

## S'eliyemetaxwtexw Art Gallery – GALLERY GUIDELINES

The S'eliyemetaxwtexw Art Gallery (pronounced S-uh-lee-uh-mut-out-ook) has operated on the 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 UFV School of Creative Arts' ongoing commitment to building and maintaining lasting relationships with our Indigenous neighbours.

The School of Creative Arts remains committed to exhibition practices founded on principles of intellectual and artistic freedom, cultural sensitivity, social diversity, and collaborative relations with Indigenous peoples. The Gallery supports and encourages student and community-centered exhibitions, teaching the complexities of showing and sharing art and visual culture.

### 1. EXHIBITION PROPOSALS

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**EXHIBITION PROPOSALS ARE REVIEWED ANNUALLY – AN ANNUAL CALL FOR SUBMISSIONS IS ANNOUNCED PUBLICLY IN FEBRUARY.**

For the 2023/24 Exhibition Season, all proposal material must be submitted on or before Tuesday, March 28, 11:59 pm, through the google form linked here: <https://forms.gle/ofUEjEVmR6zQRHCP8>

The following material will be requested for your submission:

1. **Project proposal:** 700 words max uploaded as a single PDF file.
2. **8-10 images of work or LINKS to 2 time-based files under 5 minutes each:**  
Please include images/videos in order corresponding to the Image List. Please include images/videos that are to be presented **or** represent similar sizes and subject matter to what you would like to exhibit. All images and links should be combined into a single PDF file.
3. **Image List (words only):** describing the title, date of creation, materials/software used, and the size of each image or time-based files, submitted as one PDF file.
4. **Technical Needs:** any equipment that you anticipate needing for the gallery installation (projector, sound equipment, etc). Please check all that apply on the form.
5. **Confirmed Exhibitor(s) and Team Member(s):** Please list all the students and/or faculty and/or staff who will be helping with the gallery installation.
6. **Preferred Exhibition Month**  
NOTE: while we cannot guarantee preferred dates, we will try to honour preferences.

**We encourage all applicants to visit the portal BEFORE putting together their application to see the details for submission.** If you have any questions or concerns about your application, please email Aimée Henny Brown, Assistant Professor in SoCA ([aimée.brown@ufv.ca](mailto:aimée.brown@ufv.ca))

All submissions will be carefully assessed by a jury (students and faculty) on the following elements:

- consideration of Equity, Diversity, Inclusion, and Accessibility (see website for details)
- contemporary and social significance
- feasibility of the proposed exhibition
- alignment with the Art Gallery's commitment to community (see below)
- quality of the work proposed

*About the Art Gallery's commitment to the community:*

*The S'eliyemetaxwtexw Art Gallery (pronounced S-uh-lee-uh-mut-out-ook) has operated on the 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 School of Creative Arts' ongoing commitment to building and maintaining lasting relationships with our Indigenous neighbours. UFV and the School of Creative Arts remain committed to exhibition practices founded on principles of intellectual and artistic freedom, cultural sensitivity, social diversity, and collaborative relations with Indigenous peoples.*

Please note that the exhibition schedule may be booked one to two years in advance. **Priority consideration is given to exhibitions related to activities within and connected to the School of Creative Arts.**

**Currently, the gallery is not able to provide insurance for works or pay recommended CARFAC exhibition fees.**

Please see Exhibition Installation + Exhibitor Guidelines (below) and Gallery Floor Plan for additional information.

## **2. INSTALLATION + EXHIBITOR GUIDELINES**

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### EXHIBITION/EXHIBITOR REQUIREMENTS AND LIABILITY

1. Exhibitions 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 the following information, at the beginning of the term in which their exhibition occurs, for publicity and web purposes:
  - A promotional image of the work to be exhibited
  - A 2-3 sentence exhibition description
  - A poster advertising the exhibition, including the SOCA logo
3. A meeting with the Gallery Coordinator, regarding installation, needs to be scheduled prior to the installation of works in the gallery. The Gallery reserves the right to require alterations to installations to comply with safety standards and fire safety regulations.
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 their equipment at the close of the 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 are not covered by insurance against theft, fire, or damages. \*\*\***

### 3. INSTALLATION

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1. The Exhibitor and their team are responsible for the installation of the exhibition.
2. The Exhibitor must request pedestals, plinths, or other display structures in advance. Please note that the Gallery has a limited supply.
3. There is no storage space available for works before, during, or after the exhibition.
4. Any significant alterations to the Gallery or special considerations must be included in the Exhibition Proposal and discussed in full with the Gallery Coordinator at the time of scheduling the exhibition.

