

# LIGHT CITY

## BUDGET GUIDELINES 2018

Produced by

**BALTIMORE**

OFFICE OF PROMOTION & THE ARTS

Arts • Events • Film

**Proposals for the BGE Light Art Walk are required to have an all-inclusive budget for full review by the Light City jury. The budget items should include every element needed to bring to fruition the installation proposed. To assist with some of the cost-finding, please review the items below and include all appropriate items in the submitted budget.**

### **Artwork Raw Materials**

This area of the budget should cover any item or cost associated with the raw materials needed to create the proposed artwork. This can include things like wood, metal, plastics, fiber or other tangible materials. This may also include LEDs and other lights, software upgrades, media players, etc.

### **Studio Equipment Rental**

These items refer to specialized machinery or tools that need to be sourced for fabrication to complete the proposed artwork.

### **Artwork Shipping/Delivery**

This includes all costs for the artwork to arrive and depart from the festival site. Local transportation should be considered, and the cost of fuel or a truck rental should be calculated.

#### *Water-Based Works*

Applicants proposing water-based works must draft an install and de-install plan and include the costs associated with any water-based installations in the submitted budget. Due to the nature of these projects, applications should include:

- floating apparatus that house the art work or is required for its installation and deinstallation (floating dock, barges or other custom fabricated floatation platforms).
- towing of the floating apparatus and/or artworks into location.
- Information about the operator or partner responsible for the towing in and out of location during installation and de-installation.
- Boat rentals for installation, maintenance during the festival and de-installation, as well as for placing buoys to cordon off the artwork in the waterway, which allows vessels to navigate safely around the installation as required by the U.S. Coast Guard.

#### *Notes to remember regarding water-based proposals:*

- Barge rentals can cost as much as \$12,000 for the rental and transport; artists are encouraged to discuss their needs with a marine operator to estimate the total cost of rental and transport.
- Small boats for install should have an outboard engine for ease of navigating and maneuvering the artwork into place. Small craft vessels like canoes and kayaks may work based on the needs of the project, but are not recommended for larger scale water installations.

### **Artist/Artists Team Travel and Accommodations**

This should be inclusive of all costs; including transportation to and from the festival from outside the area, any transportation needed while in Baltimore, accommodations while in Baltimore, and any modest incidentals.

Artists or a representative will need to be on-site during all necessary installation and de-installation dates, as well as for the run of the festival. As such, costs associated with being on-site for this duration should be factored into the budget line items in this section.

### **Space Rental for Assembly or On-Site Fabrication**

Artists should factor into their submitted budget the costs associated with the installation stage of the project. If an installation requires extensive fabrication on-site or requires extensive space to assemble segments of the installation on-site, these costs should be noted in this section. Please note that space within the festival footprint is limited, and artists should plan a bulk of the fabrication prior to arriving on-site.

## Installation and De-installation Equipment Rental

These line items are designated to cover the cost of equipment needed to install and deinstall the artworks. Applicants are encouraged to discuss their needs with a supplier, such as Sunbelt, who can best advise the length of the equipment rental, which may be up to three weeks if necessary. Sunbelt operated as the heavy equipment vendor for Light City in 2016 and 2017, below are their approximate costs:

- Scissor Lift<sup>°</sup>: \$200/day
- Forklift<sup>°</sup>: \$250/day
- Crane: \$900/4 hour rental
- Articulating Boom Lift<sup>°</sup>: Starting at \$400/day

\* These equipment rental prices are estimates. The size and load capacity of the equipment will dictate the final cost.

° Applicants are also encouraged to consider factoring in the cost of an operator if the artist themselves do not hold an operator's license. Operators hourly wage are estimated below in the "Additional Labor" section.

## Production Equipment Rental

These line items are designated to cover the cost of equipment needed in the final presentation of the artwork. Items may include projection and sound equipment, screen rentals, VR headsets, etc. There are several production companies local to the area, and Light City worked with PRG for the 2016 and 2017 festivals.

### *Projection Equipment*

These figures include all scaffolding, weatherproof housings, cabling, freight and labor costs associated with the rental. Although each project is unique and some of these costs may change slightly, please use the figures below as an estimate. The extra costs associated with lenses will vary based on the needs of the project.

