



Indianapolis Airport Authority



# REQUEST FOR PROPOSALS (RFP)

## Temporary Exhibitions/Installations<sup>1</sup>

### Indianapolis International Airport

Indianapolis, Indiana  
Deadline: Rolling

### Summary of Opportunity

The Arts Council of Indianapolis, in partnership with the Indianapolis Airport Authority (IAA), invites artists and other artistic content providers / display authors to submit proposals for temporary (3-6 months) installations in the exhibition cases inside H. Weir Cook Memorial Terminal at Indianapolis International Airport (IND). ***This solicitation is for exhibitions to occur during 2018 and 2019.*** All installations must be durable, low-maintenance and suitable in form, material and content for a mixed-ages audience that will include young children. Preference will be given to Indiana artists<sup>2</sup> and to displays that engage and reflect the diverse culture and environment of central Indiana.

For the purposes of this document, “display author” refers to the individual who is developing and remains responsible for the display during the planning, on-view, and removal periods. This individual may or may not be the exhibiting artist.

### Information about the art program

The art program at Indianapolis International Airport displays high-quality, original works by professional artists. The exhibition cases are conceived of as “installation” environments rather than “gallery” environments. Development of creative, meaningful, unified, and site-specific concepts and presentations is encouraged. A professional curator is available to speak with you and help you develop your concept.

### Eligibility

Artists wishing to exhibit at the Indianapolis International Airport must be at least 18 years of age. All other factors being equal, preference will be given to artists physically located in Central Indiana at the time of display. The Arts Council values cultural diversity and encourages artists and organizations of varying backgrounds and experiences to submit proposals.

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<sup>1</sup> The policies and process outlined in this document are to be used for non-video proposals for interior spaces only. Please contact Lindsey Lord BEFORE you begin your proposal process if your project is a pre-curated traveling exhibition with a rental fee, a multi-artist project for which you are serving as curator, or if your project requires more than one year’s worth of development time and/or an extensive or long-term funding commitment from the IAA. Different processes and policies are used to solicit, review, schedule, and operate such projects.

<sup>2</sup> For the purposes of this process, an Indiana artist is one who was either born in Indiana, pursued higher education in Indiana, or lived in Indiana as an adult for a significant period of time. The IAA is particularly interested in engaging artists with a strong connection to central Indiana (defined as Indianapolis/Marion County and the following counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Morgan, Shelby).

## **Project Budget**

The artist is responsible for all costs relating to the exhibition or display. Costs that the artist may incur include, but are not limited to, the fabrication cost of the artwork; labor and expenses of transporting and obtaining or preparing exhibit furnishings such as pedestals, stands or mounts; preparation of artwork for display including, if applicable, framing two-dimensional works WITHOUT GLASS OR PLEXIGLAS; preparation and/or purchase of appropriate title signage; transportation of the artwork; designing and fabricating display signage and labels; and installation and removal of the display. **The IAA will provide a loan fee**, which artists may use to partially offset the costs to develop the installation. Loan fees will vary according to the nature of the project, but generally will not exceed \$750 per case.

## **Proposal Information**

Proposals are considered on a rolling basis. Proposals should be submitted a minimum of six months prior to the start of the desired exhibition or display period; however, a period of one year prior is preferred.

**Display period:** Displays may be on view a minimum of three months and a maximum of six months. The ideal display period is four months.

**Display location:** There are three exhibition cases. Currently two are located in the Ticket Hall near the entrance to Civic Plaza and one is located on Concourse B just beyond the exit from the security screening checkpoint. Additional installation locations may be considered based on the location suggested in the proposal and if the proposing artist provides his/her own closed and locked display cases; however, installation inside of the airport- provided casework is preferred.

**Display conditions:** Closed display cases provided by the IAA are well-lit and securely locked, but are not climate-, dust- or UV-controlled. Please keep this in mind when determining display contents, as the IAA will not be responsible for any damages or claims in connection to damages.

