



Please use this PDF application form to submit your expression of interest.

All applications must reach Hutt City Council by 5pm on Friday 7 June 2019.

The form once completed can be submitted to events@huttcity.govt.nz

* indicates the field must be completed

Group/Organisation Name (if applicable)

Contact Person *

E-mail Contact *

example@example.com

Mobile Number *

Postal Address *

Physical Address

Name Of Installation *

Price Category: *

Will you seek to get assistance from a 3rd Party? If so with whom, to what value and when will you know? *

Lighting Installation description (max 250 words) *

0/250

How is your installation interactive? (max 200 words)

0/200

What material(s) is your installation made from? (max 200 words) *

0/200

Were any considerations made to waste minimisation during the design and creation of your installation? If so please provide further information about this? (max 250 words) *

0/250

What technology is involved in the creation and display of your installation? (max 250 words) *

0/250

Please outline your health and safety plan. If not available, please state what hazards to the public the installation could create? *

How will the installation withstand wind, rain, sun, 130,000+ audience and the threat of vandalism? *

Is it likely components will need to be changed or replaced during the time the installation is at the event? If so what components, who will do this, how long will it take and how might this have an impact on the presentation of the installation at the event? *

Weight of Installation? *

Wind Loadings? *

Power Requirements? *

Method of install? (max 100 words) *

0/100

What are the artist/lender expectations for install and de-install? (max 200 words)

0/200

Provide an Artist(s)/Creator(s) Biography (max 500 words) *

0/500

Any Conflicts of Interest - Please provide details (max 150 words)

Any website links to demonstrate your portfolio?

Additional Documentation

Please note the following documentation will be required or help support your application. These need to be emailed with your submission.

Please confirm you have prepared and will supply the following (as appropriate):

- A detailed budget document for the loan of the the lighting installation *(Required)
- Images/concept drawings of the installation* (Required)
- Additional images and video's from the artists/creators portfolio (Optional)

Terms and Conditions

Please read carefully the terms and conditions as outlined below.

As part of the assessment process the team has the right to seek clarification from any applicant in relation to their application, to waive any irregularities in any application and to amend decision dates at its discretion.

Installations will be assessed based on the following criteria:

- Quality design
- Alignment to the theme - 'Lost'
- Suitability to location and durability
- Interactive elements being suitable for large audiences
- Feasibility
- Value for money
- Creativity and uniqueness
- Suitability for all audiences
- The story/message of the installation
- Technical requirements
- Potential health and safety, and vandalism risks

The HighLight teams decision is final and no correspondence will be entered into.

Applicants acknowledge that the HighLight team are not required to give reasons for any decision relating to the EOI process.

Successful applicants will be required to enter into a loan agreement with the Council.

Please accept terms and conditions *

I accept the terms and conditions as outlined in the form above.