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# Artist Submission Guide **For Light Festivals**

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BY LÝSA - A NETWORK OF LIGHT CURATORS AND FESTIVALS IN  
THE NORDICS

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# Welcome to the Artist Submission Guide for Light Festivals

This guidebook is designed to help prepare a strong, professional application for light festivals. It covers basic information to technical specifications, logistics, and budgeting. Following this guidance increases the likelihood of submitting a proposal ready for production. Each festival is different, so submissions must be tailored accordingly.

Being well-prepared, communicating the vision effectively and providing organizers with detailed information they need can ensure that an installation is both safe and impactful.

## How to Use This Guidebook

- Work through each section to prepare the application.
- Always check the festival's specific requirements, as they vary.
- Confirm any permits or responsibilities required for each event.

## Key Considerations

- Use this guidebook as a reference. It includes elements that may be requested by festivals, though not all will apply to every pitch or application.
- Artists may not be responsible for all aspects covered in this guidebook, but awareness of each is important.
- This guidebook is aimed at open calls, but sometimes organizers curate festivals through a pitching process. In those cases, use this as a reference for your pitch.

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A concise, step-by-step list covering all essential actions a light artist may need to take before submitting their proposal.

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# Checklist

## CONFIRMING EVERYTHING IS TAKEN CARE OF BEFORE SUBMISSION

**Note:** Not every step will apply to all festivals. If anything is unclear, feel free to reach out to the festival organizers for guidance.

### 1. Quality of Presentation

- ☐ High-quality images, renders or videos of the piece.
- ☐ Artist bio including past exhibitions or festival experience when relevant.
- ☐ Clear concept statement which connects with the festival's theme.

### 2. Basic Information

- ☐ Contact details (name, phone, email, social media).
- ☐ The project title.
- ☐ Short, informative description of the project.
- ☐ Credit given to collaborators and/or team members involved in the project.

### 3. Technical Specifications

- ☐ Dimensions (height, width, and depth) of the installation in metric (m, cm, mm).
- ☐ Include the power requirements (voltage, amperage, and outlets).
- ☐ Note any special materials or equipment needed (like scaffolding or cranes).
- ☐ The Tech Rider is included, explaining how to install and operate the artwork.
- ☐ The installation has been tested to make sure it works as expected.

### 4. Shipping & Storage

- ☐ Awareness of next steps for safe and timely transportation.
- ☐ The shipping dimensions, weight, and any special handling needs have been included.
- ☐ The storage requirements for the duration of the festival has been outlined.
- ☐ If shipping internationally, customs and permits required are known.

### 5. Setup & Installation

- ☐ The production timeline (setup, testing, teardown) is clearly stated.
- ☐ Details are included about assembly and disassembly.
- ☐ On-site team members and their roles are listed.
- ☐ Necessary health and safety precautions during set-up and operation are included.



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## 6. Maintenance

- ☐ Regular maintenance the installation will need during the festival is outlined.
- ☐ Instructions for troubleshooting any technical issues are included.
- ☐ The person/people who will handle on-site maintenance if the artist can't be there is included.

## 7. Finances

- ☐ A full budget breakdown for the project is included.
- ☐ Additional or Local costs covered by the Festival are identified.
- ☐ Cost estimates for shipping, installation, and maintenance are prepared.
- ☐ The artist fee or honorarium expectations are clarified.

### Final Review

- All required documents (photos, tech rider, permits) are attached and double-checked.
- Everything is formatted correctly (PDFs, images, etc.).
- The application is submitted well ahead of the deadline.

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# Artist Journey

## WHAT TO EXPECT: THE JOURNEY AS AN ARTIST IN A LIGHT FESTIVAL

Each festival has its own unique rhythm and timeline, but this general journey offers a good sense of how the process unfolds. Being prepared, flexible, and communicative throughout the process will ensure a successful and more enjoyable experience.

Participating in a light festival is an exciting and rewarding experience, but it also requires careful planning and coordination. The following pages show a general journey of what to expect, from preparing the proposal to post-festival follow-up.





## 1. Proposal Submission & Acceptance

3–12 months pre-festival

- **Submit The Proposal:** After reviewing the festival's guidelines, submit the proposal, including all technical specs, visuals, and the tech rider.
- **Wait for Feedback:** Organizers may ask questions or request adjustments to the application.
- **Confirmation of Acceptance:** Once accepted, the festival will send official confirmation and a timeline for the next steps, including deadlines for artist contract, technical details, permits, and logistics.

**Tip:** This stage can vary depending on the festival, but be prepared to refine the proposal based on feedback.



## 2. Planning & logistics

2–6 months pre-festival

- **Finalize Technical Details:** Provide organizers with specific information about power needs, shipping logistics, and any equipment or machinery required.
- **Coordinate Shipping:** Plan for the transportation of the artwork, whether domestically or internationally. Include packaging, insurance, and storage arrangements.
- **Prepare Permits & Documentation:** If necessary, secure permits for installation, especially if the work is outdoors or involves fire, water, or special structures.

**Tip:** Stay in close contact with festival organizers during this period to make sure everything is on track.



### 3. Installation Setup

- **Arrive at the Festival Site:** Depending on the scale of the installation, arrive early enough to set up.
- **Set Up The Artwork:** Work with the on-site team and any local staff or volunteers to install the artwork. This may include assembling structures, connecting power, and testing lighting or technical components.
- **Make Adjustments:** After initial setup, the installation may need fine-tuning for optimal viewing or interaction.

**Tip:** Be flexible during this stage, as weather or unforeseen issues may cause delays.



### 4. Festival Duration

- **Engage with the Public:** Many festivals encourage artists to interact with visitors. Be ready to talk about the work, host tours, or participate in events like artist panels.
- **Monitor the Installation:** Depending on the festival, it may be required to check the installation periodically, especially if it involves moving parts, lighting effects, or maintenance.
- **Attend Special Events:** Many festivals have opening nights, media events, or artist receptions. These are great networking opportunities and ways to share the work with a broader audience.

