Adelaide Airport Limited

Art, Displays, Exhibitions & Events

EXPRESSION OF INTEREST

April 2015

1. Introduction

Adelaide Airport Limited (AAL) is committed to ensuring its staff and facilities, deliver on its corporate vision and in the context of own Policy and Guidelines; do, what is reasonable to ensure:

> *'Adelaide Airport will be a successful, modern and vibrant Centre and Gateway, promoting the economic benefits and cultural experience of South Australia.'*

Using Adelaide Airport's public space for the arts; displays, exhibitions and events is seen as an integral way in which Adelaide Airport can deliver on its vision. By making our facilities guidelines available to interested parties, it is our intent to be open and consistent in our communications with our stakeholders while enhancing our ability to deliver safe and successful outcomes,

AAL recognises the integral role the arts; displays, exhibitions and events can play, in enhancing the vitality of Adelaide's gateway, T1 and, has a corporate and retail plan, that schedules art forms, events, exhibitions, displays and promotions throughout the year to achieve its objectives. From time to time however; opportunities in the programming will become available for individuals, events and organisations to utilise the facilities and the space, in keeping with the Adelaide Airport Limited vision, and these guidelines.

The operating environment of AAL is such that safety, security, and risk management are integral to the planning of any artistic activity, display, exhibition, event or, the scheduled use of the Terminal for filming, promotion. These guidelines have been developed to assist organisations, individuals and community groups, prepare their registrations of interest accordingly.

AAL operates to a set of guidelines for its public spaces, a summary of which is included at the front of this registration of interest; so as to inform potential applicants of key considerations that relate to the use of T1 facilities. It is highly recommended that potential applicants view and consider the site prior to making an expression of interest.

All applications are assessed by AAL prior, to approval.

2. Definition

For the purpose of any register of interest, the following definitions are provided.

2.1 Art

Art for public space will be accessible to a wide audience and may include:

Visual art: paintings, prints, murals, sculpture, photography
Craft: glassworks, woodwork, textiles, jewellery
Design: interpretive signage, furniture, fashion
Multimedia: audio, graphics
Performance: movement, instrumental, vocal
Other: floral art, exterior landscape, installations

Art may be permanent eg) a statue, temporary, eg) a mime artist or, ephemeral, eg) an ice sculpture, or a lighting installation.

Art would be used to:
- Enhance the 'space' or environment – add vitality, make it interesting
- Tonal imperatives may play a role, in that bright colours would be preferred.

2.2 Exhibitions

A collection, that relates to a theme by one or more artists or, a collection of works by one artist and is :-

Planned: placement of each piece is planned with supporting narrative
Programmed: works will generally be on display for a pre-determined time
Promoted: may be part of another event or program

Exhibitions would be used to:

Provide an unrivalled venue for the promotion of visual artists in South Australia and promote the cultural experience of SA.

2.3 Displays and Promotions

Displays may be diverse in nature, duration, content and portability. They need to be self-explanatory in terms or signage and narrative and be self-contained. Initiatives will predominantly support or add, to an existing corporate or retail supported initiative such as: Sporting, cultural or community initiatives or a retail initiative linked to a promotional theme eg panda face painting.

Displays would be used to achieve:

Impact and interest

Scale has been determined as key for the public spaces available in T1. Displays also need to promote SA success on the National and International stage and re-enforce T1's gateway status through their uniqueness.

Create themes

Hanging displays and visual art need either a headline theme that can be temporarily linked to the collection or, a narrative adjacent to or both. Third party requests for **promotions** are restricted to the promotion booth and similarly would be expected to relate to a campaign or event so as to enhance its success.

2.5 Events

Events would be defined by the fact they occur at a set time, for a purpose with invited attendees, often including hospitality and may include:
- Exhibition opening or performance (static or, roving).[1]
- Press conference or, New Airline Launch

2.6 Signage

Signage has applicability to these guidelines in the context of interpretive signage. For examples, an art initiative must have signage so as to both acknowledge the artist but also, to enhance the viewing experience with a narrative around the work.

All advertising media from a third party is referred to EyeCorp as the contracted licensee of AAL.

2.7 Film Production

Film production in the context of these guidelines, relates to third party use of T1 to obtain footage for non news-media, purposes. Film production companies must apply and if successfully supported, complete a location agreement. The same requirement applies to weddings.

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[1] Roving performances in consultation with Terminal Operations, need to agree a path, area and or floor level/s to operate on. In doing so, high consideration will be given to the retail precinct.

3. Criteria for use of Facilities

Overall, any use of AAL facilities will need to give consideration to some or all, of the following before, submitting a Registration of Interest.

Registrations of interest will be considered from South Australians in the first instance. Applicants, who have applied previously, may re-apply.

Broader considerations include:
- The nature of the art work or initiative must be able to be maintained independently and be of, high quality. Quality, relates to creativity, uniqueness and standards of presentation and execution.
- The thematic merit of the initiative (e.g. sustainability, SA's culture)
- The suitability of the work in relation to scale, colour, form, material for the location and audience suitability (i.e. be non-offensive).
- Professionalism, track record and or repertoire of performers or production companies.

Specific considerations include:

Induction & Visitor Pass
- A terminal induction and visitor pass is required prior to commencing work.

