



**EXHIBITION SPACES**  
**HANDBOOK**

CITY OF COSTA MESA  
2025

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**EXHIBITION SPACES HANDBOOK**

The City of Costa Mesa offers two exhibition spaces in City buildings which feature artists of all ages and all skill sets; **The Exhibition**, and the **Youth Art Wall**. This handbook will provide a brief description, the requirements to exhibit artwork and additional information for each space.

**THE EXHIBITION****DESCRIPTION**

**The Exhibition** was established in June of 2015. This exhibition space is located at the Costa Mesa Senior Center (695 W. 19th Street) on the second floor and in the stairwell, and is open Monday through Friday between 8:00am to 4:00pm. **The Exhibition** hosts three exhibitions per year, with each exhibition open for four months, and offers Orange County and Costa Mesa adult artists the opportunity to display and sell their artwork.

**DISPLAY METHOD:**

- Walls (5) have a wire hanging system
- Easels (5-10 depending on size) for smaller artworks displayed on platforms in the stairwell up to the second floor
- Approximately 400 square feet of space

**REQUIREMENTS**

- Application can be submitted online or in print form, provided below.
- Artist must be 18+ years.
- Artist must reside in Orange County. Preference will be given to artists that reside and or work in the City of Costa Mesa
- Any 2-dimensional or 3-dimensional artwork that can be hung from a hook/clip as part of a wire picture hanging system.
- Limit of 10 to 20 artwork pieces depending on the size of the artwork
- Artists are responsible for ensuring that their artwork can be hung or attached to a wall surface with a hook on a wire
- Artwork must remain on display for the duration of the exhibition

## GENERAL INFORMATION

Installation Month	De-installation Month
January	April
May	August
September	January

**Location:** Senior Center Second Floor and Stairwell

**Sales Allowed:** Yes - Purchaser contacts the artist directly

**Business cards:** Artists is responsible for keeping business cards available so potential buyers can contact the artist

**Benefit to Artist:** No fee to display, no commission taken for artwork sales

**Provided Promotional Materials:** A digital and print flyer will be created for the reception, print signage in the Senior Center on the first and second floor, exhibition details on the website, social media posts, and presented in the City Hall Snapshot and in the Senior Center monthly newsletter

**Labels:** The City will have labels created for each artwork and they will be displayed next to each artwork for the duration of the exhibition

**Contract:** Provided by City in the application, signed by artist

## RECEPTION

Receptions are typically hosted in the first week of the exhibition (January, May and September) and are subject to change pending the facility's schedule. Artists will work with City staff to determine a time and day. Light refreshments will be provided during the reception. Flyers for the reception will be created and printed and made available for the artist through hardcopy and digital. Artists are encouraged to promote this event to friends and family. Public viewing is available at the reception and during the Senior Center business hours, Monday through Friday between 8:00am to 4:00pm.

## YOUTH ART WALL

### DESCRIPTION

The **Youth Art Wall** was established to showcase the art of Costa Mesa youth through partnerships with nonprofit organizations and Costa Mesa schools. The **Youth Art Wall** is located in the lobby of Costa Mesa City Hall. Lobby hours are open to the public Monday through Friday between 8:00am to 5:00pm.

## **DISPLAY METHOD**

- Artwork is displayed on four 4 feet by 4 feet boards on the wall to the right as you enter the City Hall lobby
- Staples, strong adhesive and thumb tacks can be used to attach artwork to the boards

## **REQUIREMENTS**

- Application can be submitted online or in print form, provided below.
- Submitted artwork must be through a Costa Mesa Youth nonprofit organization or Costa Mesa school or school district
- Any 2-dimensional medium is encouraged, but 3-dimensional work will be considered
- Submitted artwork can be individual or group but must fit on provided boards
- Artwork must remain on display for duration of the agreed upon time specified in the application

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**EXHIBITION SPACES APPLICATION**

**EXHIBITION SPACE AND TIME FRAME**

Which exhibition space are you applying for (please choose one):

**The Exhibition** at the Senior Center (Artists 18+)

**Youth Art Wall** at City Hall (Artists 17 & under)

Which time frame are you interested in showcasing your artwork? Exhibitions are installed every four months (you can choose more than one option for flexibility).

January 1<sup>st</sup> through April 30<sup>th</sup>

May 1<sup>st</sup> through July 31<sup>st</sup>

August 1<sup>st</sup> through December 31<sup>st</sup>

Other: \_\_\_\_\_

**ARTIST INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, ST Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Facebook URL: \_\_\_\_\_

Web Site URL: \_\_\_\_\_ Instagram URL: \_\_\_\_\_

Please provide a short biography or description of your organization (required). You may also attach a Curriculum Vitae (CV) with education, exhibitions, gallery representation, etc. (optional).

