**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.

**To send to the publicity coordinator directly after signing the contract with the CVAA**A Press release of max 50 words in a Word document   
B One photo (jepg 300 dpi) of your work + the title of that work  
C When possible the title of your show.

**3 Months before your show: send to CVAA publicity the following**

* **One poster**\* layout landscape size 12”x18” - min 300dpi in JPEG format.
* **One Poster\*** layout portrait size 18”x12” – min 300 dpi in JPEG format
* **Press release of max 50 words** in a Word document. To be used for online publications like Preview Magazine
* **Press release of max 250 works in a Word document.** To be used on websites and info for newspapers and other media.
* **Two or 3 landscape format photos (jpeg) of your** work are needed for possible newspaper feature.
* **Please send to Dan Daulby** [daulby.info@gnail.com](mailto:daulby.info@gnail.com)

**Both posters” must include:**Title of the show  
Artists or Group name  
Dates of show  
Location of the gallery: O’Connor Group Art Gallery, Cultural Centre, 9201 Corbould Street, Chilliwack, V2P 4A6

Hours that the gallery is open: wed-sat noon to 5pm   
Date and time of your reception  
Website: oconnorgroupartgallery.com  
  
The submission fee includes the cost of printing the following:  
6 large posters 12” x 18”, 30 medium posters 9” x 12”, 100 postcard size posters.

**1 Month before your show: send to CVAA publicity the following**

The Chilliwack Cultural Centre (CCC) prints complimentary postcards to promote gallery and CCC of a few of your works. Please send 3 photos of your work to Dan Daulby. The CCC will make these available in the gallery when the show starts. People can pick one up for free and send out.

**2 WEEKS before reception:**

A CVAA Gallery Coordinator volunteer will be in touch with you.   
If no one has contacted you please notify our General Gallery Coordinator Mary-Lee Merz   
[cvaa.gallerycoordinator@gmail.com](mailto:cvaa.gallerycoordinator@gmail.com)

□ 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.

□ Check with your show coordinator if your posters (& poster postcards) are ready to be distributed by you. There will be a list where the posters can be hung. The postcard can be handed out by you to who-ever you want.

**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 [jessica@chilliwackculturalcentre.ca](mailto:jessica@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:

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_