

## Exhibitor's Timeline and Responsibilities

- Exhibitor's Name: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone number: \_\_\_\_\_
  
- CVAA Contact's Name: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone number: \_\_\_\_\_
  
- When mutually convenient the exhibitor will meet at the gallery if possible to discuss specific needs with the contact person regarding hanging hardware, weight and size of acceptable pieces, floor plan and restrictions. Inform them about the movable walls. Show them the kitchen area.
- Tentatively identify display space and specific needs: Pay & Take Away, promotional materials such as business cards, catalogues, etc.

### 6 WEEKS before show.

- A **poster design** is required with the following format, resolution and size requirements: 300 dpi copy jpg with a 9" X 12" format. For digital the format is to be 72 dpi jpg.
- The poster must include:
  1. title of show
  2. artists or group name
  3. location of gallery: **O'Connor Group Art Gallery, 9201 Corbould St. Chilliwack, BC V2P 4A6**
  4. hours the gallery is open: **12:00 - 5:00 Wed - Sat and some evenings, Admission is Free**
  5. date and time of your reception: **see contract**
  6. Website: **oconnorgrouppartgallery.com**
- The submission fee includes the cost of printing the following:  
10 large posters 12" x 18", 20 medium posters 9" x 11", 100 postcard size posters.
- A distribution list for the posters will be provided.
  
- An **artist statement** and **a key photograph or copy of your poster** suitable for publication are required in addition to an **updated bio**. Also a written description of your show which can be used for publication purposes is required. You may also be asked to provide additional information for use in promotional materials.

- All promotional materials will be sent to the CVAA members responsible for promotion and advertising: **Mary Main, Public Relations** [marycm@shaw.ca](mailto:marycm@shaw.ca) & **BettyAnn Martin, Publicity** [cvaa.publicity@gmail.com](mailto:cvaa.publicity@gmail.com)

**2 WEEKS before reception:**

- Reception responsibilities are reviewed with the artist reminding them that they provide food, coffee, cream, sugar, punch, napkins, plates and any serving utensils needed. Also any table decorations or novelties are the artist's responsibility.
- Do you have a book for people to sign to make remarks about your exhibit?
- An **artist's statement and bio** suitable for display in the gallery for the duration of the show is required.
- Check with the CVAA contact to ensure that Cultural Centre staff are available to move the walls and set up tables for the reception.

**ON the Day of Hanging the Show: (or prior to show opening)**

- An **inventory list** must be completed. One paper copy and a digital copy (can be emailed to Anna Stecca at [anna@chilliwackculturalcentre.ca](mailto:anna@chilliwackculturalcentre.ca)) for the Chilliwack Cultural Centre box office and one paper copy for the CVAA. The inventory list should be done in Excel format with the following headings above 6 columns:
  1. Artist name
  2. Title
  3. Medium
  4. Price
  5. & 6 are left blank.

The artist is also responsible for completing and attaching labels to the gallery walls identifying each piece with the following information:

Artist name, Title, Medium, Size, Price. It is very important that the labels be printed on **Avery Removable Labels #06468. Template 5163, size 2" x 4"** can be used if you are creating the labels using mail merge and your excel inventory list. Any other labels will take the paint off the walls when removed.

**IMPORTANT DATES:**

- Promotional materials due: \_\_\_\_\_
- Set up show: \_\_\_\_\_
- Reception: \_\_\_\_\_
- Take down show: \_\_\_\_\_

The artist will sign to signify that they have reviewed this checklist with their CVAA contact. Both parties shall keep a completed copy for reference.

Artist signature: \_\_\_\_\_