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**ARTWORK INFORMATION**

Exhibition Title:

*Please provide a suggested title for the collection of artwork that you would like to exhibit. This may be used, in whole or in part, for promotion if your application for an exhibition is approved.*

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Exhibition Statement:

*Describe the main themes of the collection of artwork you wish to exhibit. This may be used, in whole or in part, for promotion if your application for an exhibition is approved.*

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Are you interested in hosting an artist workshop or artist talk? If so, please specify what you might be interested in hosting below:

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**Examples of your work:**

Please upload a Word or Excel document with photos of the artwork you would like to display. Please include: a title for each work, the medium and description, the size of the piece, and the price, if it is available for sale.

**PLEASE SUBMIT PRINT APPLICATION BY EMAIL to Arts Specialist OR BRING IN TO COSTA MESA SENIOR CENTER at 695 W. 19<sup>TH</sup> ST. Costa Mesa, CA.**



**ACKNOWLEDGEMENTS**

I have read and understand the requirements that have been provided in the handbook for City of Costa Mesa Exhibit Spaces.

Waiver & Release: I certify that the information contained in this application and attachments are true and correct.

I represent that I am the author of and owner of all rights in and to the Artwork and that I have the sole and exclusive right to make within the grant of rights, including but not limited to moral rights, that neither I nor anyone else has any contractual or other arrangements which will interfere with rights herein granted and warrant that the rights herein granted will not infringe on the rights of any third party and that the consent or permission of no other party is required by City in connection with the use of the Artwork. I agree to indemnify and hold City harmless from and against any and all liability, damages, claims and demands of whatever kind and nature, either in law or in equity, which arises or may hereafter arise from the City's use or display of the Artwork or in connection with the breach or alleged breach of my representation and/or warranty made hereunder.

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

## ART EXHIBITION RELEASE OF LIABILITY FORM

◆ Please initial below and sign at the bottom:

\_\_\_\_ Artist grants permission for exhibition organizers and staff to reproduce their name, information describing their work, representations of their work and any other information they have provided for the purpose of display, promotion and publicity either now or in the future.

\_\_\_\_ Artist agrees to install (setup, display, unpack and transport) their artwork to the designated exhibit space. The Artist also agrees to de-install (take down, pick up and pack) their artwork after the 120-day exhibition time frame at their own risk and expense.

\_\_\_\_ If Artist is not available on-site to install and de-install or transport their work, they give permission to the exhibition organizers and staff to do so on their behalf at their own risk and expense. Works left over 30 days past the 120-day exhibit timeframe become the property of the City of Costa Mesa.

\_\_\_\_ If requested, Artist agrees to pick up their artwork on the date and at the time and place specified by City staff.

**Release of Liability:** The City of Costa Mesa and its subsidiaries shall not be liable for any injury to Artist, their personnel, agents or employees or for any damage or loss of Artist's work, equipment or other personal property arising out of the above Art Exhibitions, the mounting and/or any other activities involved in the preparation and/or presentation of the Art Exhibitions. Artist agrees to assume all risk of damage to or loss of their own art from whatever cause. Artist further agrees to release and to hold harmless the City of Costa Mesa and their affiliated organizations, officials, successors, assigns, and agents (collectively "City") from any and all liabilities and damages to art work and/or persons as a result of any part of Artist's participation in the any Art Exhibition.

**Indemnification:** Artist shall indemnify, save and hold harmless the City from any and all claims, demands, causes of action and judgments, losses, costs and expenses, including but not limited to reasonable attorney's fees, arising due to the negligence of Artist, their employees, agents or other personnel hereunder, including but not limited to any representation, warranty, term and/or condition of this Agreement.

**Insurance:** Artist shall be solely and exclusively responsible to insure properly and adequately their work and property.

**Assignment:** Neither Party shall assign to transfer any of its rights or obligations under this Agreement and any attempt to do so shall be void and of no effect.

**Waiver and Effective Nullity:** Waiver by either party of any provision of this Agreement shall not operate or be construed as a waiver of any provision by such party at any time hereafter. The nullity of any provision hereunder shall not affect the validity or enforceability of the remaining provisions hereunder of the Agreement, which shall survive.

Artist intends to exhibit their artwork, in cooperation with the City of Costa Mesa Arts and Culture and City staff. Artists understand that the area where their artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening. With this understanding, Artist releases the City, its members, and its officers, from any liability for loss, theft, or damage to any piece of artwork or frame they submit.

**Sales & Commissions:** The Artist is eligible to make profit off of the sale of their exhibited artwork. The City of Costa Mesa does not take a commission from art sales.

**Installation Date:** \_\_\_\_\_

**De-installation Date:** \_\_\_\_\_

◆ *These dates are subject to change. Artist will be given advance notice.*

Artist or Organization Name: \_\_\_\_\_

Artist or Organization Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **CONTACT INFORMATION**

**Laurette Garner**

City of Costa Mesa

Arts Specialist

[laurette.garner@costamesaca.gov](mailto:laurette.garner@costamesaca.gov)

(714) 754-5322

Thank you for completing this application form and for your interest in exhibiting your artwork. If your artwork is selected you will be contacted via email. Please insure your email address is correctly displayed above.