

LAMBERT ART AND CULTURE PROGRAM

EXHIBITIONS PROGRAM: REQUEST FOR QUALIFICATIONS

Temporary Exhibitions for 2018-2021

Questions and Answers

- For the work we are considering, we have hanging space requirements of 22 1/2 feet (wide)...so it looks like that could work in T2 areas 2, 4, 5, 6, or 7. Is that correct? Would it work anywhere else?
 - You are correct, the T2 E33-34 Gate areas 2, 4, 5, 6, or 7 each have 25-27 feet of contiguous hanging space. The Lambert Gallery West has even more hanging space, though not all contiguous, there is one wall which is 25 feet in the Lambert Gallery West.
- Is art in these spaces protected (e.g. glass) from being touched?
 - The only covered spaces are more object driven and utilize vitrines (Lambert Gallery East and the T1 Ticketing Lounge) the spaces for two-dimensional work are not covered or protected, including the areas in question: T2 E33-34 Gate and Lambert Gallery West.
- Is it possible to go see the space without an airline ticket?
 - The Lambert Gallery West and Lambert Gallery East, T1 Ticketing Lounge, T1 A Wall, T1 Lower Ramp Light Boxes are in pre-security areas and can be visited anytime. The T2 East and West Walls and T2 E33-34 Gate Area are post-security and require an escort or ticket. If you are selected to show your work, we will make arrangements for a site visit. Here is a press release about the current exhibition in the E33-34 Gate area with photographs for your reference: <https://www.flystl.com/newsroom/stl-news/2017/wildwood-press-opens-large-scale-prints-exhibition-at-stl>
- Can the artist CV be attached in the email as a separate document, which would exceed the two- page minimum?
 - As an independent artist, you can think of the Exhibitor Profile as a brief cover letter and resumé, which should include the information requested. The description of the Exhibitor Profile is a little more open-ended in the request since we are also asking for qualifications from curators and organizations. Please try to meet the page limits, but know that your qualifications will not be rejected solely for going a little over the page limits.
- Can I submit a proposal as an individual artist, and an additional proposal as an artist collaborative team?

- This is fine, particularly if you would be requesting to show two very distinct bodies of work.
- The name that should appear on the Liability Certificate
 - The name and address for the certificate of liability does not have to be completed for this stage of the selection process. Only if you are selected and we have worked on a final proposal with set dates for the exhibit will we begin to address the insurance. It's something we will discuss with all selectees.
- The address that should appear, do we mail or email.
 - The name and address for the certificate of liability does not have to be completed for this stage of the selection process. Only if you are selected and we have worked on a final proposal with set dates for the exhibit will we begin to address the insurance. It's something we will discuss with all selectees.
- Can new work be made for upcoming exhibitions? I can submit images that will relate to the type of work I am interested in making.
 - New work is not excluded. The committee will look at your existing work, however, on whether to invite you to propose your new work.
- Are works on canvas allowed or discouraged, or would they need to be framed?
 - Also, canvas is not discouraged. However, you must be comfortable with your work to be in a public setting and durable enough to withstand that setting. The Airport has foot level barriers in a few of our locations to discourage any contact with the art, but there are instances where public may not heed that warning. Ultimately, it's up to your comfort level.
- Is there any possibility of video monitors or projections?
 - There is no specific location or ability to display video in our exhibit areas, however, we have had artists install television monitors in a couple of our exhibition spaces. You would need to provide all you own technology and would want to keep in mind the scale and the IT issues that could arise. Unfortunately, the exhibitions need to be able to function basically maintenance free for the duration of the exhibit as the Airport staff's time is already tightly stretched and some of the spaces are remotely located and not easily monitored. For example, television sets on open walls have been turned off or too small to make an impact. For projections please note that we would need to work out electrical requirements, but also the ambient lighting in most of the spaces is relatively high at all times. The Lambert Gallery West might have a wall with lighting that would be adjustable for a projection, provided that electricity is accessible. You would be able to see this space in the RFQ or visit the airport since this is a pre-security area.
- I would like to confirm the dates for the Lambert Gallery West exhibition. Are they November 2019 through November 2021?