**Tip:** Enjoy the experience and use this time to connect with other artists and attendees.



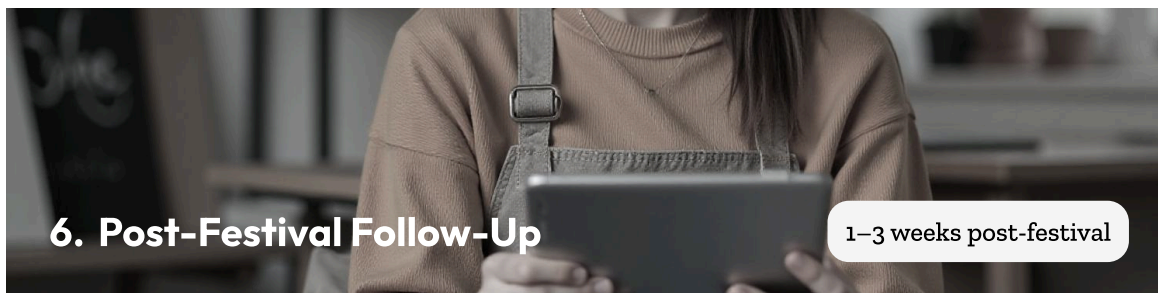


## 5. Teardown & Dismantling

1-3 days post-festival

- **Dismantle the Installation:** Coordinate with the local team to take down the artwork and prepare it for shipping or storage.
- **Check for Damages:** Assess any wear and tear or damage during the festival. Document this for insurance purposes if necessary.
- **Ship the Artwork:** If the installation is being shipped back home or to the next event, make sure the shipping logistics are in place.

**Tip:** Plan for enough time to carefully dismantle the piece to avoid damage or complications during shipping.



## 6. Post-Festival Follow-Up

1-3 weeks post-festival

- **Receive Feedback:** Some festivals provide post-event feedback, including attendance numbers, media coverage, and visitor engagement with the artwork.
- **Evaluate the Experience:** Reflect on the logistics, the installation's performance, and how it was received. This is valuable for future submissions.
- **Handle Final Payments and Reports:** Make sure all financial matters, including artist fees and expenses, are settled with the festival. Submit any required post-event reports.

**Tip:** Use post-festival insights to improve the proposals and installations for future events.

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# Creating a Strong Proposal

BUILDING A SUBMISSION WHICH COMMUNICATES THE VISION EFFECTIVELY

The way the application looks can make a big difference in how light festival organizers see the artwork. A well-designed application is more likely to grab attention, as well as presenting ideas clearly and concisely. A shorter text is more compelling to read and understand.



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## Put Everything in One Place

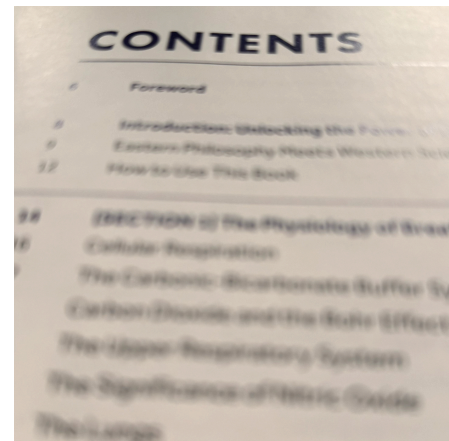
- **What to Include:**  
Put all important information in one document. This should cover artistic concept, technical details, size, budget, and schedule.
- **Why It's Important:**  
Everyone is busy, so putting everything in the same document makes it easier to review.



**Tip:** Use the same style for headings and text throughout the document to keep it neat and easy to follow.

## Begin with a Contents Page

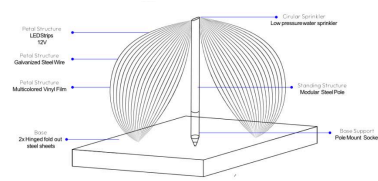
- **What to Include:**  
A table of contents helps organizers see what's in the proposal. Listing sections like Concept, Technical Details, Budget, and Schedule.
- **Why It's Important:**  
A contents page makes the application feel organized and helps festival organizers find information quickly.



**Tip:** If the document is digital, make the table of contents clickable so organizers can jump right to a section.

## Use Pictures, But Keep It Readable

- **What to Include:**  
Add high-quality images or drawings to show the concept. Just make sure there's enough text to support and explain the piece.
- **Why It's Important:**  
Communicating the artwork clearly will help organizers review the submission quickly and ask relevant follow-up questions.



**Title:** Fluorescent Petal  
**Artists:** Kram Studio

### Short Description

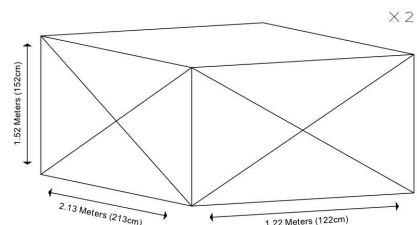
The Fluorescent Petal is a light art sculpture that features programmed LED lighting to create a captivating visual display. Designed for colder climates, the sculpture includes heating elements that add a misty glow to enhance the lighting experience. The piece serves as a token to remember the beauty of nature through the summer months and to carry that with us into the darker months of the year.

The Fluorescent Petal is also modular, allowing for each component to be deconstructed for easy shipping and transport.

**Tip:** Keep the layout clean with space between text and images so it's easy to follow.

## Use Clear Diagrams

- **What to Include:**  
Add diagrams or technical drawings that show important details. Label parts like size, materials, or how the project works.
- **Why It's Important:**  
Clear diagrams help organizers understand the technical parts of the project, like how big it is or how it will be set up. This will also help when curating the artwork on specific sites.



| Shipping Weight & Dimensions |                       |
|------------------------------|-----------------------|
| Dimensions                   | 213cm x 122cm x 152cm |
| Artwork                      | 508kg                 |
| Container & Padding          | 98kg                  |

**Tip:** Keep the labels simple but clear. Make sure to label all important parts, like power sources or how it's built.



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# Basic Information

## SUMMARIZING THE ARTWORK AND GIVING CREDIT WHERE CREDIT IS DUE

When applying to a festival, organizers need some key details about the artwork and about the people who made it.

