

## Exhibitor's Timeline and Responsibilities

- Exhibitor's Name: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone number: \_\_\_\_\_
  
- CVAA Contact's Name: \_\_\_\_\_
- Email: \_\_\_\_\_
- Phone number: \_\_\_\_\_
  
- The exhibitor will meet at the gallery 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.

### 3 Months in Advance:

- A **poster design** is required with the following format, resolution and size requirements: 300 dpi copy jpeg with a 12in x 18in format as a jpeg.
- One poster is in portrait format for printing and one poster is in landscape format for the CCC to run on their big screens.
- Posters for the web can be 72 dpi or 300 dpi. Publicity coordinator will often just adjust the size of the 'printing poster' till it fits in a web format.
- Two press releases are required: Both written by the artist. One needs to be a maximum of 50 words and the second needs to be a maximum of 250 words. In addition 2 or 3 landscape view jpeg samples of the artist's work are needed for a possible newspaper feature.
- All promotional materials will be sent to the CVAA member responsible for promotion and advertising: **BettyAnn Martin, Publicity**  
[cvaa.publicity@gmail.com](mailto:cvaa.publicity@gmail.com)
  
- 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: **oconnorgroupartgallery.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 and copy of your poster** suitable for publication are required in addition to an **updated bio**.

### 2 WEEKS before reception:

**Reception responsibilities** are reviewed with the artist reminding them (the artist) 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: \_\_\_\_\_

**Each artist has an opportunity to speak to our membership at our monthly meetings. Please let your co-ordinator know if you wish to participate.**