- The exhibition dates have not been established but they'll run six months anytime between late this year and Nov. 2021. Once exhibitors are chosen, then the Airport will work on a full calendar, with input from the exhibitors, to determine the exhibit dates.
- Can I submit my entire application as one pdf file or should each component be submitted as individual documents?
 - We would prefer a single pdf as a submission
- I am currently student teaching at a local high school where the students are working on some incredible photography projects. Is the RFQ limited to professional artists or would a student proposal be allowed?
 - There is nothing limiting you to submit on behalf of your high school, if you have the school's blessing. All submissions will be reviewed by the Airport Art Advisory Committee and selected based on the submission (past work or representative work) along with how the artist's or organization's work will fit in with preference exhibit locations and/or scheduling- many overall factors.
- Can I simply add the liability to my insurance and provide a certificate? My insurance agent says yes, I am just checking from your point of view. The prospectus says "assistance available". Can the W9 be to an individual since this group is not a LLC or Not For Profit?
 - If selected to exhibit, we would work with you on a more definitive proposal. That would include the details of who we would assign the exhibition agreement to. In many cases it's an organization. In your case, you could potentially propose to be the signing authority as an individual any agreement for the exhibition, and thus the insurance could then link up to your name as well.
I say this without it being fully reviewed yet and we wouldn't review until we go through the selection process, and then work with you on a proposal.
The bottom line is that your insurance company provides us the assurance that there is liability coverage on your behalf for when you or your associates are on-site installing/de-installing in case something happens.
- I am looking to work with a few fellow artists on a proposal, but I know we each don't have the following: May have to have a current City of St. Louis business license in order to receive payment for exhibition (for payments over \$1000). By not having, will this automatically disqualify us?
 - The Business License is not a requirement for being selected for an exhibit, but usually needed to process payments over \$1000. You are encouraged to apply for the exhibit and depending on the exhibition scheduling will have time to get a business license or contract under a licensed entity.
- What exactly does curatorial fee mean? Is that the payment artists and curators alike receive for their installation, or do the artists have to pay the curators that fee to install?
 - It is the payment that artists and curators alike receive for the exhibition. Exhibitors often act as curators for group collections, particularly for the larger spaces in the RFQ (Lambert Gallery East and West), so we may refer to the payment as a curator fee. You

would be responsible for the installation and will receive the payment amount listed for the specific exhibit space, whether you are an artist or curator.

- What does providing a certificate evidencing general liability insurance in the amount of \$1,000,000 mean? That seems very expensive. How do artists go about getting a \$1,000,000 liability insurance? Please provide more details.
 - Anyone performing work at the airport, in this case installing or de-installing artwork has to be covered by general liability insurance during the installation and de-installation. It should be relatively easy to have this added to an existing policy for the short install/de-install period. Please note that this is not required at this time, you do not have to include this with your qualifications. If you are selected for an exhibit, we will work with you on this requirement, we do have assistance available.
- Is insure the exhibition based on wholesale value while they are installed and on display at the airport included in the general liability insurance language?
 - The Airport will insure the artwork for the wholesale value for the duration of the exhibit, however, you are responsible for any necessary insurance during the installation and de-installation. If it is your own artwork, you may not feel the need to insure the artwork during the install and de-install, however, the Airport is not responsible for any damage that occurs while you are transporting, installing or de-installing the artwork.
- Artists may have to set up an account with the city of St. Louis Earnings Tax Account in order to receive payment for exhibition. Please provide more info.
 - The payment will come from the City of St. Louis, if you are a City resident or have worked in the City, you will likely already have a St. Louis Earnings Tax Account. Again, not required at this time for sending your qualifications.