

# S'ELIYEMETAXWTEXW ART GALLERY

The S'eliyemetaxwtexw Art Gallery (pronounced S-uh-lee-uh-mut-out-ook) has operated on UFV campus since 1985, and was renamed in 2014. This new name not only acknowledges that the Gallery sits on the unceded territory of the Stó:lō Nation but also confirms the Department of Visual Arts' ongoing commitment to building and maintaining lasting relationships with our Indigenous neighbours. Over the years, UFV and the Visual Arts Department have remained committed to exhibition practices founded on principles of intellectual and artistic freedom, cultural sensitivity, social diversity, and collaborative relations with Indigenous peoples. Guided by a 2010 pledge to protect artistic freedom - The Canadian Association of University Teachers Policy on Academic Freedom and Artistic Expression - The Gallery routinely exhibits work that addresses social issues and contemporary critical concerns. Preference is given to innovative and challenging exhibitions related to program and pedagogical activities of the Visual Arts Department. A valuable learning resource, The Gallery supports and encourages student exhibitions, teaching the complexities of showing art and visual culture.

## **- EXHIBITION PROPOSAL SUBMISSION GUIDELINES -**

**Exhibition proposals should be directed to the attention of:**

The Gallery Advisory Committee  
c/o Visual Arts Department Assistant  
University of the Fraser Valley  
33844 King Road  
Abbotsford, BC V2S 7M8

or emailed to:  
[visualarts@ufv.ca](mailto:visualarts@ufv.ca)  
(preferred)

### **CHECKLIST:**

- Cover Letter**
- Resume/Curriculum Vitae** (3 pages max)
- Visual Documentation** (labelled in numerical order: ie. 01\_ARTISTSNAME\_TITLE.jpg)
  - ❖ 10 - 20 digital images (jpg. 300 dpi)
  - OR
  - ❖ up to 5 Video or Audio Files max 500MB (.mov preferred)
  - OR
  - ❖ A combination of images/video/audio files to a maximum of 15 files total.
- List of Works:**
  - ❖ written list of works (title, medium, dimensions) corresponding to numbered images.
- Artist/Curator's Statement/Project Proposal** (2 pages max)

### **EXHIBITION PROPOSALS ARE REVIEWED ANNUALLY – DEADLINE MAY 15.**

Please note that the exhibition schedule may be booked one to two years in advance. All submissions are reviewed and approved or denied by The Gallery Advisory Committee. The Committee decision is final. Priority consideration is given to exhibitions related to programs and pedagogical activities of the Visual Arts Department. At the current time, the gallery is not able to provide insurance for works or pay recommended CARFAC exhibition fees.

**Submissions will not be returned:**

**See Exhibition Installation Guidelines and Floor Plan below for additional information.**

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## **- INSTALLATION & EXHIBITOR GUIDELINES -**

### **EXHIBITION/EXHIBITOR REQUIREMENTS AND LIABILITY**

1. Exhibits will run between 2 to 4 weeks and all artwork must remain on display until the closing of the exhibition.
2. **The Exhibitor must provide the Gallery with an image and written “blurb” a minimum of 2 months prior to the exhibition for publicity and web purposes.**
3. The Gallery reserves the right to require alterations to installations to comply with Safety standards and fire safety regulations. (Consultation with the Gallery Advisory Committee regarding special installation requirements must be undertaken prior to installation of works.)
4. The Gallery is not responsible for works that are damaged due to negligence during the installation, from the time of installation to the time of removal from the Gallery.
5. The Exhibitor must provide all equipment (electrical/technical etc.) required by them for the installation of their work, be responsible for it during display and remove such equipment at the close of exhibition. Please be aware that valuable equipment (computers/videos/ overhead projectors etc.) **MUST** be chained/bolted to plinths and (for security reasons) be exhibited within the Gallery NOT the foyer.