## **Display Policies**

**INSURANCE:** Displays are mounted entirely at the display author's own risk. The Indianapolis Airport Authority will not insure, or be responsible or liable for, artwork displayed on its premises or installation assistance provided by IAA or the Arts Council of Indianapolis, or for other non-art objects (such as pedestals and hanging equipment) related to the exhibition or display. For displays of extraordinary monetary value, the IAA reserves the right to request an itemized list of the value of each display item and/or a certificate of insurance from the display author citing the total value of the display contents.

**AGREEMENT:** The IAA and the display author will enter into a formal agreement indicating the conditions of the display. The Arts Council will provide a copy of the agreement for the display author's review and consideration prior to sending a signature version.

**APPROVALS:** After a work or group of works is accepted for display by the IAA, the artist/display author shall, at least 30 days before the scheduled installation date, present the entirety of the

proposed display contents (or photographic documentation thereof) to a designated Arts Council representative for review of its appropriateness and condition. The IAA reserves the right to deny or refuse display of any item, for any reason, and reserves the right to cancel the display at any time if cancellation is within the IAA's best interest.

**AESTHETICS:** The display author is responsible for designing the display to meet rigorous aesthetic standards. Each display must include professional-quality title signage (preferably vinyl text) and a framed or otherwise professionally-presented artist biography and statement with a headshot. The responsibility for producing these items shall rest with the artist. The production of a professional-quality handout or brochure is encouraged but is not required. The IAA must approve all printed materials, labels, and signage a minimum of 30 days prior to the scheduled installation date.

**INSTALLATION:**

- The artist is responsible for producing and/or gathering all display materials and bringing them to the airport for installation at a designated date and time. Installation will take place in a single session.
- Installations in the Ticket Hall are likely to be scheduled for after peak public traveling hours and will generally be between 8 p.m. and midnight, usually on a Sunday. Installations in the Concourse B case will take place during regular working hours (weekdays between 9 a.m. and 5 p.m.).
- The exhibition contents must be in good repair and able to withstand the rigors of public exhibition for the agreed-upon display period.
- Major equipment such as pallet jacks, lifts, and suction cups will be provided by the airport if not being used at the time and upon prior arrangement. Common equipment such as a ladder, hammers, levels, screwdrivers and hand tools are available for artist and Arts Council use; however, artists are responsible for providing their own appropriate hardware, as well as extra, specialized or unusual tools.
- The Arts Council will provide limited installation assistance, which will be shared among the installations being de-installed/installed on the specified date.

**ALTERATION:** After installation of a display, the IAA reserves the right, at all times, to request removal or alteration prior to the end of the scheduled exhibition period. The reasons for this may range from community discomfort with the contents of the display to a condition problem with the display contents or display furnishings.

**CANCELLATION OF DISPLAY BEFORE INSTALLATION:** The IAA reserves the right to cancel a scheduled installation at any time prior to the designated installation date should unforeseen conditions or situations arise. All attempts will be made to reschedule the display for a time of mutual convenience; however, if the display is time-sensitive, the IAA cannot guarantee a time slot for a substitute display.

**CLEANING:** The artist is responsible for responding within 36 hours to an Arts Council request to clean the inside of his/her display case at any time during the scheduled installation period. Cleaning requires advance coordination with the Arts Council for an assigned time to perform the work. Failure to respond to such requests may result in the installation's removal by the IAA before the end of the contracted exhibition period. Depending upon the location and nature of the installation, cleaning may take place during daytime operating hours or may be requested to take place after 8 p.m. to avoid disturbing the flow of passengers during peak

travel hours. Artists are responsible for bringing their own cleaning supplies.

### **Artwork Criteria**

Requests for consideration for exhibition will be evaluated first by the Arts Council, and then by IAA, who shall determine suitability in its sole judgment and discretion, on the basis of aesthetics; cultural and/or historic significance; community and/or regional interest; the ability of the IAA to display or properly care for the artwork while on the airport's premises; or other factors which may designate the display as desirable or not desirable. A proposed display that approaches a commercial message without substantial aesthetic, educational, or cultural content will be directed by the Arts Council to the IAA's business development department for review as a sponsor-paid advertising opportunity to be staged elsewhere in the airport.

