



# MOUNTAIN VIEW CENTER FOR PERFORMING ARTS (MVCPA) VISUAL ART EXHIBITION GENERAL INFORMATION

## HANGING AND SIZE GUIDELINES:

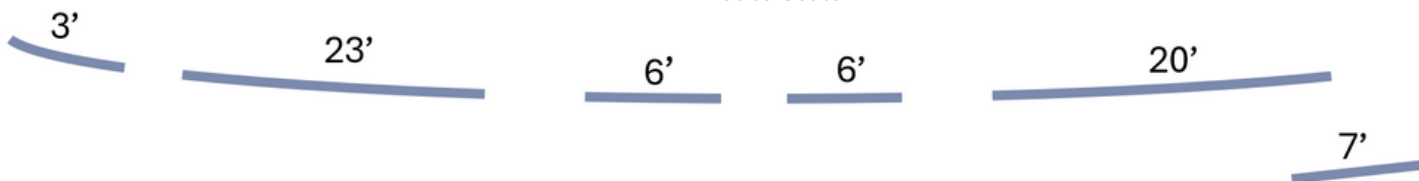
- Artwork should arrive ready for hanging. Please check on your frame's hanging wires or other attachment points prior to your install date.
- Artwork in the theatre lobby is hung from a picture rail mounted 8' from the floor. Most of your pieces will be in this space.
- Our walls are slightly curved, therefore we recommend selecting pieces that are a maximum of 60 inches wide. We do have some leeway for soft goods that are not traditionally framed. See diagram below for the specific widths of each hangable space.
  - Maximum height per piece not to exceed 84 inches.
  - Maximum depth per piece not to exceed 6 inches.
  - The hanging system works best with pieces that are under 20 lbs. each. Reach out if this needs to be discussed further.
- Art can also be hung in City Hall in the Community Development Department Lobby. There are two walls in this space.
  - One with 7 feet of hanging width. Pieces on this wall should not exceed 4 feet in height.
  - The second wall has 4 feet of hanging width and pieces should be a maximum of 2 feet in height.

## DROP OFF AND PRE-EXHIBIT GUIDELINES:

- The installation will take place on the first day of your contracted exhibit.
- The specific time and directions will be discussed with you approximately three weeks prior to that date.
- Prior to your show we will reach out to get the following information from you:
  - A full list of the pieces with sizes and prices (if you are electing to make available for purchase).
  - Descriptions of the work.
  - We will make wall cards for each piece.
  - Your Artist Bio.
  - OPTIONAL: A statement / description of the show.
  - OPTIONAL: There will be a small information table available for you. Consider bringing business cards, a sign-in book, postcards, small portfolio of other work.
- After you drop off your pieces, we will discuss any hanging preferences that you may have and then you can head out. Our team will take care of the installation at that point.

## MOUNTAIN VIEW CENTER FOR PERFORMING ARTS LOBBY WALL SPACE

\*Not to Scale



**SALE OF ARTWORK:** All sales are processed exclusively through the Center's Ticket Office for a 20% commission. In addition, credit card and debit card processing fees are deducted from the gross sales price. The artist is liable for sales tax for art-work sold through the Center's ticket office. The Center does not collect sales tax on art pieces sold through the Center's ticket office and recommends the artist adjust sales price to reflect inclusion of sales tax in listed prices.

All sale and delivery arrangements will be made by the Center for Performing Arts with buyers. Any piece sold remains on display until the exhibition is over. Artist will receive proceeds from any sales within 30 days after the end date of the artist's exhibition.

## SAFETY/LIABILITY CONSIDERATIONS FOR EXHIBITS:

The lobby is an active, crowded space during pre-performance, intermission, and post-performance. Over 600 people may pass through the lobby during these times. Many patrons come within inches of the artwork during peak periods. Pieces must not be a fire hazard or pose a safety risk to any patron who may inadvertently come in contact with the piece. Also, pieces that may be damaged by accidental patron contact should not be installed.

In addition to performances, the lobby is open to the public Wednesday through Saturday from Noon to 3 pm for enjoyment of the art.

## CONTACTS

- For contract or Visual Arts Committee Questions: Kirstin Hinds by phone at 650-903-6923 or by email at [vac@mountainview.gov](mailto:vac@mountainview.gov).
- For exhibit installation or MVCPA questions: Orin Meadows by phone at 650-903-6568 or by email at [orin.meadows@mountainview.gov](mailto:orin.meadows@mountainview.gov).