



CALL FOR ARTISTS

FOR

ARTIST EXHIBITIONS AT THE MOUNTAIN VIEW CENTER FOR  
PERFORMING ARTS (2026-27 SEASON)

RFP ISSUE DATE: DECEMBER 15, 2025

**PROPOSAL DUE DATE AND TIME:  
JANUARY 23, 2026, 11:59 P.M. PACIFIC TIME**

TO

SUBMIT VIA [CALLFORENTRY](#)

**FOR QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS,  
CONTACT THE POINT OF CONTACT (POC):**

Kirstin Hinds, Economic Development Strategist  
500 Castro Street, Mountain View, CA 94041  
Phone: 650-903-6923  
Email: [kirstin.hinds@mountainview.gov](mailto:kirstin.hinds@mountainview.gov)

## **BACKGROUND**

The City of Mountain View's Visual Arts Committee (VAC) invites artists and artist teams working in a variety of media to exhibit their work in the lobby of the Mountain View Center for the Performing Arts (MVCPA) at 500 Castro Street, Mountain View, California, 94041, for the 2026-27 season. Exhibits are on view for approximately eight weeks and are seen by thousands of visitors attending MVCPA performances and events (learn more at [mvcpa.com](http://mvcpa.com)). Learn more about the City of Mountain View VAC and public art program at [econdev.mountainview.gov/public-art](http://econdev.mountainview.gov/public-art).

## **ELIGIBILITY**

The call is open to all professional artists and artist teams who meet the following criteria:

- Are 18 years or older (artists under 18 may apply with an adult sponsor).
- Reside in one of 11 San Francisco Bay Area counties: Alameda, Contra Costa, Marin, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.
- Have not exhibited at the MVCPA within the past three years, unless proposing a substantially new body of work.

## **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.

All applications must include the following:

1. **Current Resume:** Upload a current resumé, no more than two (2) pages in length to outline experience and background.
2. **Artist Website:** Provide links to your website and/or active artist social media accounts, if applicable.
2. **Images of Work:** Five to ten images with annotations (include title, date, medium, dimensions, weight of artwork) of the artists/artist team's work that is to be displayed. All images must be of art that would be exhibited for approximately eight weeks during the 2026-27 season (see below for exhibit installation requirements).

For assistance using CaFÉ, please contact WESTAF at 303-629-1166 or [cafe@westaf.org](mailto:cafe@westaf.org).

**Apply early.** Applications will be accepted through January 23, 2026, by 11:59 p.m. (PST). Applications will not be accepted after the deadline.

### **EXHIBIT INSTALLATION REQUIREMENTS**

Please review the following installation requirements carefully before applying. See Attachment 2 (MVCPA Visual Art Exhibition General Information) for additional details.

- 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.
- Art is hung along gently curved walls composed of 96-inch panels with visible seams. Works are hung from a picture rail approximately eight feet from the floor.
- Maximum dimensions per piece: Width: 60-inch (some flexibility for soft goods), Height: 84-inch, and Depth: 6-inch.
- Artwork should weigh no more than 20 pounds. Exhibits containing multiple heavy pieces must account for the total load on the hanging system. The MVCPA reserves the right to determine appropriate load distribution.
- Additional exhibition space may be available in the Mountain View City Hall Community Development Department Lobby. Maximum wall space: 7-feet wide by 4-feet high; Alcove space: 4-feet wide by 2-feet high.

### **EXHIBIT SCHEDULE**

The first exhibition is scheduled to begin on April 21, 2026. Each exhibition will remain on display for approximately eight weeks, depending on the number of artists selected. Exhibit hours are Wednesday through Saturday from 12:00 p.m. to 3:00 p.m. and one hour prior to public performances. While the City cannot guarantee availability, Artists may indicate in their application if they are interested in hosting a reception during their exhibition.

### **SELECTION PROCESS AND TIMELINE**

<b>Milestone</b>	<b>Date</b>
Publication	Week of December 15, 2025
Application Deadline	January 23, 2026
VAC Review Period	January 27 – February 6, 2026
VAC Artist Selection Meeting	February 11, 2026
First Exhibit Installation	April 21, 2026

City staff will review applications for completeness and eligibility before opening the review process to the Visual Arts Committee. Incomplete or ineligible applications will be declined. The VAC will score applications on a scale of one to seven (1-7), with seven being the highest score. Artists selected will work with City staff on contract and exhibit timelines.

### **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 Call for Artists does not constitute a binding contract or agreement between the City and the artist. Award of a contract is contingent upon a recommendation by the Visual Arts Committee and execution of an agreement with the City (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.

### **STIPEND**

Selected artists or artist teams will receive a stipend of **\$250** following completion of their exhibition.

### **CONTACT INFORMATION**

**For questions regarding the application process, eligibility, or exhibit installation, contact City of Mountain View staff:**

Email: [vac@mountainview.gov](mailto:vac@mountainview.gov) | Phone: 650-903-6923

**For CaFÉ technical support, contact WESTAF:**

Email: [cafe@westaf.org](mailto:cafe@westaf.org) | Phone: 303-629-1166 | [www.callforentry.org](http://www.callforentry.org)

**Please note:** City staff are available to assist with questions during regular business hours, generally **Monday–Friday, 8:00 a.m.–5:00 p.m. (PST)**. For technical support with the CaFÉ application, WESTAF staff are available **Monday–Friday, 8:30 a.m.–5:00 p.m. (MST)**.

