



District of Saanich

INSTALLATION GUIDELINES

Municipal Hall Gallery Walls and Window Space

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 valuable time and energy when it's time to install the artwork.

DISPLAY SPACES

Saanich Municipal Hall

Saanich Municipal Hall offers three distinct areas for displaying artwork at no cost to artists. Exhibits typically run between 6-8 weeks, and artists are responsible for both installation and takedown. *Please note that this space is not currently wheelchair accessible.

Window Gallery Case – A unique, rectangular space located centrally at the main entrance, filled with natural light and spot lighting. The raised window space measures 8' 8" x 7' 6" x 6'. It 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 floors, measuring 7' high. One wall is 16' long, and the other is 7' long. The cable hanging system includes 10 adjustable cables that can support up to 20 lbs of 2-dimensional artwork.

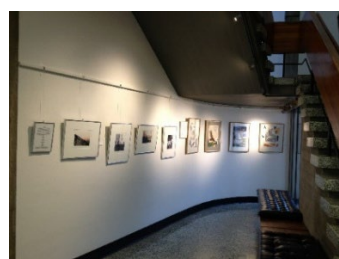
Upper Gallery & Reception Wall – A curved wall located on the second floor, measuring 7' high and 20' long, with both spot lighting and natural light from a corner window. The cable hanging system includes 10 adjustable cables that can support up to 20 lbs of 2-dimensional artwork. The reception area feature wall is included in this space and measures 30" x 40" wide.



Window Gallery



Mezzanine Gallery Wall



Upper Gallery Wall



Reception Wall

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. 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 10:00 AM to 12:00 PM, beginning with a mandatory gallery orientation at 10:00am. Takedown of the exhibit takes place on Tuesdays between 8:30 AM to 10:00 AM. 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.

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.
- Sign and submit the Artist Agreement.
- Visit the space and ask any questions.
- 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)

Hanging system

The wall spaces use a classic wall track system for hanging artwork. Hooks are attached to artwork that is exhibit-ready. Hanging wires may 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 will be provided for the mezzanine and window spaces. A variety of display plinth sizes are available for the window gallery space upon request.

For questions regarding the Saanich Exhibition program, please contact:

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