



District of Saanich

INSTALLATION GUIDELINES

Saanich Municipal Hall

Congratulations! Exhibiting your work is an exciting milestone and an important part of your artistic journey. The Saanich Exhibition Program offers artists the opportunity to build skills in planning, installing, and promoting their own exhibitions. Planning an exhibition is a meaningful commitment, and preparing in advance can help save time and energy when it comes time to installing your work.

Display Spaces

Saanich Municipal Hall offers three unique display areas for showcasing artwork, at no cost to the artist. Exhibitions typically run for 6 to 8 weeks, and artists are responsible for both the installation and takedown of their work. *Please note: Currently, the gallery spaces are not fully wheelchair accessible.*

Window Gallery Case

Centrally located at the main entrance, this unique rectangular space is illuminated by both natural and spot lighting, making it ideal for 3-dimensional artwork.

- Dimensions: 8' 8" H x 7' 6" W x 6' D
- Locks securely and can be viewed from all angles
- Four plexiglass display plinths available upon request

Mezzanine Gallery Wall & Reception Wall

An L-shaped wall space between the main and second floors, highlighted by spot lighting. Suitable for 2-dimensional artwork.

- Wall dimensions: 7' H; one wall 15' L, the other 9' L
- Cable hanging system with 10 adjustable cables, supporting up to 20 lbs each
- Reception feature wall included and allows for one 2D piece of artwork: 30" H x 40" W

Upper Gallery

A curved wall on the second floor, receiving both spot lighting and natural light from a corner window. Ideal for 2-dimensional artwork.

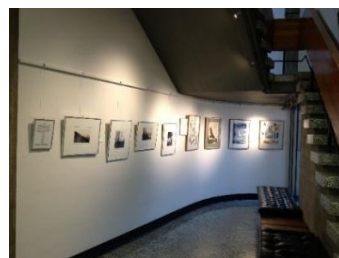
- Wall dimensions: 7' H x 20' L
- Cable hanging system with 10 adjustable cables, supporting up to 20 lbs each



Window Gallery



Mezzanine Gallery Wall



Upper Gallery Wall



Reception Wall

Planning and Preparation

Clarify your goals—whether you want to engage your audience, develop new skills, and/or sell your work. A clear purpose will help guide your decisions and keep your planning focused.

- Create a timeline & checklist
- Sign and submit the Artist Agreement form
- Familiarize yourself with the space to plan your display
- Plan out your promotions (print, press, and social media)
- Prepare artwork for display
- Arrange help for installation and takedown
- Assemble an artist toolkit (e.g., spare wire, D-rings, UHU Sticky Tack, pens, bull clips, tape measure, level—no nails, tacks, or tape allowed)
- Document your work with photos and notes

Artwork Preparation

- **2D Artwork:** Must be “gallery ready,” properly framed or mounted, and wired with D-rings (top ¼ of the back). Sawtooth hangers are not permitted.
- **3D & Installation:** Artists must provide all materials required for display. While we offer various acrylic stands for smaller works, you are encouraged to bring any specialized stands unique to your artwork.
- **Materials:** Nails, tacks, screws, tape, Velcro, and other adhesives are not permitted on walls or glass in display cases. UHU Sticky Tack Putty is a good alternative.
- **Please bring the following on your installation day:**
Artist statement and bio, Promotional materials (poster, handbills, business cards), Artwork labels (12–18 pt font) including title, medium, size, price/NFS, artist name, and contact information

Installation & Take Down

The artist or group is responsible for both the installation and takedown of their exhibit. Any complex installations requiring special equipment, technical support, or monitoring must be pre-approved and remain the responsibility of the artist.

While gallery staff will be available during installation, they are not on site daily. Exhibitions must therefore be self-sufficient and not require ongoing maintenance or access to the space.

Installations take place on Tuesdays, typically between 10:00–12:00pm and begin with a mandatory orientation. Takedown is scheduled for Tuesdays between 8:30-10am. Saanich reserves the right to modify or adjust the exhibition schedule should exceptional circumstances arise.

Please Note:

- When hanging your work, please ensure that you have all materials and supplies tucked up against the wall to maintain an unobstructed pathway for people to walk.
- Closed-toed shoes are required for installation and take down
- A platform ladder will be provided for installation and takedown for the mezzanine and window galleries.

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 each hold up to 10lbs. Hooks are attached to artwork that is exhibit-ready and are for hanging only. They cannot be altered (cut, taped or tied). Damage from misuse will be the responsibility of the artist.

Hanging wires can remain in place during takedown.

Marketing & Promotion

We are happy to promote your exhibit through our Marketing Program, including the website, bi-weekly newsletter, and social media when possible. Artists are responsible for additional promotion and must provide an exhibition poster, an artist statement, and artwork labels.

Artwork Sales

Artists manage all sales transactions, including pickup or delivery of sold pieces. All works, including sold pieces, must remain on display for the full duration of the exhibit. Exchanges or replacements require prior approval. To let visitors know when a piece has sold, add a small red dot sticker to the label.

Content

Our gallery spaces are open to all ages. Please ensure your work is suitable, respects diverse cultures and beliefs, and does not violate copyright or inappropriate cultural expressions. Saanich reserves the right to deny or withdraw any exhibition that does not meet these guidelines, including works featuring violence, profanity, nudity, or hate.

Any changes to your exhibit must be submitted for approval at least two months in advance. Saanich reserves the right to request removal of works deemed unsuitable.

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

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