We strongly encourage applicants to **APPLY EARLY** to ensure adequate time to address any questions or technical issues before the deadline.

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

## ATTACHMENT 1

## SHORT-FORM ARTWORK

## LOAN, EXHIBITION, AND CONSIGNMENT AGREEMENT

*(This form can only be used for artist exhibitions under \$3,000)*

This AGREEMENT is dated for identification this \_\_\_\_ day of \_\_\_\_\_, by and between the CITY OF MOUNTAIN VIEW, a California charter city and municipal corporation, whose address is 500 Castro Street, P.O. Box 7540, Mountain View, California, 94039-7540 (hereinafter "CITY"), and \_\_\_\_\_, whose address is \_\_\_\_\_ (hereinafter "ARTIST"), (CITY and ARTIST hereinafter collectively "Parties" or individually "Party").

ARTIST agrees to temporarily consign to CITY, and CITY agrees to grant ARTIST, temporary exhibition permission to display ARTIST's artwork at a public exhibition in Mountain View City Hall and/or the Mountain View Center for the Performing Arts. ARTIST agrees all sale of artwork during exhibition period shall be handled through the Center for the Performing Arts Box Office.

NOW, THEREFORE, in consideration of the mutual promises contained herein, CITY does hereby engage ARTIST to perform the services set forth herein in accordance with the following terms and conditions:

1. **Exhibition Site.** The exhibition site is \_\_\_\_\_, 500 Castro Street, Mountain View, California.

2. **Term.** ARTIST shall deliver ARTIST's artwork to City Hall, 500 Castro Street, Mountain View, California, for installation by \_\_\_\_\_, 20\_\_\_. The exact date of delivery shall be arranged between CITY and ARTIST. The exhibition dates shall be from \_\_\_\_\_ through \_\_\_\_\_. ARTIST shall remove ARTIST's artwork by \_\_\_\_\_, 20\_\_\_. The exact date of removal shall be arranged between CITY and ARTIST. Artwork installed at the exhibition site shall not be removed by ARTIST until the end of the exhibition period and as set forth herein, subject to Section 6 and Section 9.

3. **Installation and Removal.** CITY shall coordinate the installation and removal and shall assist ARTIST or ARTIST's representative with installation and removal, subject to CITY's availability.

4. **Compensation.** Maximum compensation to ARTIST for providing services set forth in the Scope of Work attached hereto and incorporated herein as Exhibit A, shall not exceed (including reimbursed expenses) \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

5. **Commission.** CITY will charge a twenty percent (20%) commission for all artwork sold by CITY.

6. **Relocation.** ARTIST acknowledges that CITY may, from time to time, relocate said artwork to another CITY facility for display.

7. **Fees.** Any fees charged by credit card companies, debit card companies, and/or their affiliates for processing payments for purchased artwork will be deducted by CITY from ARTIST's compensation.

8. **Taxes.** ARTIST is responsible for all taxes due on any sale by CITY.

9. **Notice of Termination.** ARTIST acknowledges that permission to exhibit the aforesaid artwork may be revoked at any time by CITY, and ARTIST further acknowledges that said artwork may be removed and stored. If the aforesaid artwork is not reclaimed by ARTIST within thirty (30) days of Notice of Termination, CITY or any of CITY's officers or employees may dispose of said artwork as they see fit. It is further agreed that a written request to reclaim the aforesaid artwork executed by CITY and mailed to ARTIST by registered mail at ARTIST's address hereinafter set forth shall constitute "Notice of Termination."

10. **Business License.** Prior to the execution of this Agreement, ARTIST shall comply with Article I of Chapter 18 of the Mountain View City Code. More information is available online at [www.mountainview.gov/our-city/departments/finance-and-administrative-services/billing/business-licenses](http://www.mountainview.gov/our-city/departments/finance-and-administrative-services/billing/business-licenses) or at City Hall, 500 Castro Street, Second Floor, Finance and Administrative Services Department Lobby.

11. **Insurance.** CITY agrees to provide insurance coverage for fire, vandalism, and theft for the artwork for the duration of the exhibition, including the installation and dismantling. At least two (2) weeks before the artwork is delivered to CITY, ARTIST shall provide a written description of the artwork, a photograph of the artwork, the value of the artwork, and the method of determining the value. In the event of damage or loss, ARTIST must provide a certified appraisal which will be used to determine the artwork's value for loss and insurance purposes. The insurance is based on the values provided by ARTIST for the artwork.

There is no recovery for artwork that is lost, stolen, damaged, vandalized, and various other events under One Thousand Dollars (\$1,000). The only recovery for ARTIST is from insurance proceeds, and there is a One Thousand Dollar (\$1,000) deductible that is the responsibility of ARTIST prior to receiving any recovery.

