

Exhibitor's Timeline and Responsibilities

(A) Meeting at the Gallery

Once you have accepted the Exhibition offer, please contact the designated CVAA member who will arrange to meet with you at the gallery **3 months before the show** to discuss specific needs regarding hanging hardware, weight and size of acceptable pieces, floor plan, restrictions and options regarding the movable walls. The CVAA member will also show you the kitchen area (for opening reception purposes) and identify display space for specific needs: Pay & Take Away, promotional materials such as business cards, catalogues, etc. will also be discussed.

If the artist will be exhibiting during the first three months, please contact the designated CVAA member who will meet with you soon after acceptance.

(B) Publicity Material

For publicity purposes please send the following materials to our publicity coordinator Dan Daulby ddaulby@gmail.com latest **3 months** before the opening of your show:

- ❑ **1) One poster*** layout landscape size 12"x9" - min 300dpi in JPEG format.
- ❑ **2) One Poster*** layout portrait size 9"x12" – min 300 dpi in JPEG format
- ❑ **3) Press release of max 50 words** in a Word document. To be used for online publications like Preview Magazine
- ❑ **4) Press release of max 250 words in a Word document.** To be used on websites and info for newspapers and other media.
- ❑ **5) Two or 3 landscape format photos (jpeg) of the artists' work** are needed for possible newspaper feature and inclusion on our website's homepage (www.oconnorgroupartgallery.com)

*Both posters must include:

Title of the show

Artists or Group name

Dates of show

Date and time of your reception

O'Connor Group Art Gallery, Cultural Centre, 9201 Corbould Street, Chilliwack, V2P 4A6

Gallery hours: Wed-Sat noon to 5pm

Website: www.oconnorgroupartgallery.com

(C) Reception:

For the opening reception the artist provides some small finger foods for visitors; coffee, cream, sugar, water/punch, napkins, plates and any serving utensils needed. Also any table decorations or novelties are the artist's responsibility.

The CVAA suggests having 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.

(D) Before the show:

The gallery coordinator requests gallery needs each month to ensure Cultural Centre staff are available to move the walls, set up the lighting, if required. and set up tables for the reception.

(F) On the Day of Hanging the Show: (or prior to show opening)

The artists bring their works and two paper copies of the inventory list; one list is for the CVAA and one is for the Box Office.

The inventory list should be done in Word or Excel format with the following headings above 5 columns: 1) Artists name and email address 2) Title 3) Medium 4) Price 5) Is 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, Price. It is very important that the labels be printed on Avery Removable Labels #08663 **Matte Clear Shipping Labels (Amazon) 2" x 4"**. The packaging reads suitable for ink jet printers, but they work with all printers, just give the printed page time to dry.

Any other labels will take the paint off the walls when removed.

Please fill out the IMPORTANT DATES:

Meeting at the Gallery in the month: _____

Promotional materials due in the month: _____

Date:

Artist signature: _____