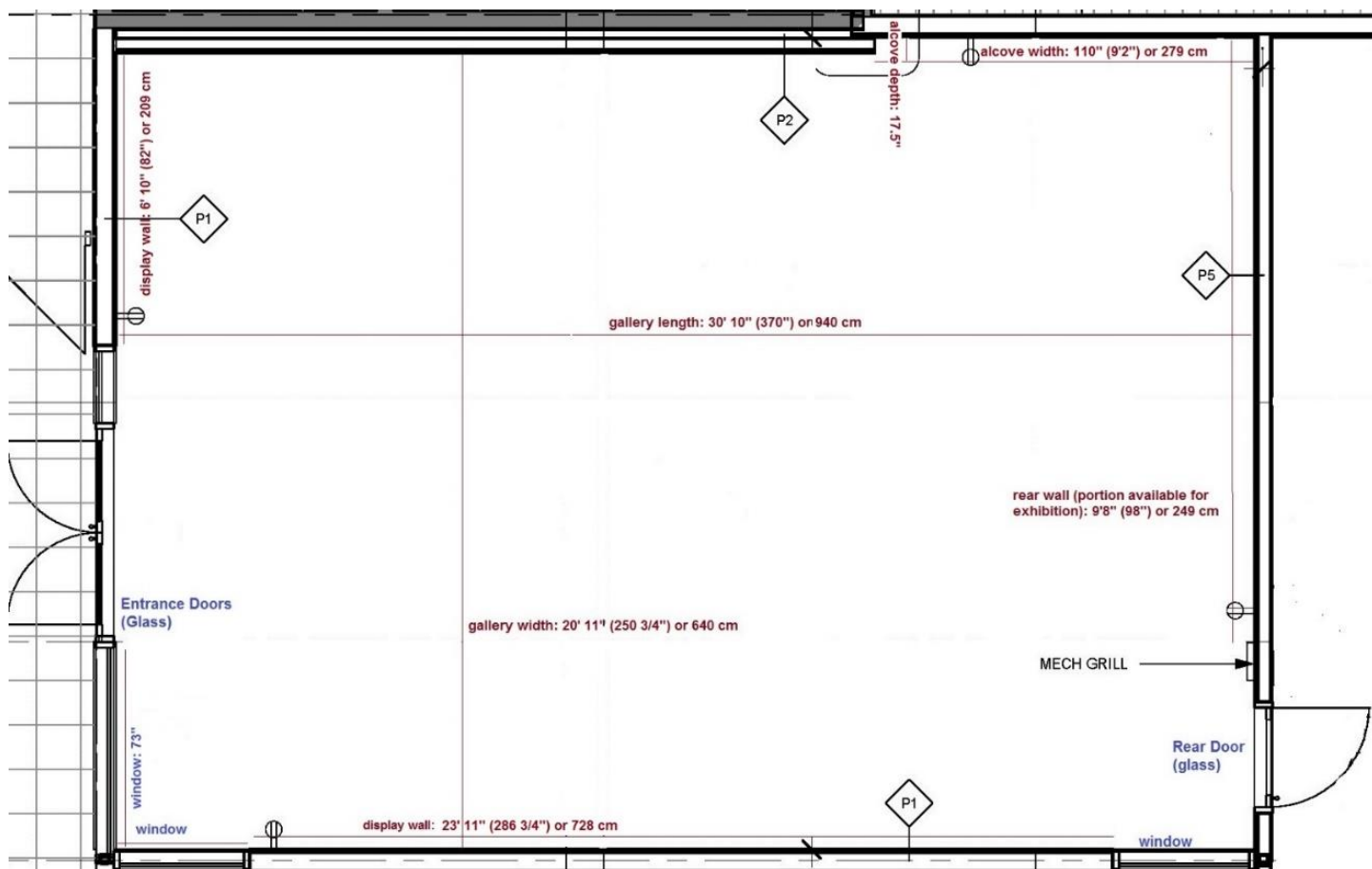
Hanging system

The gallery uses a classic wall track system for hanging artwork with wires that hold up to 15lbs. Hooks are attached to artwork that is exhibit-ready. Hanging wires can remain in place during takedown. Wires and hooks are for hanging artwork only and should not be tied to other materials, taped, cut, or manipulated. Any damage, repair, or replacement of equipment due to improper use will be the responsibility of the artist.

Nails, tacks, screws, tape, Velcro, or any adhesive materials are not permitted on the walls or windows of the gallery. Sticky Tack Putty (UHU and Gorilla brands) is a suitable alternative.

A platform ladder and an 8' table will be provided in the gallery for installation and takedown. A variety of display plinth sizes are available upon request prior to your exhibit. Please ensure there is at least 36" of access space between all plinths and floor-standing artwork to maintain accessibility and avoid obstructing the gallery windows.

Gallery Floor Plan



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

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