This section covers all the basic facts and information that help the festival understand what the piece is about, how it will look, and how it will fit into the festival.

It also gives them a way to get in touch with the artist for questions or promotions.





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## Short Artwork Description

- **What to Include:**

A short description of the artwork that explains the concept, inspiration, and main features. Keep it under half a page (300 words).

- **Why It's Important:**

Organizers need a quick summary of the artwork, what it's about, and how it works.

This is often used in festival programs or on the website.

**Tip:** Keep it simple and focus on how the artwork will interact with the audience and the space. Avoid using too many complex words, and focus on what makes the piece unique.

## Visualization of the Artwork

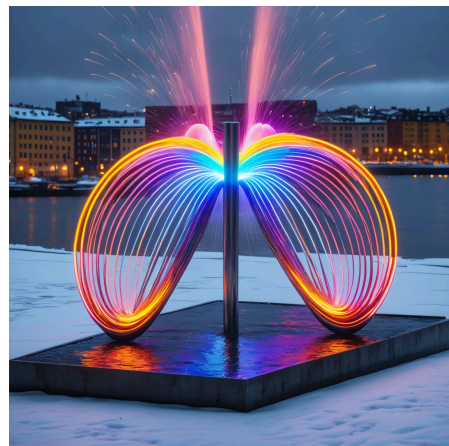
- **What to Include:**

A high-quality photo of the artwork, or if it's not built yet, include a well-made digital render. If it's a render, make sure to mention that in the submission.

- Include images from several angles to give a comprehensive idea how the audience will see the artwork and how it should be placed.

- **Why It's Important:**

Organizers need to see what the final piece will look like. This helps them understand how it will fit in the festival and what it will look like in the space.



**Tip:** Use different angles or close-up shots to show the best parts of the artwork.

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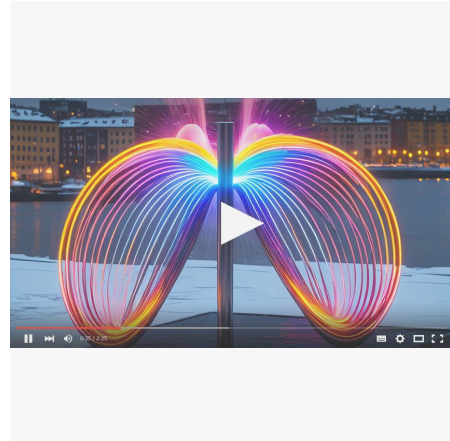
## Video Link of the Artwork

- **What to Include:**

A short video, if possible, showing how the artwork works. This could include light effects, how people interact with it, or how it's built.

- **Why It's Important:**

Videos show how the artwork works in real life, especially if it moves or has interactive parts. It helps organizers understand the full experience. Note that this may not be possible if it's the first time the artwork is being shown.



**Tip:** Use platforms like YouTube or Vimeo to share the video. Make sure it's short, clear, and professional.

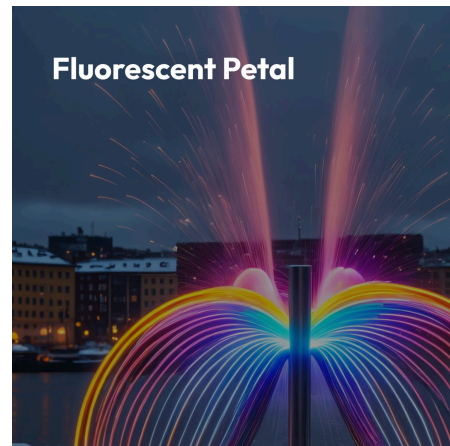
## Title of the Artwork

- **What to Include:**

The official title of the artwork.

- **Why It's Important:**

The title gives insight into the concept behind the artwork. When possible, avoid very long titles since they are more difficult to represent elegantly in print and promotion.



**Tip:** Make sure the title reflects the main idea or message of the artwork.

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## Images of Artwork in Daylight

- **What to Include:**

If applicable, include photos of the artwork during the day. This shows the structure and materials of the piece, giving organizers a clearer idea of how it works.

- **Why It's Important:**

Some festivals run both during the day and at night. Daylight photos help organizers see how the artwork will look in natural light.



**Tip:** Choose clear, well-lit images that highlight the form and craftsmanship of the piece. This also helps organizers see what the public will view during the daytime. The cleaner the artwork, the better.

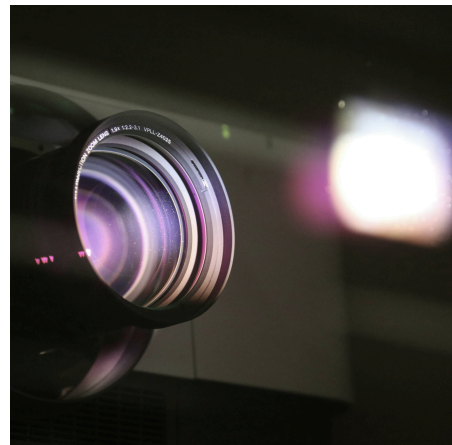
## Type of Installation

- **What to Include:**

Describe what type of installation the piece is. For example, is it a sculpture, a video projection, an interactive piece, or a combination of many?

- **Why It's Important:**

This helps organizers figure out what kind of space, equipment and technical support the piece needs as well as find a location suited for it.



**Tip:** Be clear if the artwork needs special conditions, for example: the piece is interactive but only for up to 4 audience members at a time.

