



CALL TO ARTISTS



Holiday Tree Project





Ivanhoe Village District – Holiday Tree(s) Project

Call to Artists – Request for Proposals ‘Holiday Edition’

A. PROJECT DESCRIPTION

The Ivanhoe Village District, located in Orlando, Florida invites artists, to submit proposals for its 1st Annual Holiday Tree Project, intended to provide temporary art for public display within the Ivanhoe Village District during the holidays, utilizing 3-D Plywood canvases to be placed throughout Gaston Edwards Park.

B. ABOUT THE 3-D HOLIDAY TREES

1. Theme for Art: *Festive Holiday Stained-Glass Motif*
2. The dimensions of the “Holiday Trees” are approximately 4’x 8’ AND 4’x 7’ vertical triangles. Artist are responsible for painting both trees. Holiday Trees should be considered a package and should be complimentary not identical. (see example on Exhibit C)
3. The specific locations will be placed throughout Gaston Edwards Park. Final locations to be determined and will be provided to artist at later date.
4. Artwork must not contain religious references or symbols, political campaigns, copyrighted or trademarked material, or corporate or organizational branding.
5. Publicity• The Holiday Trees will be publicized in various media outlets, Facebook, and websites

E. ELIGIBILITY

1. This RFP is open to all professional artists and/or artist teams over the age of 18 working or living in the Central Florida Region.
2. All entries must be the original design and artwork of the entrant(s).
3. To be considered, each entry must be sent with a completed official entry form upon submission, and release of liability form once awarded.
4. Entries and all forms must be submitted together as a single package.
5. Painting must occur anytime between November 6th-18th in time for Ivanhoe Village’s Jingle Eve Event held on November 19th, 2022.
6. Artists may submit no more than three (3) designs for consideration.

F. CRITERIA

Artists and/or artist teams submitting qualifications should demonstrate a level of experience and professionalism that will commensurate with the project scope. Artwork will be selected on the basis of creativity, artistic merit, technical proficiency and relationship to the site.

G. MEDIUM AND SPECIFICATIONS

1. Artwork will be placed in a public place and must be suitable for viewing by all ages.
2. Painting is the only acceptable media for design submittal. High quality, low-sheen or semi-gloss external acrylic latex paint must be used. Safety and durability are primary concerns and are paramount in the selection of the artwork. Entries not adhering to these guidelines will not be considered. Artists are responsible for the cost of all materials required to complete the project.
3. The District will provide clean canvases, including prepping the trees with a base coat primer.

H. BUDGET AND TERMS

1. Accepted artists will receive an honorarium of **\$250**. (this is inclusive of all artist fees, supplies, and time spent.). Fifty percent (50%) will be paid at the start of the project and fifty percent (50%) upon the timely completion of the artwork.
2. Installation will begin only after design approval, and completion of all required liability and contract forms. Required notifications should be considered and coordinated with the proper authorities in advance of any work.

3. Final artwork should meet the approximate likeness to what was proposed. Deviation from what was originally approved by the selection committee shall require notification and approval from the design committee prior.
4. The City and artist each have the right to use photos of the finished artwork in any manner that helps promote the project, the artist, and the district.
5. Artwork for this project is considered a short-term installation and becomes the property of the City/District.
Ivanhoe Village District
6. The District/City reserves the right to modify or withdraw this RFP at any time.

I. SELECTION PROCESS

1. A selection panel will review applications received in response to this RFP. The panel will be comprised of artists, arts professionals, representatives of the City, businesses, resident's, and education communities.
2. The selection panel will select designs that meet the above criteria to the Public Art Committee for recommendation and submittal to Ivanhoe Village Design Committee for approval. Once designs are approved, contracts will be drafted and mutually agreed upon scheduled work may begin. Selection will be based on:
 - a. Artistic achievement and quality as demonstrated in the artist's résumé and images of previous projects (30%).
 - b. Appropriateness of the artistic approach, project design and narrative, and clear alignment with the goals of the project. This includes artist's overall skills, experience, and ability to work in similar media, scale, and budget (40%).
 - c. Level of creativity and imagination (30%).
 - d. Appropriateness of the artwork to the location with regard for the nature of the space and a broad audience with a variety of tastes.
 - e. Detailed inclusion of the artist(s) name, artwork title, and photo of the artwork may be featured on IVMS social media, City of Orlando website and other promotional materials.

J. HOW TO APPLY

All application materials must be emailed to: director@ivanhoevillage.org by the RFP deadline of 5:00 p.m., **November 01, 2022** with the subject line: IVD Holiday Tree Submission. Incomplete and late applications may be deemed ineligible and not be considered.