### **Medium**

Displays may incorporate any medium that is safe for a public area and is within the weight capacity of the exhibition cases to accommodate. The IAA reserves the right, at all times, to restrict certain media based on the nature of the project.

### **Theme and Content**

The theme and content are at the discretion of the artist. Artists may choose to incorporate a narrative theme of local interest or may elect to present a proposal consistent with his/her past conceptual or thematic interests, aesthetics, and style providing it is appropriate to the nature of a public location. The theme of traveling, airplanes or aviation is also appropriate for display. Approaches taken may range widely as well: thought-provoking, informative, surprising, or humorous projects are just a few of the possibilities.

### **Subject Matter Restrictions**

Artwork placed in airports must take into consideration the sensitivities of the majority of the traveling public and common stresses about air travel. In addition, the nude human figure or sexually suggestive imagery will never be displayed at the Indianapolis International Airport. Also unacceptable are images or the suggestion of images depicting firearms, explosives, terrorism, blood or gore, aviation accidents, or any other images or statements that, in the public's view, could negatively reflect on the perceived safety of air travel. Electioneering, partisan, or other overtly political statements are not appropriate, nor are commercial messages or images that could be perceived by the public as a commercial message or endorsement of a business or commercial product. Images or statements that may be interpreted by the public as promoting a specific, identifiable religion or spiritual tradition are not appropriate unless it is in the context of documenting historic or contemporary landmark structures or individuals, or referencing well-known works of art of a religious nature. Finally, statements or images that, in the opinion of the IAA, may offend potential viewers if placed in a public setting (such as an airport) are not appropriate.

### **Selection Criteria**

Proposals submitted under this RFP will be evaluated by the Arts Council and approved by the IAA on the following criteria, listed in order of priority:

Artistic Merit: the aesthetics, concept, content, craftsmanship, and approach of the display and

the desirability of the display for the context of the Indianapolis International Airport, the City of Indianapolis and the State of Indiana.

Feasibility: the technical feasibility of the display within the terminal context.

Display Period: the amount of time the artwork would be exhibited at IAA per the submitted proposal.

Process: the likelihood of a smooth and pleasant collaboration between the display author(s) and the airport staff.

## Selection Process

The Arts Council public art staff will review all submitted proposals and may confer with its Public Art Selection Committee at its discretion to obtain guidance as to the desirability of each proposed project. Upon recommendation by the Arts Council, the IAA has the final say on whether a project will be accepted for exhibition. Artists will generally be notified of approval status within four to six weeks of submission.

## Submission Requirements

The display author's name and preferred contact information (phone number or email) must appear on each item. Items should be submitted in the order listed. A digital submission on a single CD is preferred, although paper submissions are acceptable.

A. THE ATTACHED PROPOSAL COVER SHEET, completely filled out. (you may request an editable version, or choose to reproduce the sheet exactly)

B. BACKGROUND INFORMATION

- **Current artist's resume or narrative biography.** This is not to exceed two typed pages.
- **Artist's statement.** This statement should describe the artists' general approach and past work. Please do not exceed one typed page for this statement.
- **Images of past work.** A minimum of four, but not more than ten, digital images of representative work completed within the last five years must be submitted. Do not submit slides or photographs. Images must be in JPEG format only, "high" or "fine" quality with image size approximately 5" x 7" or 7" x 5", and the file size not to exceed 2 MB per image. You may alter the PPI (pixels per inch) setting to obtain the proper file size; do not reduce to less than 72 ppi. Please do not submit PowerPoint slides or presentations, or images embedded in a PDF or word processing document. Image files should be numbered with the last name of the artist or team member and the number of the slide, e.g. "Smith-01". Video clips of past work should be presented in WMV or Quicktime format and should not exceed 0:30. One PDF document containing live links to third-party video hosting sites (such as YouTube or Vimeo) is acceptable in lieu of video files. Please submit all images and video clips on one CD.
- **References.** Please list three professional references, including complete contact information (name, address, telephone number, and email if available).

C. INFORMATION ABOUT THE PROPOSED ARTWORK

- **Narrative description of the artwork.** This should include the tentative title for the installation, a description of the theme, issue, content or concept; a discussion of the number

of pieces, materials, finishes, size, and techniques; electrical requirements if applicable; and anticipated method(s) of fabrication and installation of the artwork. This description is not to exceed five (5) typed, single-spaced pages.