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## Artist Name

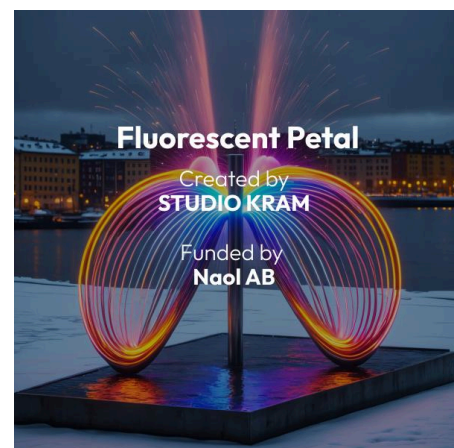
- **What to Include:**  
Name of the artist/s or creative studio.
- **Why It's Important:**  
This is the name that will be used for all official communications and promotional materials.



**Tip:** Ideally the name is the same across the artist portfolio, website, and social media.

## Funding Credit

- **What to Include:**  
If there is a signed contract regarding credit recognition, list any sponsors or funding sources that helped in the creation of the artwork.
- **Why It's Important:**  
The quickest way to lose funding is not to follow the requirements set by funders. Make sure to give credit where credit is due.



**Tip:** If possible, include the logos or official names of any sponsors to make sure they are properly acknowledged.



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## Composer Name

- **What to Include:**  
If the installation includes music or sound, give the name of the composer or sound designer.
- **Why It's Important:**  
It's important to give credit for music or sound, especially if it's a big part of the experience.

**Tip:** Make sure to get permission to use any music and that the composer is credited correctly.

## Website & Social Media Handles

- **What to Include:**  
Include links to the official website and social media accounts.
- **Why It's Important:**  
Organizers often check online presence to learn more about the work and to promote the artist and artwork during the festival. Organizers also check past work via social media accounts, as well as if the artist's work has been shown in other festivals or professional environments.

**Tip:** Make sure the links are up to date. If the work is chosen for the festival, other organizers may find it through the program and use social media links to do research for their own events.

## Contact Information

- **What to Include:**  
Provide contact information for the artist or the agent/producer if applicable.
- **Why It's Important:**  
Organizers may have questions about logistics, questions, or other important details.

**Tip:** Include an email address and phone number, and make sure to check them regularly. If applying from outside the host country, make sure to include the country code, for example: +46 for Sweden.

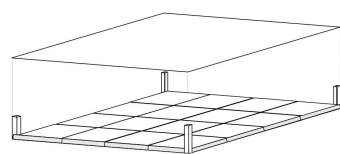
# Technical Specifications

## ENSURING THE ARTWORK CAN BE SUCCESSFULLY INTEGRATED INTO THE FESTIVAL ENVIRONMENT

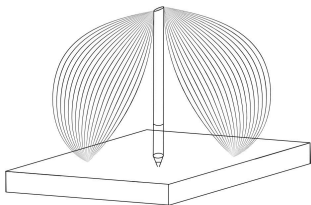
The technical specifications of the artwork are vital since the organizers need to know the needs of the artwork for it to function safely and properly.

If the artist is not aware of this information, make sure to reach out to technical professionals to source it. The organizers may not be able to help provide this information on the artist's behalf.

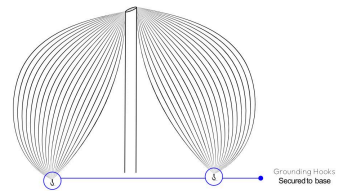
Make sure everything is as accurate as possible before sending in a submission.



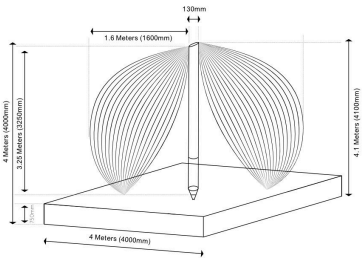
| Ballast                      |       |
|------------------------------|-------|
| 16x 28kg Concrete Flagstones | 448kg |



| Weight (Metric) |           |
|-----------------|-----------|
| Base            | 448kg     |
| Petal Structure | 30 kg x 2 |
| Total Weight    | 508kg     |



| Wind Resistance     |                                     |
|---------------------|-------------------------------------|
| Max Wind Resistance | 12 m/s<br>143.9kgf (kilogram-force) |

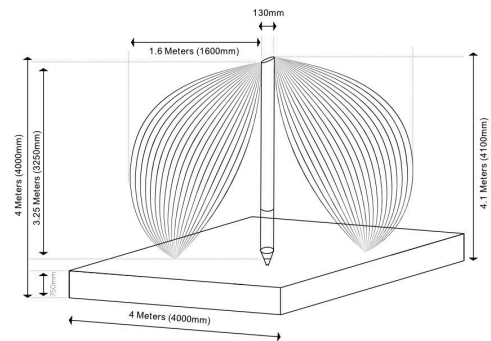


| Power Consumption & Connection |                                                 |
|--------------------------------|-------------------------------------------------|
| Plug Connection                | Standard Single Phase Plug                      |
| Voltage Options                | 240V (EU/Asia) 7.5A<br>120V (North America) 15A |
| Total Power Consumption        | 1.8kW                                           |
| Requirements                   | Continuous power throughout festival            |

# Dimensions

- **What to Include:**  
Give the exact size of the artwork (height, width, and depth) using metric measurements, such as meters and centimeters.
- **Why It's Important:**  
Organizers need to know the exact size of the artwork to see if/where it will be most impactful in the festival zone.

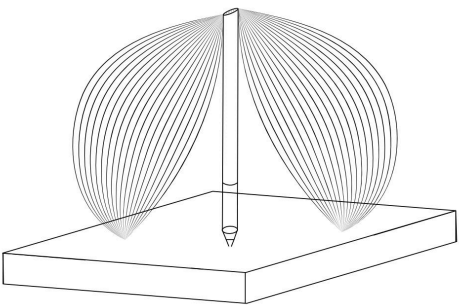
Metric measurements are used in most countries, so use meters, centimeters and millimeters to avoid confusion.