Timing
- Timing requirements for the proposed activity should include installation, set up as well as the proposed duration of the activity and dismantle time.
- Specific timing for any installation work will be determined by AAL and will incorporate induction and security requirements prior to site access.
- It is recommended that interested parties submit a registration of interest **no less** than three months prior to the proposed initiative.

Security
- All people and goods entering into the sterile area of the terminal (which is the majority, of public space in the terminal) are subject to security screening.
  Access into sterile areas & after hours must be planned if required.
- A list of what can and cannot be taken into a sterile area can be provided.
- Any art work, display/event/performance must comply with all airport security requirements and must not interfere or impact on security systems (including CCTV).

Tools of trade
- All tools must be signed into the sterile area at a security screening point and must also be signed back out of the sterile area once work is completed. Any person using tools in the terminal will need security escort at all times. This must be arranged by the applicant direct with ISS security in full consultation with AAL. Costs are associated with these arrangements and would be the responsibility of the applicant.

Safety
- Specific equipment will be required where heavy loads are being transported across tiled areas e.g. - pneumatic tyres, etc.
- A Risk assessment may be required at the request of the Terminal Operations Manager. This would normally be part of the application process.
- Art works and displays will need to be robust (artworks that are fragile may be inappropriate), and have no protrusions or sharp edges.

Signage
- Signage/Displays – there must be no adverse impact to line of sight of directional signs, Flight Information Displays Screens, or retail tenancy signage.

Building works
- Building approvals - under the Airports Act and Regulations, building activity at Adelaide Airport must be approved by the Airport Building Controller who assesses building activity for compliance with relevant standards. Please be mindful that the simple insertion of a nail for a hanging display requires a BA. Any such requirement need to be identified to the best of the applicant at the time of the application. Forms and procedures for this process are available on request.
- Electrical considerations – if there is a requirement for access to power this must be identified with the application
- Preferred contractors
- Depending on the type of work to be undertaken, AAL may nominate a preferred contractor to be engaged to ensure airport security and safety requirements are met.

Insurance/Liability/Indemnity
- The display of goods, art, services, events, filming and promotions by a third party requires insurance coverage, and other obligations as specified by AAL.
- Certificate of Currency for Public Liability Insurance to the value of $20 million must meet full AAL requirements as set out in a license or location agreement as specified by AAL based on the nature of the Registration of Interest.
- Documentation must be signed and agreed prior to final approval.
- Insurance needs are individual, so it is recommended that applicants obtain professional advice. The following references have been provided purely for information purposes only.
- National Association for the Visual Arts **(**NAVA**)** has an insurance facts sheet at :- www.visualarts.net.au/advicecentre/insurance/typesofinsurance
- City Rural Insurance offers short term insurance. Details on their website.
- Craftsouth is an organisation that offers short term insurance to its members.

Equipment/Displays
- All equipment and display items must be provided by the applicant however will need to meet certain standards. Preferred contractors may apply e.g. Adelaide Expo Hire.
- Written details including visuals of equipment with dimensions must be part of the preliminary / planning documentation.

Operations
- Passenger facilitation and flows should not be adversely impacted.
- Events/media calls need to be mindful of operations volumes when making speeches etc and must not interfere with volume levels of Public Announcements.

Costs that may be involved by applicant
- Cleaning (during and post use)
- Delivery and Installation, Set up, Breakdown and Removal
- Security guarding (escorts, set up, removal etc)
- Building Approval application fee
- Parking charges
- Hire (rooms etc)

Car Parking
- Permits are required to use contractor area and are provided on a short term basis for deliveries only. Otherwise, public car parks should be used as a general rule
- Pick-up drop-offs – security restrictions apply at the terminal face. No parking at any time without specific approval of the Airport Services Manager.
- The loading dock is to be used for all deliveries. Deliveries must be accepted by the relevant person at the loading dock and cannot be stored for any length of time in this area.

Filming
- Any of the security screening points must not be filmed at any time for security reasons.
- Any filming of airline branding or staff must be approved by the airline's management. This would be the responsibility of the applicant,
- Film requests may require approval from Border Agencies or other terminal stakeholders depending on the location.
- Filming requests will require a location agreement to be completed.
- Adelaide Airport has a standard policy of requesting a donation for its nominated charity - the Royal Flying Doctor Service – for all non-news media filming at the Airport.

Storage
- Storage is not available within T1.

Licence and Location Agreements for site use
- The promotional booth located on Level 0, as with all major areas within the terminal has a schedule managed by AAL's Retail Marketing Manager.
- Depending on either multiple use visits at specific times (such as a programmed performance) or a limited visit requirement for specific site use of AAL facilities such as a display or filming requires, a licence or, location agreement to be entered into between the parties.
- Any such agreement requires prior approval and is contingent upon a number of considerations which will be set out to the applicant should the registration of interest proceed.

4. Expression of Interest Form

Please address all points as best as possible and attach visuals that will be of assistance.

1. **Outline the proposal including any considerations as to where your proposal would be suited, relative to the site.**

2. **The type of display mechanism/support materials**

3. **Describing the artistic work, visually and any themes or concepts it relates to including South Australian content.**

4. **Does the work encourage interaction?**

5. **Summarise the visual support material (content and presentation).**

6. **Estimated value of any art work if known e.g. catalogue verification if it has been exhibited previously.**

7. **Relationships with existing arrangements – e.g. requirement to advertise a gallery, or promoter, sales management plan.**

8. **Name and contact details of applicant (clarify which entity and or organization is intending to take legal responsibility).**