**\*\*\* Equipment and Artwork is *not* covered by insurance against theft, fire or damages.**

### **INSTALLATION**

1. The Exhibitor is responsible for installation of the exhibit.
2. A student assistant *may* be arranged for you but is not guaranteed. If so, detailed guidelines will be provided to you.
3. The Exhibitor must request pedestals, plinths, or other display structures **in advance**. Please note that the Gallery has limited supply.
4. No storage space will be provided at any time before, during or after exhibition.
5. Any significant alterations to the Gallery or special considerations must be approved by The Gallery Advisory Committee at the time of scheduling the exhibition. Any unapproved changes will not be allowed. **NOTE: The painting of doors, windows, baseboards or window jambs, light switch covers/plug plates, the ceiling, lighting track or canisters is not possible. There is also absolutely no drilling, nailing, or gluing to the floors and items can only be suspended from the suspension grids and not from the ceiling or lighting track, water or gas lines.**
6. Any costs associated with special installation or display needs (such as special lighting, painting, etc.) must be borne by the Exhibitor. The Exhibitor will also provide all material for installation including hooks, nails, wire, glue, bubble wrap, cable, strings, tacks,
7. The Exhibitor may paint the gallery walls, pedestals/plinths any colour for the exhibit, *with the consent of the Gallery Advisory Committee*. The Exhibitor is **REQUIRED** to return the gallery and its fixtures & equipment to their original colour and condition, also at their expense, and to take into account the additional time required for painting. Oil-based or Spray Paint is forbidden.
8. The Gallery is currently operated by volunteer faculty and staff. Therefore equipment must be properly installed using timers or loops by the artist. Clear technical instructions must be provided for UFV Security and staff relative to the operation of mechanical devices and lighting.

**\*\* It is highly recommended that The Exhibitor plan the installation of their exhibition prior to arrival at the Gallery/Exhibition Dates. The attached floor plan is a useful way to measure and space out the artworks within the space to ensure a cohesive and well-planned exhibition. Doing this exercise will also help the exhibitor identify how many tools, plinths, nails etc. are needed.**

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## LIGHTING

1. It is strongly recommended that the gallery/preparator assist in the lighting of the exhibit.
2. Please use only the bulbs provided, and advise the VA Department Assistant if bulbs are spent.
3. Reimbursement costs for replacing track lighting damaged because of poor handling will be charged to the exhibitor (approximately \$35.00 per light).