**Tip:** Use diagrams and measure from all sides, and include any parts that might stick out or need extra space. English is often the common language, but not the primary working language - please use simple, clear explanations

# Weight

- **What to Include:**  
The total weight of the artwork, including all parts once assembled.
- **Why It's Important:**  
Organizers need to know the weight to figure out how to transport and set up the artwork. If the piece is very heavy, it may need special equipment to install, as well as a site with secure structural integrity.



| Weight (Metric) |           |
|-----------------|-----------|
| Base            | 448kg     |
| Petal Structure | 30 kg x 2 |
| Total Weight    | 508kg     |

**Tip:** If the artwork has different parts, say how much each part weighs, and include the total weight when everything is put together.

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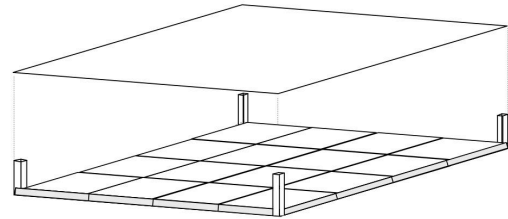
## Ballast (Stability & Support)

- **What to Include:**

List the weight of what is needed to keep the artwork stable as well as preferred ballast form: sandbags, concrete blocks, water ballast or other supports.

- **Why It's Important:**

For art in public space, it is vital that the artwork is stable and it doesn't tip over if touched by the audience or in the wind. If the organizer sees the artwork as a potential public safety risk, it is unlikely that it will be programmed. The ballast solutions can change in different contexts, so the most important thing is to provide the required weight.



| Ballast                      |       |
|------------------------------|-------|
| 16x 28kg Concrete Flagstones | 448kg |

**Tip:** Include images or diagrams of the ballast and its position in the piece.

## Truss & Scaffolding

- **What to Include:**

If the piece requires truss or scaffolding, include the required height, width, and total weight it needs to carry. If a motorized truss is needed, please specify this as well.

- **Why It's Important:**

Truss and Scaffolding are usually provided locally, so the organizers need to know what the artwork needs, as well as the size of the working area around the truss or scaffolding. This also helps plan for safety and stability during the event and impacts the site where the piece can be installed.

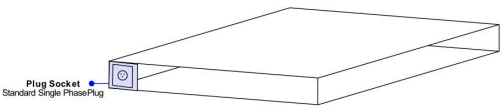


**Tip:** Include a drawing/diagram of the truss or scaffolding required.

# Power Requirements

- **What to Include:**
  - Power Consumption: How much power does the artwork use (e.g., "1.8 kW")?
  - Voltage & Plug Type: Specify the voltage and plug type (e.g., "240V EU or 120V North America").
  - Connection Details: Does the piece need backup power or continuous electricity?
  - IP Standards: How protected are the electrical components? Are they completely waterproofed?
- **Why It's Important:**

Organizers need to know how to power the installation. Some locations may not have enough electricity to meet the needs of the piece, so it's important to provide these details.



| Power Consumption & Connection |                                                 |
|--------------------------------|-------------------------------------------------|
| Plug Connection                | Standard Single Phase Plug                      |
| Voltage Options                | 240V (EU/Asia) 7.5A<br>120V (North America) 15A |
| Total Power Consumption        | 1.8kW                                           |
| Requirements                   | Continuous power throughout festival            |

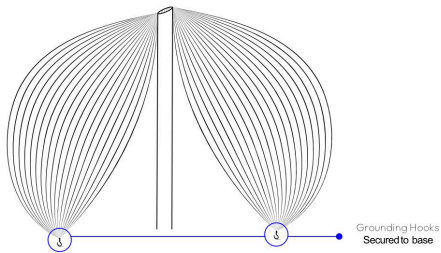
**Tip:** If the installation has backup power, has batteries that need recharging or needs continuous power, make sure to mention that too.

# Wind Resistance

- **What to Include:**

Say how much wind the artwork can handle, and give the maximum safe wind speed it can resist.
- **Why It's Important:**

Most light festivals take place outdoors where the weather can change quickly. Organizers need to make sure the artwork can stand up to strong winds and weather conditions without breaking or becoming dangerous. Always design artworks to be as secure as possible.



| Wind Resistance     |                                     |
|---------------------|-------------------------------------|
| Max Wind Resistance | 12 m/s<br>143.9kgf (kilogram-force) |

**Tip:** If the artwork has been displayed outside before, include information about how it handled windy conditions.



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## Weather Requirements

- **What to Include:**

Explain if the artwork can handle different weather, like rain, snow, or negative degrees. Mention if it needs protection or if there are weather conditions that could cause problems.

Make sure to provide all temperature information in celsius (°C).

- **Why It's Important:**

Festivals need to know if the artwork can be displayed safely in all types of weather. A lot of light festivals happen in wintertime in cold climates and the temperature may reach as cold as -30°C. Be clear about the minimum temperature the artwork has been tested in.



**Tip:** Check the usual weather conditions during the time of year when the festival will be presented. Plan for bad weather and have solutions for showing the piece in extreme conditions. Batteries especially are prone to malfunction in cold weather. For example, "Cover with a tarp if it rains" or "Can be displayed in temperatures down to -15°C."

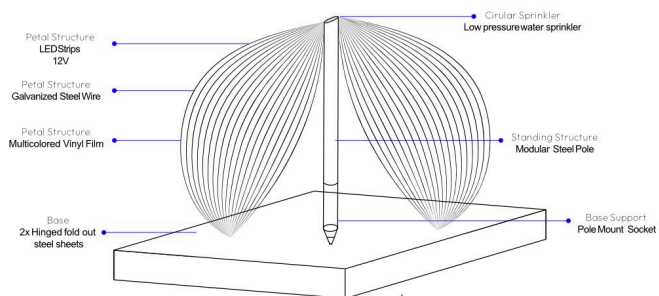
## Technical Drawing

- **What to Include:**

Provide clear drawings, digital images, or renders of the artwork. Label all the materials used to build, like metal, wood, or plastic.

- **Why It's Important:**

Organizers need to know what the artwork looks like and what it's made of. This helps them check if it's safe and how it will hold up in different environments.



