



# Frequently Asked Questions

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## Art Exhibit Selection Process

### **Q: What criteria do you use in selecting art exhibitors?**

**A: The selection of art exhibits for the Poway Center for the Performing Arts (PCPA) is selected by an objective panel of committee members.**

- Art Exhibitors are selected based on:
  - Artistic merit of the work to be exhibited.
  - Appropriateness for viewing by audiences of all ages, including children.
  - Variety and type of media exhibited from month to month.
  - Most recent previous exhibit at the PCPA by an applicant (applicants cannot be guaranteed acceptance for consecutive years, though they may still apply).
- Artwork exhibited must be a product of the individual or members or other affiliates of the applicant.

## Application Submittal Process

### **Q: What are the application submittal requirements?**

**A: An application must be completed in full. Please click [here](#) for the fillable application.**

- Please submit a minimum of ten images (email to [sbeeler@poway.org](mailto:sbeeler@poway.org) as jpg or png attachments) of art pieces or art typical of the work to be exhibited by the applicant. “Ten images” is the total, not a per artist count.
- Each image must be accompanied with a listing of the artist’s name, title of work, media, and size.

## Art Load In and Load Out

### **Q: How do we schedule the load-in and load-out of our art?**

**A: Upon your selection, PCPA Staff will provide you with your load-in/load-out dates and times.**

- Staff will be in contact with you before your load-in and load-out dates to confirm schedule.
- Load-in: You will have approximately two hours to bring your art into the building and consider your wall placements before qualified staff arrives to begin hanging your art.  
**Required:** A minimum of \*two hours of staff assistance is required for hanging your art. You will be charged \*\$48.00 (\$24.00 per hour) for this assistance.  
*\*Most hangs take approximately 2 hours, but it is possible for the hang to take longer depending on such factors as the number of pieces and the complexity of the hang. You will be charged for the minimum 2 hours of assistance plus additional assistance time, if necessary.*
- Should your group require staff assistance for the load-out, a fee of \$24 per hour will be assessed.



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## Hanging System and Exhibit Space

**Q: What are the designated exhibit spaces? What art hanging system will be used?**

**A: The Poway Center for the Performing Arts has wall space at the Lobby level and Mezzanine level. The art hanging system utilizes wires with adjustable hooks.** Click [here](#) for images of the PCPA Exhibit Areas and Hanging System.

- Prepare the frame wires with eyehooks and wire that is approximately an inch and a half to two inches from the top of the frame using at least one-eighth inch eyehooks or larger. The hole on the eyehooks should be parallel to the ceiling.
- We encourage you to visit our facility before your exhibit month. Seeing our lobby space in person, especially with current art on the walls, may inspire and inform the vision you have for your exhibit.

## Labeling your artwork

**Q: Are there labeling requirements?**

**A: Artists create their own labels by printing them on clear label stock that can apply easily to the PCPA lobby walls.**

Use **Avery 15663 Clear, Easy Peel Shipping Labels** or **Avery 18663 Matte Clear Shipping Labels**.

Here is the standard form for labels:

- Artist name
- Title and Date
- Medium & size of art work in inches
- Price info (if any)
- Keep labels simple. Consider using a QR code for more information.

## Displaying your work

**Q: Do you have display suggestions?**

**A: The best exhibitions are often those that have an organizing idea and clear point of view.**

**Here are some tips to assist you in showcasing your selected art works to their best advantage:**

- If you will be hanging art works by multiple artists in many different styles, sizes and media, try to identify over-arching themes and hang the works accordingly.
- You may choose to use signage and/or descriptions on your artwork labels to help communicate different themes. If no over-arching themes are evident, you can group art works by subject matter, size, and art technique.
- If your show includes awards or special recognition for certain pieces, you are welcome to display identifiers such as ribbons or additional labeling, etc., as long as they are easily removable from walls (**Scotch Removable Wall Mounting Tabs** work well for ribbons).



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### Advertising

**Q: How will the exhibit be advertised?**

**A: We get the word out. You get the word out.**

- We will post information about your art exhibit on our PCPA website [www.powaycenter.com](http://www.powaycenter.com), as well as our Instagram and Facebook pages. We use the brief description of your exhibit and single image you provide to us when you submit your application.
- You will provide information explaining the exhibit, brochures, business cards, price lists, flyers, etc., which we will place on the kiosk shelf designated for art exhibit information in our lobby. Information you provide should address questions by the public about the exhibit and the artists, and should include the name and telephone of the contact person for the sale of the artwork.
- During your exhibit month, we advertise your exhibit on the digital sign located at the corner of Espola Road and Titan Way.
- Prior to your exhibition month, an email will be sent to members of the public who have signed up for “e-Notify” through the PCPA's website.
- Quarterly, we feature upcoming art shows in our electronic Community Services Guide.

### Selling Artwork

**Q: Can I sell my artwork?**

**A: Yes! Absolutely! We hope you do!**

- Please note all sales transactions are conducted strictly between the artist and the buyer. Provide clear contact information for interested buyers (ex. brochure, business cards, price notebook, etc.) may be placed on the information kiosk located in our lobby.
- Sold artwork must remain on the walls until load-out.
- Group or individual artists exhibiting at the PCPA agree to collect and report all applicable sales tax on any artwork sold.



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## Viewing Times

### **Q: What are the Art Exhibit viewing hours?**

- **Tuesday, Wednesday, Thursday: 10:00 a.m. - 2:00 p.m.**
- **Friday and Saturday: 1:00 p.m. - 6:00 p.m.**
- **Closed Sunday, Monday, and major holidays.**

## **Important Parking Information:**

Please advise your patrons they will need a free, temporary parking pass when visiting the exhibit Tuesday through Friday. They should pick-up a parking pass from the Administrative Office before parking. To do so, park at the green curb in front of the glass lobby doors, enter the lobby, proceed to the office to obtain the pass, and then park in any spot marked "PCPA" in the parking lot located at the back of the building.

## Insurance

### **Q: Do you require insurance?**

**A:** Applicant, for themselves and the above-named group and all members thereof, agree to indemnify, defend, and hold harmless the City, its officers, officials, employees, and agents from and against all claims, damages, losses, and expenses arising out of Applicant's use of the PCPA, including (but not limited to) injuries (including death), illness (including but not limited to any and all claims relating to COVID-19), damages and losses to, or sustained by, Applicant for themselves and the above-named group; and violations of local ordinances, or state or federal laws and regulations (including those arising from claims of discrimination and compliance with state and local COVID-19 regulations and other related protocols and/or requirements). Applicant agrees that it is solely responsible for compliance with all application of COVID-19 regulations, protocols, and other requirements. Expenses could include attorney fees arising out of Applicant's use of the PCPA; damages for the failure to provide for such safety and welfare for the Applicant and the above-named group and all members thereof; or involvement with the Exhibition described herein, caused in whole or in part by any negligent act or omission of the Applicant, for themselves and the above-named group and all members thereof.

## **Questions?**

Email: [sbeeler@poway.org](mailto:sbeeler@poway.org)