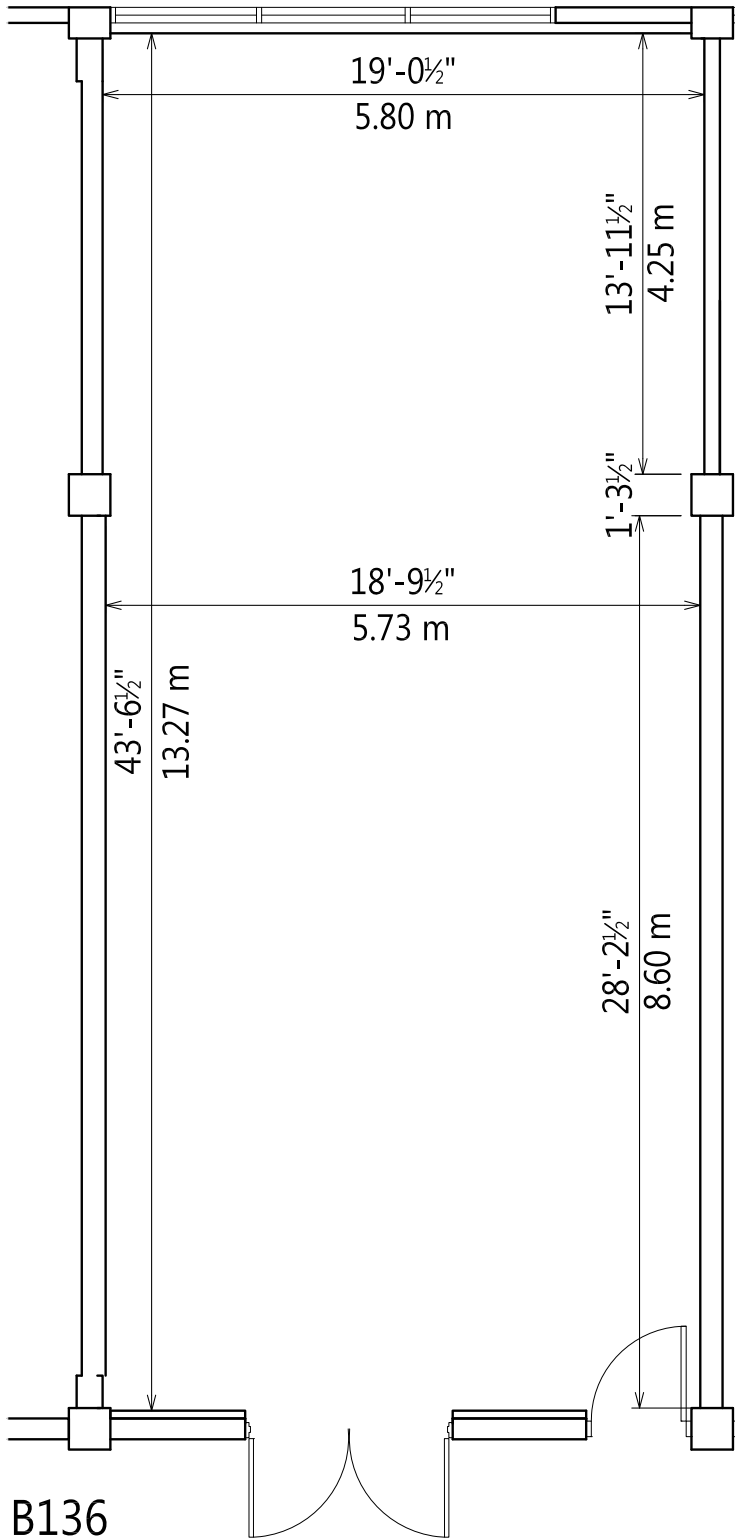
## RECEPTION

Any opening reception required for the exhibition is the responsibility of The Exhibitor to arrange and present to the public. The Gallery can provide one folding table for refreshments but all food, drinks, plates, napkins, cups, etc. must be provided by The Exhibitor. Advertising is optional but the GAC can submit your information to the UFV Community and the Vancouver Art Community free of charge. Any additional advertising is the responsibility of The Exhibitor. It is recommended that the reception take place between the hours of 10am and 8 pm Monday – Friday, for maximum attendance on campus.

## DE INSTALLATION

1. The Exhibitor must de-install and remove artwork from the Gallery as per agreed terms of the exhibition dates.
2. Any tools, equipment, materials or art works left in the gallery will become the property of VA dept.
3. Failure to remove an exhibit at the schedule closing will incur a de- installation/storage fee of \$100.00 per day for the first 10 days after which The Exhibitor may forfeit ownership of the material and all related cost will be levied on The Exhibitor.
4. The gallery must be returned to its original condition and it is the responsibility of The Exhibitor to repair any damage occurring during installation or takedown - All walls in perfect order, all floors cleared, all equipment returned - a simple act of consideration for the next exhibitor/s. ***Any painting must be scheduled relative to building B staff with allergies.***
5. Following the closing day of the exhibition The Exhibitor will:
  - Remove all vinyl/didactic information from the walls. Repair and paint any remaining marks.
  - Remove all hangers (nails, screws etc.) from the wall.
  - Patch all holes with drywall spackle. Wipe away any excess spackle using a damp sponge (lightly sand area first if necessary).
  - Paint patched areas with provided “gallery primer and white” paint. A roller will leave a smoother finish than a paintbrush. \* Remember to use a drop cloth when painting & DO NOT paint on the black baseboards.
  - Remove all artwork.
  - Remove all garbage, tools, tables, plinths, ladders etc.
  - Return any borrowed items or displays to the GAC.
6. The Gallery must be **inspected** by a member of the GAC at the conclusion of an exhibition to ensure that above guidelines have been abided.

**S'ELIYEMETAXWTEXW**  
ART GALLERY



Gallery B136  
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