**Tip:** Make sure the drawings are accurate and include labels that explain the materials used, like "steel frame" or "LED strips".

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## Projections & Video Mapping

- **What to Include:**

If the artwork uses a projector, provide detailed information about the type of projector needed including preferred brand and model. Specify whether this is a piece of equipment to be rented locally or if it is provided by the artist.

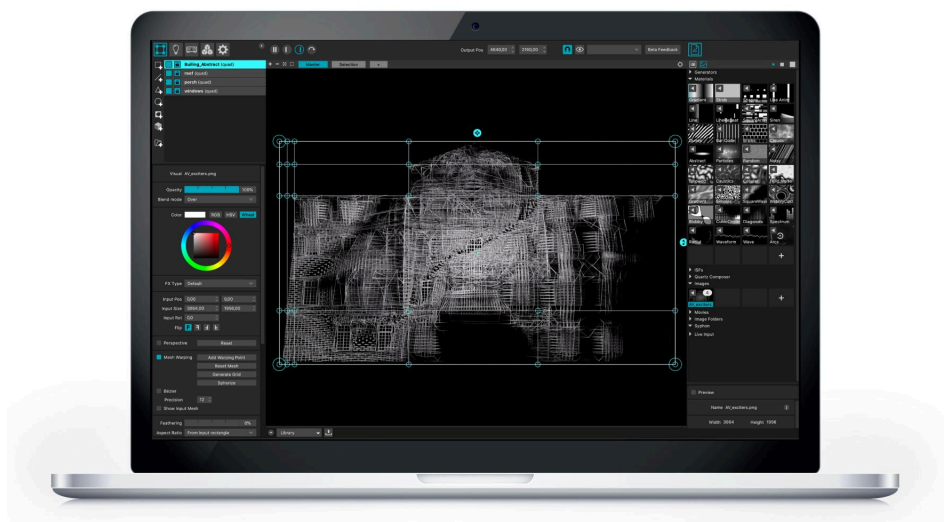
- **Why It's Important:**

Organizers need to know the specific projector needed to understand the artwork better and to ensure it can be set up properly in the festival space.

Different projectors are needed for different artistic impacts or sites, so giving as much information as possible assists the organizers in understanding the needs of the piece.



**Tip:** Almost all video mapping and projection are site-specific—begin discussions about the site as soon as possible to determine which projectors and setup solutions work best for the artistic concept.



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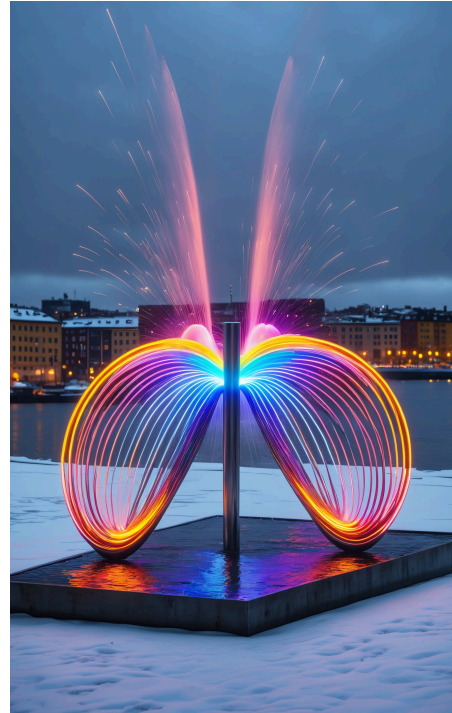
## Water Features

- **What to Include:**

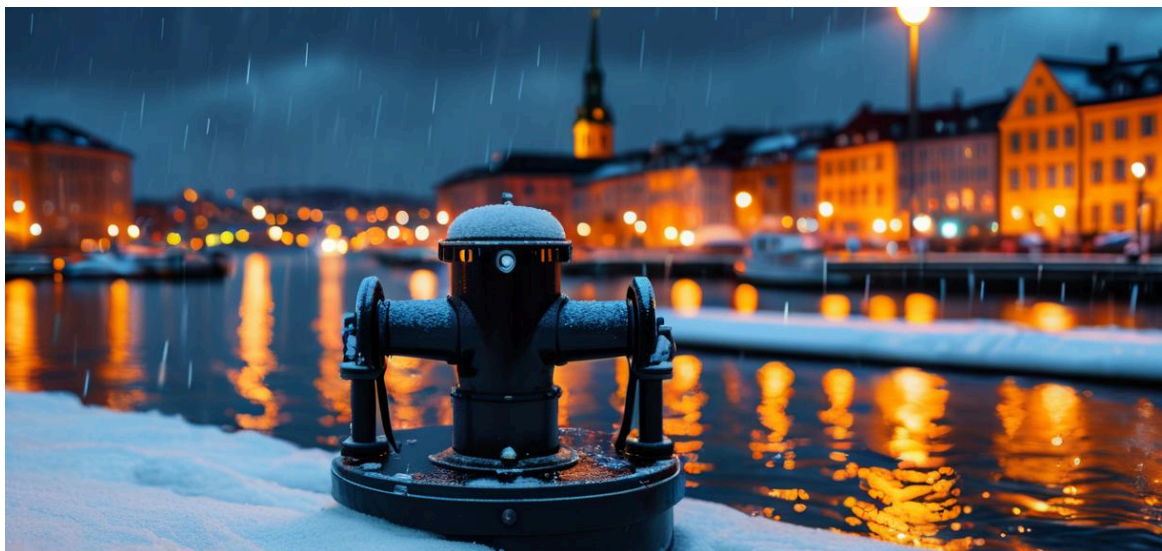
If the artwork involves a water feature, such as a waterfall or fountain, provide detailed information about it. Include the size (length, width, height), the amount of water needed (in liters), and any lighting or projection components. Be sure to specify if the piece is using pumps or other equipment to move or control the water and include their weight in the technical specifications.