- 7,000 Lumen Projector and Rigging:  
Approximately \$10,000
- 12,000 Lumen Projector and Rigging:  
Approximately \$15,000
- 20,000 Lumen Projector and Rigging:  
Approximately \$18,000
- 30,000 Lumen Projector and Rigging:  
Approximately \$22,000

These costs do not include the cost of a screen. In some cases, the projected image can be thrown to an existing wall or façade within the BGE Light Art Walk footprint, artists are encouraged to consider how the architecture and infrastructure of the footprint can be incorporated into their proposals. Screens can range in price from \$1,000 to \$5,000 depending on size and material.

These costs also do not include any media players used for the image projection. Media players range in price and capability, therefore artists are encouraged to research options that work best with their file types.

### *Sound Equipment*

These figures include all freight and labor costs, and based on figures from our 2016 and 2017 supplier Showtime Sound.

- 2 speaker set up with 10 Channel Mixer:  
Approximately \$400.00
- 2 Speaker set up with 12 Channel Mixer:  
Approximately \$500.00
- 4 Speaker set up with 12 Channel Mixer:  
Approximately \$800.00

Notes to remember about sound equipment: the figures above are based on general project costs from previous Light City festivals. The additional cost of an audio engineer to operate the sound equipment will increase this cost.

### **Additional On-Site Labor**

Light City crew, production assistants, and volunteers have dedicated roles in the overall operations of the festival, and cannot be made available to assist with individual projects. Should an artist need assistance with onsite installation and/or deinstallation, this cost should be reflected in this budget section. Artists should also consider if their proposed artwork would benefit from an assistant monitoring the artwork and guiding the audience on how to engage with it while open to the public, and budget accordingly to cover these costs as necessary.

Artists working outside the Baltimore area are strongly encouraged to hire a local artwork installation crew whenever possible. Due to travel parameters, artists who are unable to work in the United States may be required to hire a Baltimore area crew for installation and deinstallation, exceptions to this will be determined on a case-by-case basis. Below are some labor cost estimates:

- Basic Labor: Between \$20 to \$30 per hour/ 4 hour minimum per day
- Advanced Labor/Carpentry/Stagehands: Between \$25-\$40 per hour/ 4 hour minimum per day
- Heavy Equipment Operator: Between \$30 to \$50 per hour depending on the equipment/ 4 hour minimum per day

### **Onsite Project Equipment and Rentals**

These figures are approximate costs, but do include freight and labor costs.

- Tents and tent weights (per every 10 feet, ex. 10x10, 10x20): \$130-\$150
- Trestle Tables ( 6 foot): \$7/table
- Folding Chairs: \$2/chair
- Water Barrels and barrel covers package: Starting at \$120

### **Artist Fee**

BOPA supports fair wages for artists and practices this as its core mission. The number of hours for each individual project will vary greatly depending on the time dedicated to planning and research, fabrication, installation, on-site support and deinstallation. Artists are encouraged to consider this when nominating their artist fee. Please also use this section if you have any studio assistants or project collaborators that will also be receiving a fee.

### **BOPA Direct Costs**

Some costs are covered by the festival and will not be included in the artist's final contract. These include: permits for the festival area, generator rentals, roving and overnight security throughout the festival footprint and liability insurance. Please note that public liability is covered with a general policy, which covers the artist and the artwork from any potential third party incidents.

### **On-site Electrical Needs**

BOPA will provide the wiring and power accessible from the generators, but artists are responsible for ensuring their work is compatible with United States power supply rated at 60 hertz and 120 volt single phase power. Electricity is supplied by BOPA through the festival generator rentals, and power is available to artists from outlet panels that include standard American three-prong (grounded) outlets with 20 amp service.

If necessary, artists should include the following in their budgets:

- Transformers for power distribution if necessary
- Extension cords
- Surge protectors
- Power adapters if necessary

Artists should not include in their budgets the following items, as these are costs covered by BOPA:

- Generators
- Fuel
- Power distribution
- Cable ramps
- 24 hour security

### Other

For an element that is not included in this guide or on the budget template provided; please add explanatory notes where necessary.



*Drift by Stephanie Imbeau; Photo: Crystal Whitman*