



CPAC 3rd Floor Gallery Exhibition & Application Guidelines

Overview

Engagement with the arts helps contribute to a curious, healthy community. Exhibitions at the CPAC 3rd Floor Gallery offer patrons the opportunity to discover local visual artists when attending a theatre performance.

The 3rd Floor Gallery is free for artists to exhibit their work, either in solo shows or group efforts.

Shows are selected by CPAC staff to complement the theatre performance season and ensure a varied selection of artistic expression. Applications are open to individual artists, artist collectives, and community organizations. New and returning artists are welcome to apply.

To ensure equitable opportunities, returning artists are not considered for a minimum of two years between exhibits.

Exhibition Guidelines

- Exhibits are arranged up to two years in advance.
- Exhibits are displayed for 6 to 8 weeks in duration.
- Artists are fully responsible for installation and takedown of their exhibits.
- Works must be displayed with the professional gallery hanging system. There is limited space for sculptural works and must be approved by gallery staff prior to installation.
- Works cannot be removed from display during the duration of the exhibit.

All necessary equipment for hanging and removal is provided by the gallery, including carts for transporting artwork, ladders, and wall adhesives for the artwork labels. The gallery does not provide plinths.

Staff are available during installation and may provide curation advice on hanging height and location. The CPAC 3rd Floor Gallery staff have final approval of the installation and hold the right to make changes, if necessary.

Artists may request hosting an event, such as an opening reception or an artist talk, that invites the public to ask questions, purchase art, and celebrate their show. All events must be pre-arranged with gallery staff at least two months prior to the exhibit start date. One, two-hour-long event can be included in the booking contract for an exhibition. Additional events may be possible, with fees to cover staffing costs. *Events are subject to theatre scheduling and are not guaranteed to be available.*

All sales of work must be processed through CPAC's point of sale system. A 20% commission is earned from each sale. Artwork should be priced with this in mind.

Exhibition Expectations

Role of CPAC 3rd Floor Gallery staff:

- Creation of artwork labels.
- Arrange installation, take down, and reception event dates.
- Adjusting the professional lighting system after artist installation.
- Support with the design of event posters, if necessary.
- Exhibit details are listed on CPAC website.
- Provide private viewings of the gallery to the public by scheduled appointment.
- Process sales of artwork and arrange payment to artists at the end of the exhibit.
- Arrange art pickup with purchasers at the end of the exhibit.

Role of Exhibiting Artist:

- Be punctual by providing requested information from gallery staff.
- Provide a list of works included in the exhibit with artist name, title, price, and medium at least 30 days prior to the installation date.
- Installation and takedown of the exhibit.
- If choosing to host an event, promotion and success of the event are the responsibility of the artist.

Application Process

The Cowichan Performing Arts Centre celebrates the diversity and imagination of local artists. We encourage applications from individuals who identify as part of an equity-deserving group, including Indigenous Peoples, 2SLGBTQ+ folks, newcomers to Canada, and persons with disabilities. Application assistance is available for those who request it.

Please read the application requirements thoroughly. Ensure the following information is prepared before sending.

Send all required documents to laura.stephenson@cprd.bc.ca.

1. Exhibition Proposal:
 - a. Describe the intention of the exhibition, including:
 - i. Themes or concepts
 - ii. Messages being conveyed
 - iii. Impact (on your practice, the community, society, etc.)
 - iv. Estimated number of works included in exhibition
 - v. Artistic medium
2. Artist Statement and Bio:
 - a. Provide a brief personal bio, including:
 - i. Background information
 - ii. Relevant training, mentorship, or experience
 - iii. Key artistic accomplishments
 - iv. (Optional) Website
 - b. Provide an artist statement that describes themes, concepts, or intentions of your practice.
3. Images:
 - a. Please provide a minimum of three images of recent or relevant work that support your exhibition proposal.

For questions, please contact:

Laura Stephenson

Administrative Services Supervisor

Arts & Culture Division & Cowichan Performing Arts Centre

Cowichan Valley Regional District

2687 James St., N. Cowichan, BC V9L 2X5

P: 250.746.3428 | E: laura.stephenson@cprd.bc.ca