PLEASE NOTE: The painting of doors, windows, baseboards or window jambs, light switch covers/plug plates, the ceiling, lighting tracks, or canisters is not possible. The floors must remain intact (please no drilling, nailing, or gluing) and items can only be suspended from the suspension grids in place – not from the ceiling or lighting track, water or gas pipes, or lines.

5. The Exhibitor may paint the gallery walls, pedestals, and plinths for the exhibition. The Exhibitor is REQUIRED to return the gallery, its fixtures, and equipment to their original condition and paint colour, also at their expense. Please notify the Gallery Coordinator of your intention to paint so that additional take-down time can be scheduled for painting. Please do not use any oil-based or spray paints.
6. Any costs associated with special installation or display needs (such as special lighting, painting, etc.) are the responsibility of the Exhibitor. The Exhibitor provides all materials for installation including hooks, nails, wire, glue, bubble wrap, cable, strings, tacks, etc.
7. Any time-based media must be installed using timers or loops by the artist. Clear technical instructions must be provided for UFV Security and staff for any on/off procedures.

**\*\*\* It is highly recommended that the Exhibitor plan the installation of their exhibition prior to arrival at the Gallery to install their works. The Gallery floor plan is a useful way to measure and space out the artworks within the gallery. Doing this exercise will also help identify how many tools, plinths, and nails are needed. \*\*\***

### 4. LIGHTING

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1. Please do not attempt to light the exhibition without support from the Gallery Coordinator and SoCA technicians.
2. Bulbs are provided from the Gallery stock, please advise the Gallery Coordinator if bulbs are burnt out.
3. Reimbursement costs for replacing track lighting damaged because of poor handling will be charged to the Exhibitor (approximately \$35.00 per light).

## 5. RECEPTION

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Opening or closing receptions for the exhibition are the responsibility of the Exhibitor to arrange and present to the public. The Gallery can provide one folding table for refreshments. All food, drinks, plates, napkins, cups, etc. must be provided by the Exhibitor. The reception information must be included in the promotional poster submitted to the Gallery Coordinator before the exhibition. Exhibitors are recommended to plan receptions between 10:00 am and 8:00 pm Monday – Friday, for maximum attendance on campus.

Any additional advertising (beyond the poster submitted to Gallery Coordinator) is the responsibility of the Exhibitor.

## 6. DE-INSTALLATION

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1. The Exhibitor must de-install and remove artwork from the Gallery on the date discussed and agreed upon with the Gallery Coordinator.
2. If an exhibition is not de-installed, the exhibitor will be charged \$100.00 per day for the first 10 days. After 10 days, any tools, equipment, materials or artworks left in the gallery will become the property of the School of Creative Arts.
3. The gallery must be returned to its original condition at the end of an exhibition. It is the responsibility of the Exhibitor to repair any damage occurring during installation or takedown - all walls are repaired with spackle and paint, all floors cleared, and all equipment is returned.
4. **Please use this checklist following the closing day of the exhibition.**  
**The Exhibitor must:**
  - Remove all vinyl/didactic information from the walls
  - Remove all hardware and/or hangers (nails, screws etc.) from the wall
  - Patch all holes or divets with drywall spackle. Wipe away any excess spackle using a damp sponge (lightly sand the area first if necessary).
  - Paint any marks and spackled areas with the provided “gallery primer and white” paint with a roller. Please do not use a paintbrush.
  - Remove all artwork.
  - Remove all garbage, tools, tables, plinths, and ladders etc.
  - Return any borrowed items or furniture to the gallery coordinator, staff, or technicians.
5. PLEASE NOTE: The Gallery must be inspected by the Gallery Coordinator to ensure that the above guidelines have been followed.