- **Why It's Important:**

Water features add complexity to an installation because they involve both water management and electrical components (lighting, projections). Organizers need to know how much water will be used, where it will go, and what equipment is required to keep it running. This is important for safety, installation logistics, and maintaining the water feature throughout the festival.



**Tip:** Make sure to explain how the water will be managed (e.g., will it be recirculated or drained regularly?), and include information on any maintenance needs during the event, such as water filtration or refilling. Include safety measures to prevent leaks or spills, especially if electrical components are nearby.



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# Maintenance

## KEEPING THE ARTWORK RUNNING SMOOTHLY THROUGHOUT THE FESTIVAL

Maintaining the artwork during the festival is important to keep it looking good and working at its best.

Below are the key details to share with organizers about the materials, tasks, and requirements for upkeep, as well as how to handle common problems.





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## Frequency of Maintenance

- **What to Include:**

Explain how often maintenance is needed, giving a daily time estimate. If maintenance is minimal, make sure to point that out, and describe what tasks need to be done. Organize these into daily, weekly, or as-needed tasks.

- **Why It's Important:**

Organizers need to balance regular maintenance with available time and staff. Less frequent maintenance helps keep the artwork working without overburdening the team.

**Tip:** Highlight any low-maintenance features and suggest combining tasks into one daily checkup. Offer a flexible schedule based on the artwork's use during the festival.

## Maintenance Materials & Common Problems

- **What to Include:**

Provide a list of materials for maintenance, like cleaning products, tools for repairs, and any replacement parts. Also mention any common problems the artwork might face (e.g., wear and tear, technical issues) and how they can be fixed. Use pictures, diagrams, or videos to help explain.

- **Why It's Important:**

Organizers need to know how to keep the artwork in good condition during the festival. Clear instructions on fixing common problems help avoid damage or unexpected breakdowns.



**Tip:** Provide clear instructions for each task, including estimated time and necessary tools or materials. Propose a simple maintenance schedule and if local staff or volunteers can assist, also specify what the artist will be able to on their own, if they are available on-site. Include photos or diagrams for clarity. State whether regular check-ins or remote support are needed. Note that the least amount of maintenance necessary is the most attractive to organizers.



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# Shipping & Storage

## MOVING AND KEEPING THE ARTWORK SAFE, BEFORE AND AFTER THE FESTIVAL

When preparing to ship the artwork to a festival, it is essential to provide clear details about its size, weight, and handling requirements.

Whenever possible, the artwork should be designed to fit on standard EU shipping pallets (sizing listed below) or in flight cases. This helps organizers and shipping companies move, store, and protect the artwork without issues.

For artworks intended to tour different festivals internationally, creating straightforward shipping solutions is crucial.

### Standard EU Pallet Sizing

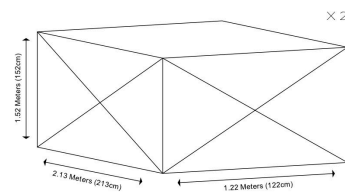
| Type              | Dimensions (cm) | Total Height Capacity (cm) | Static Load (kg) | Dynamic Load (kg) |
|-------------------|-----------------|----------------------------|------------------|-------------------|
| Euro Pallet       | 120 x 80        | 220 - 240                  | ~4000            | ~1500-2000        |
| Half Euro Pallet  | 80 x 60         | 180 - 200                  | ~2000            | ~500-700          |
| Industrial Pallet | 120 x 100       | 220 - 240                  | ~4000            | ~1500-2000        |



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## Dimensions for Shipping

- **What to Include:**  
Give the exact size and weight of the artwork when it's packed for shipping. Use metric measurements (meters and centimeters) and include crates or packing materials.
- **Why It's Important:**  
Accurate measurements help organizers plan the space and calculate shipping costs.

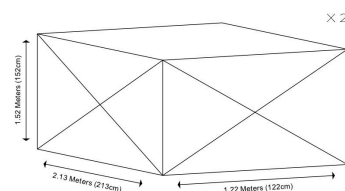


| Shipping Weight & Dimensions |                       |
|------------------------------|-----------------------|
| Dimensions                   | 213cm x 122cm x 152cm |
| Artwork                      | 500kg                 |
| Container & Padding          | 98kg                  |

**Tip:** Measure each crate separately and then provide the total size if all pieces are shipped together (e.g., "Crate 1: 2m x 1m x 0.5m, Crate 2: 1.5m x 1.5m x 0.5m").

## Weight Restrictions

- **What to Include:**  
List the total weight of the artwork, including the crates or containers. Mention any weight limits for safe handling.
- **Why It's Important:**  
Knowing the weight helps organizers plan the right equipment for moving the artwork.



| Shipping Weight & Dimensions |                       |
|------------------------------|-----------------------|
| Dimensions                   | 213cm x 122cm x 152cm |
| Artwork                      | 508kg                 |
| Container & Padding          | 98kg                  |

**Tip:** Break down the weight by each crate (e.g., "Crate 1: 150kg") and note if a forklift is needed for unloading.

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## Shipping Requirements

- **What to Include:**  
Explain any special shipping needs for the artwork, like if it's fragile or requires temperature control.
- **Why It's Important:**  
Some artworks need extra care during shipping to prevent damage.



**Tip:** Specify the type of transport needed, like a truck or airfreight, and add handling instructions (e.g., "Do not stack crates"). The simpler the artwork is to ship, the better.

## Required Equipment for Shipping & Storage

- **What to Include:**  
Mention any equipment needed to handle the artwork, like forklifts, cranes, or dollies. Include instructions for using the equipment.
- **Why It's Important:**  
This will help to prepare the right tools to safely move and store the artwork.



**Tip:** Include instructions like "Requires forklift for crates over 200kg" or "Dollies needed for moving crates indoors." As names of equipment varies across countries, include photos or illustrations of the equipment to avoid any confusion.

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## Storage Requirements

- **What to Include:**

Describe how the artwork should be stored, including space, temperature, and packing needs.

It is the artist's responsibility to store the artwork, if that is required. It's good to mention in the application where the artwork is currently stored. Only the country and city information is required.

