



## CALL FOR ARTISTS

### Exhibit Art in the Lobby of the Mountain View Center for the Performing Arts (2025-26)

Applications will be accepted from:  
**12:00 noon (PST), Monday, November 4, 2024**  
through  
**11:59 PM (PST), Friday, January 10, 2024**

### BACKGROUND

The City of Mountain View's Visual Arts Committee is inviting artists and artist teams working in a variety of media to exhibit art in the lobby of the Mountain View Center for the Performing Arts (500 Castro Street, Mountain View, California, 94041) for the 2025-26 season.

The rotating exhibits are approximately six to eight weeks in length and are viewed by thousands of people visiting downtown Mountain View and attending shows at the Mountain View Center for the Performing Arts (MVCPA).

Exhibit hours are Wednesday through Saturday from 12:00 PM to 3:00 PM, and one hour prior to every public performance. You can view the [MVCPA Events Calendar online](https://www.mvcpa.com/events/calendar) (<https://www.mvcpa.com/events/calendar>).



*Images related to Art Exhibitions at the Center for the Performing Arts*

Applications will be accepted from **November 4, 2024, at 12:00 noon to Friday, January 10, 2024, by 11:59 PM (Pacific Time).**

APPLY EARLY. Applications will not be accepted after the deadline.

## **ELIGIBILITY**

The call is open to all professional artists/artist teams meeting the following criteria:

- Artist/artist teams are over the age of 18;
- Artists/artist teams reside in one of eleven San Francisco Bay Area Counties (Alameda, Contra Costa, Marin, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma); and
- Preference will be given to artists who have not previously displayed, or who have not displayed in the last two years. If artists/artist teams are proposal

## **ARTIST PAYMENT**

Artists will receive a stipend of Two Hundred and Fifty Dollars (\$250) after the exhibit.

## **APPLICATION REQUIREMENTS**

All applications must be submitted online via CaFÉ at [www.callforentry.org](http://www.callforentry.org), an online application system for calls for entry. There is no charge for artists to apply or use CaFÉ. Applications that are emailed, mailed, faxed, or hand-delivered will not be considered as this is an online system.

All applications should include the following:

1. Artist Resumé (PDF document preferred) .
2. Five to 10 images with annotations (title, date, dimensions, type of media) of the artists/artist team's work that is to be displayed. All images must be of art that would be exhibited for six to eight weeks during the 2025-26 season (see below for exhibit installation requirements).

3. If applicable, artists should identify in their application whether their exhibit aligns with any MVCPA scheduled events. Staff will try to align art exhibits with performances. Review the [MVCPA Events Calendar online](#).

To get additional assistance using CaFÉ, please contact WESTAF by calling 303-629-1166 or emailing [cafe@westaf.org](mailto:cafe@westaf.org).

### **EXHIBIT INSTALLATION REQUIREMENTS**

All applications should review the following installation requirements prior to submitting an application. See the MVCPA Visual Art Exhibition General Information page for more details.

1. Only artwork that is framed, properly wired, and ready for installation will be accepted. All artwork must be able to be hung on the MVCPA's system.
2. Art is hung only along walls. The walls are curved, comprised of panels that are roughly 96" wide with discernable grout line between panels. Works are hung from a picture rail mounted 8' from the floor.
3. Maximum dimensions per piece:
  - Width: 60" —Due to curvature of the exhibit walls, single pieces should be no more than 60" (there is some leeway for soft goods that are not traditionally framed).
  - Height: 84"
  - Depth: 6"
4. Typical weight per artwork piece: Up to 20 pounds. Load on the hanging system must be taken into account should an exhibit contain more than two to four heavy pieces. Excess weight may damage the hanging system. System failure will damage artwork.

Applications should identify if the proposed exhibition pieces weight more than 20 pounds. Mountain View Center for the Performing Arts makes the final determination of appropriate load distribution and whether or not art will be hung.

5. Art can also be hung in the Mountain View City Hall Community Development Department Lobby. The maximum available usable space for installations:
  - Wall: 7' wide by 4' high.
  - Alcove: 4' wide by 2' high.

## **EXHIBIT SCHEDULE**

2024-25 MVCPA artist exhibits are currently scheduled through Monday, April 7, 2025. The duration of the art exhibits are six to eight weeks, depending on number of artists selected.

Exhibit hours are Wednesday through Saturday from 12:00 PM to 3:00 PM, and one hour prior to every public performance. You can view the [MVCPA Events Calendar online](https://www.mvcpa.com/events/calendar) (<https://www.mvcpa.com/events/calendar>).

Artists or artist groups interested in renting the MVCPA rotunda and lobby for a reception at during their exhibit may identify so in their application, or let staff know after selections are made.

## **MVCPA EVENTS**

MVCPA events are currently scheduled through September 2025, and the MVCPA is taking applications for events for October 2025 to September 2026. If applicable, artists and artist teams can identify in their application if their art aligns with one or more of the [MVCPA Events](#). The VAC and City staff will try to schedule exhibitions in alignment with the MVCPA events schedule, if applicable. If there is no specific connection to any scheduled events, the VAC and City Staff will work with the selected artists to determine the best dates.

## **SELECTION PROCESS AND TIMELINE**

**After \_\_\_\_\_, 2024 Application Deadline:** Once the application period closes, City Staff review applications for completeness and to ensure artists meet the eligibility requirements before opening the jurying process to Visual Arts Committee members. Incomplete or ineligible applications will be declined.

**\_\_\_\_, 2024 to \_\_\_\_\_, 2025:** During the jurying process, the Visual Arts Committee scores applications on a scale of one to seven (1 – 7), with seven being the highest score.

Applications are scored based on the following criteria:

- [VAC to determine scoring criteria]

**Early 2025:** The Visual Arts Committee anticipates making artists selection at their February 2025 meeting. Artists will be notified soon thereafter and, if selected, the artist will work with the City on contract and exhibit timelines. The artist chosen to display their art in the first six- to eight-week slot will be required to do so in May 2025.

## **AWARD OF CONTRACT**

The City of Mountain View reserves the right to accept or reject any submittals and to alter or extend the selection process as needed. This Request for Qualifications and the selection process shall in no way be deemed as a binding contract or agreement of any kind between the City and the artist. Award of a contract is contingent upon approval of the VAC..

Artists and artist teams selected and approved will contract with the City for the entire duration of the exhibit period (see Attachment 1 (Sample Agreement)). Selected artists will be required to obtain a [Business License](#) with the City of Mountain View and provide City staff with a Form W-9 (or equivalent) before entering into an agreement with the City of Mountain View. Selected artists will be contacted regarding next steps.

## **CONTACT INFORMATION**

All questions or requests for additional information regarding this Call for Artists should be emailed to [vac@mountainview.gov](mailto:vac@mountainview.gov). Any questions regarding the CaFÉ website should be directed to WESTAF at 303-629-1166 or [www.callforentry.org](http://www.callforentry.org).

For questions regarding the application requirements, exhibit installation, eligibility, or selection process, contact City Staff at 650-903-6923 or [vac@mountainview.gov](mailto:vac@mountainview.gov).

## **ATTACHMENTS**

1. Sample Agreement (Artwork Loan, Exhibition, and Consignment—Short Form)
2. MVCPA Visual Arts Exhibition General Information