The complete Artists' submissions must include:

- A completed application form (**EXHIBIT A**)
- Assumption of Risk Agreement Waiver (**EXHIBIT B**)
- Proposed Artwork Design(s) on TEMPLATE (**EXHIBIT C**)

K. PROJECTED TIMELINE

- RFP open to Artists: October 25, 2022
- RFP Deadline: **November 1, 2022**
- RFP Review by selection panel: November 02, 2022
- Selected art announcement: November 03, 2022
- Artist Painting of Trees – November 6th – November 18th
- Completion of panel(s) - **November 18, 2022**

SUBMISSION DEADLINE

Application materials must be received on or before **November 1, 2022 at 5:00 p.m., EST**. Any application materials received after the date and time specified above will be rejected and considered nonresponsive and returned to the Artist unopened.

CONTACT

Please direct questions regarding this Request for Proposal (RFP) to:

Alex Englett, Executive Director,
Ivanhoe Village District
p: 321.888.1717;
e: director@ivanhoevillage.org



EXHIBIT A

IVANHOE VILLAGE MAIN STREET – HOLIDAY TREE(S) PROJECT APPLICATION

All application materials must be emailed to: director@ivanhoevillage.org by the RFP deadline with the subject line: IVD Holiday Tree Submission. Incomplete and late applications may be deemed ineligible and not be considered.

(Please Print)

Artist Name: _____

Home Address: _____

City: _____

State: _____

Phone: _____ Email: _____

Web Site (if available):

Assistants (if applicable):

I certify that I have created the attached artwork _____ (please initial).

Description of your design(s): (you may use a separate page for this description and attach a maximum length of ONE 8.5" x 11" page). Please include:

- Title of your design
- Description of the design
- Narrative about how the design represents the project criteria
- Any other relevant information



EXHIBIT B

IVANHOE VILLAGE MAIN STREET – IVD HOLIDAY TREE PROJECT RELEASE OF LIABILITY – ASSUMPTION OF RISK AGREEMENT

PERSONAL INFORMATION (Please print)

Full Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____
Emergency Contact: _____ Phone: _____

WAIVER ASSUMPTION OF RISK AND LIABILITY RELEASE

For and in consideration of (Name) _____ participation in the IVMS *Holiday Tree Submission Project*, I hereby voluntarily release, discharge, waive, and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death against Ivanhoe Village Main Street or any of their respective officers, agents, servants or employees, whether the same shall arise by the negligence of any of said persons, or otherwise, occurring to me and/or my team as a result of the participation in the Project/activities incidental thereto wherever or however the same may occur and for whatever period said use and/or projects/activities may continue.

It is my intention by signing this instrument, to exempt and relieve Ivanhoe Village Main Street, each of them and their respective officers, agents, servants, or employees from liability for personal injury, property damage or wrongful death caused by negligence. I am fully aware of the risk and hazards inherent in my and/or my team's participation in the IVMS project, as IVMS does not have any control over persons or vehicles, including without limitation, bicycles, that may travel adjacent to or within the path of my work area while painting the art panel.

I understand that serious accidents can occur during the participation in the IVMS project, and that participants can suffer serious injury or even death due to tripping and falling on the sidewalk, curb or gutter or interference from pedestrians and vehicles, including without limitation, bicycles, that may travel adjacent to or within the path of my work area while painting the utility box. I realize that no medical insurance is provided by the IVMS for any injuries that may occur to me and/or my team during the use of the city's facilities and/or during participation in the city's Project/activities. Nevertheless, I hereby elect voluntarily to participate and/or allow my team to use the IVMS facilities and/or participate in the IVMS project, and assume all risk of loss, damage, or injury that may be sustained to me during the use of the City's facilities and/or during participation in the IVMS project, or any activities incidental thereto.

I understand that this Release and Assumption of Risk Agreement shall apply not only to me and/or my team but also to my and/or their heirs, executors, administrators, next of kin, assigns, and successors.

Further, I agree to waive all rights I may have pursuant to the Ivanhoe Village Main Street and acknowledge that IVMS shall have the right to move, relocate or remove Artwork from the intended location as IVMS deems appropriate.

I acknowledge that I have read the foregoing and am completely aware of the potential danger incidental to my and/or my team's use of IVMS facilities and/or participation in IVMS project/activities and I am fully aware of the legal consequence of signing this instrument.

By signing below, I hereby certify that I am eighteen (18) years of age or older. (Please Print)

Sign Here: _____ Date: _____

EXHIBIT C

IVANHOE VILLAGE MAIN STREET – HOLIDAY TREE(S) PROJECT DESIGN TEMPLATE SAMPLE

Below are the typical holiday tree diagrams. Use it to design your artwork, as it would be painted in real scale. (Artist responsible for both Large AND Medium tree)

Use unique colors, bold graphics work well, along with bright images that can be seen from a distance. (Note: Trees should not be identical but be complimentary to one another)

DETAILED IMAGES of the Holiday Trees must be submitted on 8.5" x 11" paper separately (if required). You may create your own template for the design of your specific Holiday Trees (or use the templates as shown). Artists' designs should reflect an accurate resemblance of the finished artwork as it would be applied to the art panel.



**EXAMPLE OF HOLIDAY TREES
(LARGE AND MEDIUM)**