12. **Hold Harmless.** To the fullest extent permitted by law, ARTIST shall defend, indemnify, and hold CITY and CITY's officers, employees, agents, and volunteers harmless from any liability for damage or claims of same, including, but not limited to, personal injury, property damage, and death, which may arise from the acts or omissions of ARTIST or ARTIST's employees, contractors, subcontractors, or agents under this Agreement. CITY shall cooperate reasonably in the defense of any action, and ARTIST shall employ competent counsel reasonably acceptable to the City Attorney.

13. **Applicable Laws and Attorneys' Fees.** This Agreement shall be construed and enforced pursuant to the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of Santa Clara. Should any legal action be brought by a Party for breach of this Agreement or to enforce any provision herein, the prevailing Party of such action shall be entitled to reasonable attorneys' fees, court costs, and such other costs as may be fixed by the court. Reasonable attorneys' fees of the City Attorney's Office, if private counsel is not used, shall be based on comparable fees of private attorneys practicing in Santa Clara County.

14. **Entire Agreement.** This Agreement contains the entire understanding between the Parties with respect to the subject matter herein. There are no representations, agreements, or understandings (whether oral or written) between or among the Parties relating to the subject matter of this Agreement which are not fully expressed herein. If any attachments or exhibits to this Agreement are inconsistent with this Agreement, this Agreement shall control.

15. **Authority to Execute.** The persons executing this Agreement on behalf of the Parties warrant that they are duly authorized to execute this Agreement.

16. **Public Records.** The Parties recognize and acknowledge that CITY is subject to the California Public Records Act, California Government Code Section 7920.000 and following. Public records are subject to disclosure.

17. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this Agreement.

18. **Compliance with Law.** ARTIST shall comply with all applicable laws and regulations of the Federal, State, and local government, including, but not limited to, "The Code of the City of Mountain View, California." ARTIST specifically agrees to comply with any applicable laws, regulations, and/or guidelines relating to COVID-19, including, but not limited to, Centers for Disease Control and Prevention (CDC) guidelines, Santa Clara County Department of Public Health orders and/or guidelines, and CITY's protocols for contractors related to COVID-19 which are located at [www.mountainview.gov/our-city/departments/finance-and-administrative-services/purchasing](http://www.mountainview.gov/our-city/departments/finance-and-administrative-services/purchasing) and incorporated herein by this reference, as amended from time to time.

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IN WITNESS WHEREOF, this Agreement for artwork loan, exhibition, and consignment is executed by CITY and by ARTIST.

"CITY":  
CITY OF MOUNTAIN VIEW,  
a California charter city and municipal  
corporation

"ARTIST":  
\_\_\_\_\_

By: \_\_\_\_\_  
Community Development Director

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Taxpayer I.D. Number

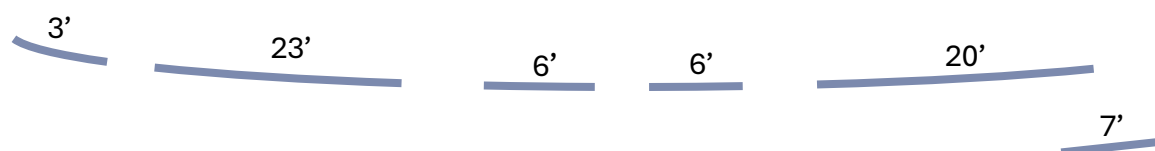


# ATTACHMENT 2

## 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.
    - For soft goods, the maximum height is 95 inches from the picture rail to floor.
    - For the 7' length exhibition space (bottom right on diagram), the maximum height is 100 inches from the picture rail to floor.
  - 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.



### 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.

**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.

**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.

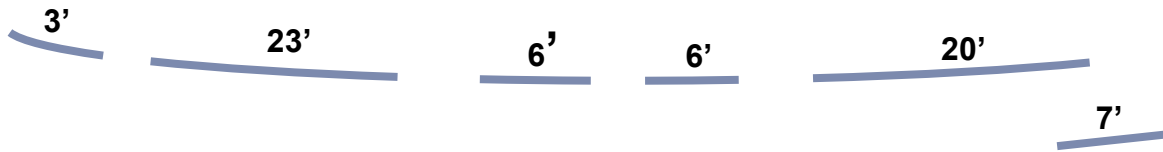
All sale and delivery arrangements will be made by the Center for Performing Arts with buyers. Any piece sold remains on display until the exhibition is over. Artist will receive proceeds from any sales within 30 days after the end date of the artist's exhibition.

**CONTACTS:**

For questions regarding the contract requirements and Visual Arts Committee questions, contact Kirstin Hinds by phone at 650-903-6923 or by email at [vac@mountainview.gov](mailto:vac@mountainview.gov).

Regarding the space, installation, or any onsite details, contact Orin Meadows by phone at 650-903-6568 or by email at [orin.meadows@mountainview.gov](mailto:orin.meadows@mountainview.gov).

## Examples of the MVCPA Exhibit walls and art placement.



3' section with info table.



23' section.  
(Two examples)



The two 6' sections (divided by a display dedicated for clients performing on stage).



20' section.

(7' section  
not shown.)