- **Visual documentation of the contents of the proposed display, if available.** If the artwork is pre-existing, digital photographs of the artwork are acceptable; if the artwork does not yet exist, concept sketches in digital format (JPEG or PDF) may be submitted. These images should be submitted in the same format and on the same CD as the images of past work referenced under "B" above. If no visual documentation is available at this time, please provide a detailed description of the look of the proposed installation in the narrative statement.

## How to Submit

Submit all materials on one CD in the following formats: JPEG (images), WMV/Quicktime (video clips) and PDF (documents). If submitting narratives on paper, please submit on 8 ½" x 11" white unlined paper.

Please mail or hand-deliver your submission to:

Lindsey Lord, Artist Services and Special Projects Manager, Arts Council of Indianapolis  
924 N. Pennsylvania St., Indianapolis, IN 46204

You may, instead of mailing or delivering a CD, also upload your all-digital submission to a file-sharing service (e.g., Dropbox, Box, WeTransfer, etc.) and send a sharing link to [llord@indyarsts.org](mailto:llord@indyarsts.org)

Please do not email your submission! The Arts Council cannot receive large or numerous attachments, and the system may reject your attempt without notifying either party.

All materials submitted will become the property of the Arts Council and will not be returned. Neither the Arts Council nor the IAA will be responsible for any costs or expenses associated with submitting a proposal.

## Notices and Disclaimers

Be advised that materials contained in submissions responsive to this request may be subject to disclosure under the Indiana Public Records Act, IC 5-14-3 et seq. (the "Act"). Potential display authors claiming a statutory exception to disclosure of information under the Act must place all such information in a separate sealed envelope, clearly marked "Confidential" and must indicate on the outside of the envelope that confidential materials are included and specify which statutory exception provision applies. IAA reserves the right to make its own determination of confidentiality. If the IAA does not agree that the information designated as confidential should be withheld from public access under the Act, it will so advise the artist and may thereafter disclose the materials as required by law. The IAA expects that submissions in response to this request will contain sufficient non-restricted data to permit the review to proceed without delay for consideration of extensive claims of confidentiality. A claim of confidentiality that is strictly limited to the time period of the procurement action will not be a cause for rejection. Overly burdensome claims for exemptions from public access may cause the IAA to view the submission with disfavor.

The Arts Council of Indianapolis will make every effort to ensure the safe handling of submitted materials; however, it will not be responsible or liable for any loss or damage. Neither the Arts Council, the IAA, nor any person or entity, creates any obligation, expressed or implied, by issuance of this announcement or by receipt and consideration of any responses/proposals. The Arts Council and the IAA reserve the right to reject any applicant, artist or display author, or to terminate the selection process, at any time for any reason without prior notice. The Arts Council and the IAA also reserve the right to directly solicit proposals from individual artists or community groups or to invite artists to exhibit without submitting an initial proposal.

All decisions made during the selection process are final, with disputes subject to review only by the IAA's Board of Directors. By submitting this proposal, I/we agree to adhere to all the policies, procedures, rules and guidelines that

have been, or will be, disclosed to me/us by representatives of the Arts Council and/or the IAA. I/we understand that if I/we am/are selected to realize this proposal, all artwork is installed at my/our own risk, and I/we agree to release, indemnify and hold harmless the Arts Council of Indianapolis, the IAA, and their directors, employees and representatives, for any and all claims and damage to the displayed items and for any injuries to artist, artist personnel, or the public or property during the installation period(s), removal period(s), while on display, and during maintenance visits. I/we also agree to indemnify the Arts Council and the IAA for any claims and damage or injuries to third parties caused by the display; such indemnification shall not be limited by any insurance policies I/we may hold. Any damages that I or my representatives may cause to IAA premises or property shall be my/our responsibility to repair or replace, at my/our sole expense.

An agreement summarizing all applicable policies, procedures, rules, regulations, terms and conditions, including insurance and work-order requirements, will be signed between the IAA and selected artists prior to installation.