REQUEST FOR PROPOSALS (RFP)

Temporary Exhibitions/Installations
Indianapolis International Airport
Indianapolis, Indiana

Deadline: Rolling

Summary of Opportunity

The Indianapolis Airport Authority (IAA), in consultation with the Indy Arts Council, invites artists and other artistic content providers / display authors to submit proposals for temporary installations (4 months) in the exhibition cases inside Colonel H. Weir Cook Memorial Terminal at Indianapolis International Airport (IND). 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 (2) 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.

About the IND Art Program

The art program at Indianapolis International Airport displays high-quality, original works by professional artists.

The exhibition cases in the Ticket Hall and Concourses are conceived of as “installation” environments rather than “gallery” environments to showcase individual artists. The KIND Gallery is programmed as a space to highlight the arts community: we are looking for “edits” of group exhibitions shown in arts venues, group exhibitions by local artists with a defined theme, or exhibitions that showcase aspects of the Indy arts and culture scene.

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. Please contact kateo@indyarts.org for a consultation.

Eligibility

- Individual artists wishing to exhibit at the Indianapolis International Airport must be at least 18 years of age. Group exhibitions may include youth participants, as long as the display author is at least 18 years of age.
- All other factors being equal, preference will be given to artists physically located in central Indiana (defined as Marion and adjacent counties, plus other counties and towns served by Indianapolis International Airport) at the time of display.
• The IAA values cultural diversity and encourages artists and organizations of varying backgrounds and experiences to submit proposals.

1. The policies and process outlined in this document are to be used for non-video proposals for interior spaces only. Please contact the Arts Council BEFORE you begin your proposal process if your project is a pre-curated traveling exhibition with a rental fee, 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.

2. 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 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.

• 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 the artwork; 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 PLEXIGLASS and adding appropriate hanging hardware; preparation and/or purchase of appropriate title signage; designing and fabricating display signage and labels; and the artist’s labor to install and remove the display.

Proposal Information

Proposals are considered on a rolling basis. Send proposals 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, as the schedule is booked out at least six months to a year in advance.

Display period: Displays may be scheduled for a minimum of six weeks and a maximum of six months. The ideal display period is four months. KIND Gallery exhibitions are scheduled for six-month displays.

Display location: There are six enclosed exhibition cases and one gallery-style display space.
• Ticketing Hall (near the entrance to Civic Plaza): two large cases and two small cases
• Concourse A: one case and the KIND Gallery
• Concourse B: one case

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. The KIND Gallery display walls are protected, but are not locked or climate-, dust-, or UV-controlled. Please keep this in mind when determining display contents, as the IAA will not be responsible for any damages to the artwork 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. IAA will provide a copy of the agreement for the display author’s review and consideration.

**APPROVALS:** After a work or group of works is accepted for display by the IAA, the artist/display author must, at least 30 days before the scheduled installation date, present the entirety of the proposed display contents (or photographic documentation thereof)—including all artworks, backgrounds, and written texts—to a designated IAA representative for review of its condition and appropriateness for the airport context. **Once approved, no substitutions can be made.** 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) to be delivered with the artworks. The production of a professional-quality handout or brochure is at the artist’s option and expense, but the text and layout must be approved by the IAA in advance. Other exhibition materials (such as backdrops, special signage, etc.) may be provided upon prior approval.

**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.

● Installation is likely to be scheduled for a weekend day, and will generally be between 8 a.m. and 2 p.m. Some installations may take place on a weekday or in the evening based on the airport’s expected passenger traffic.

● The exhibition contents must be in good repair and able to withstand the rigors of public exhibition for the agreed-upon display period. Artworks must be dry. Framed works must be UNGLAZED (no glass or plexiglass) and delivered with any required hanging hardware already attached. Artworks that are not properly prepared upon delivery may be refused.

● Major equipment such as carts, pallet jacks, lifts, and suction cups will be provided by the airport if not being used at the time and upon prior notification that they are needed. Common equipment such as carts, ladders, 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 installation assistance, which will be shared among the installations being de-installed/installed on the specified date.

● Because they are behind security, installations in the Concourse cases and the KIND Gallery will require an advance background check if the artist intends to perform the installation themselves or assist the Arts Council team. Individuals on the no-fly list will not be allowed to perform an installation in these areas.

ALTERATION: After installation of a display, the IAA reserves the right, at all times, to require 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.

Artwork Criteria

Exhibition proposals will be evaluated according to the following:

● artistic merit: aesthetics, concept, craftsmanship
● cultural and/or historic significance
● community and/or regional interest
● the feasibility of the IAA to install, display, or properly care for the artwork while on the airport’s premises
● proposed timeline
● cost
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 to the IAA’s business development department for review as a sponsor-paid advertising opportunity.

Medium

Displays may incorporate any medium that is safe for a public area and is within the weight capacity of the exhibition area 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.

- The nude human figure or sexually suggestive imagery will never be displayed at the Indianapolis International Airport.
- Images or the suggestion of images depicting 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 are not allowed.
- 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.
- 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 never appropriate.

Selection Process

The Arts Council public art staff will review all proposals and may confer with its Public Art Selection Committee at its discretion to obtain guidance as to the desirability of a 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 application.

Application Requirements

Please provide your proposal via this online form.

The form requests the following information:

A. INFORMATION ABOUT THE ARTIST

- Contact information: name, email, phone number, address
- Artist’s current resume or narrative biography.
- Artist’s statement. This statement should describe the artists’ general approach and past work.
- Examples of past work: provide a minimum of four, but not more than ten, examples of representative work completed within the last five years. You may upload images as JPEGs or PDF documents, or in a single PDF document. Video clips should be provided as live links to an online location, in a PDF or Word document.
- Artists may elect to provide a link to their website or their blog site if all of the above information is contained there. Please do not provide a link to an Instagram page or a Facebook account.

B. INFORMATION ABOUT THE PROPOSED ARTWORK

- Narrative description of the proposed display. 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.
- Visual documentation of the contents of the proposed display, if available. If the artwork is pre-existing, digital photographs of the artwork are preferred; if the artwork does not yet exist, concept sketches may be provided. 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.

PLEASE NOTE: The total size of uploaded documentation must not exceed 25MB. This includes images, statements, and other documentation.

How to Apply

Please complete the proposal form here.

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 applications 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 Indy Arts Council will make every effort to ensure the safe handling of application 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 providing a 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 Indy Arts Council, 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.
For images of previous installations and technical specifications of the cases and KIND Gallery, email kateo@indyarts.org