- **Why It's Important:**

Proper storage keeps the artwork safe and ready to display later.



**Tip:** Include details like "Store in a dry, temperature-controlled place" or "Needs at least 3m x 3m of space."

## Indoor vs Outdoor Storage

- **What to Include:**

Assess whether the artwork can be stored outside or needs to be kept indoors. If stored outdoors, consider how it should be protected. Include diagrams or images to help the storage company make sure it's done correctly. Note that storage information does not need to be communicated to the festival organizers, but may need to be considered before or after the festival.

- **Why It's Important:**

Outdoor storage can expose the artwork to weather, so it may need proper covering to avoid damage.



**Tip:** If outdoor storage is allowed, specify if coverings are needed, and how to use them, like "Wrap in waterproof tarp".

| Type              | Dimensions (cm) | Total Height Capacity (cm) | Static Load (kg) | Dynamic Load (kg) |
|-------------------|-----------------|----------------------------|------------------|-------------------|
| Euro Pallet       | 120 x 80        | 220 - 240                  | ~4000            | ~1500-2000        |
| Half Euro Pallet  | 80 x 60         | 180 - 200                  | ~2000            | ~500-700          |
| Industrial Pallet | 120 x 100       | 220 - 240                  | ~4000            | ~1500-2000        |



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# Setup & Installation

ENSURING A SMOOTH PRODUCTION PROCESS TO INSTALL THE ARTWORK SAFELY AND CORRECTLY

When applying to a festival, provide clear instructions and information about the artwork's requirements for a smooth setup and exhibition.

In this section are key details to include for the artwork's location, power, equipment, and other production needs.



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## Location Requirements

Some festivals give artists maps or Google Maps links to help choose the best location for the artwork. It's important to know what the artwork needs to be displayed properly.

- **What to Include:**
  - **Environmental Conditions**  
What kind of urban lighting, surface, or weather does the artwork need (e.g., dark, dry, level)?
  - **Viewpoints & Access**  
Describe the best way for people to see the artwork and if seating is needed.
  - **Accessibility**  
Consider how wheelchairs may be able to access and navigate the artwork.
- **Why it's important:**
  - **Environmental Conditions**  
Ensure the artwork is shown in the best way.
  - **Access & Accessibility**  
Good access makes it easier for everyone to enjoy the artwork.



**Tip:** Tour the space ahead of time, if possible, to make sure the space works well with the artwork. Make sure the artwork isn't blocking traffic or likely to get run over.





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## Setup, Dismantle Time & Personnel

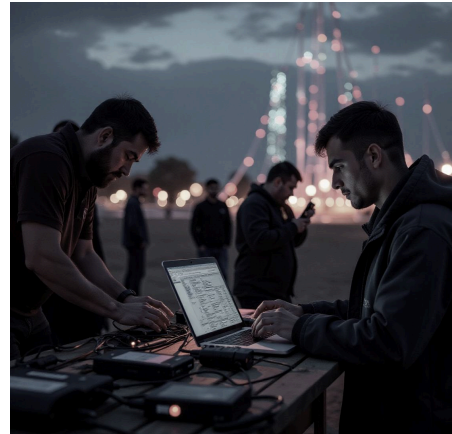
- **What to Include:**

Specify how long it will take to set up and dismantle the artwork, including the number of technicians needed as well as their role (stage hands vs technicians).

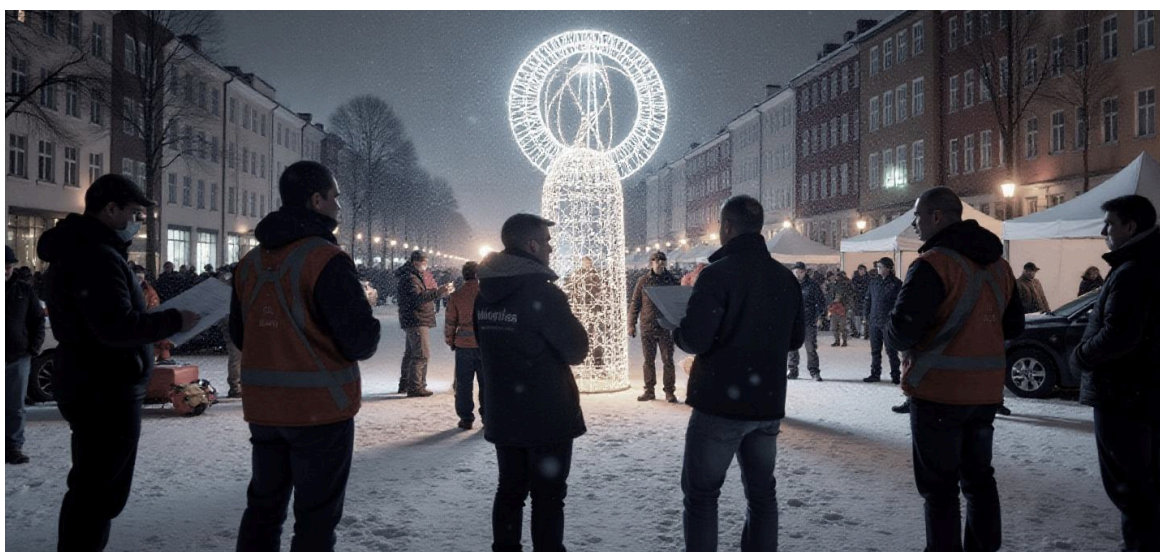
Be sure to mention if weather might affect the timeline. Also list any special help required, such as sound engineers or programmers, with details on what they will do and how long their help will be needed.

- **Why It's Important:**

Providing this information helps organizers schedule everything efficiently and assign the right resources to avoid delays during setup and teardown.



**Tip:** Try setting up the artwork in different locations to be fully prepared. Create a simple schedule or table showing the steps before and after the festival, so organizers can plan staffing and resources accordingly.



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## List of Equipment & Machinery to Rent Locally

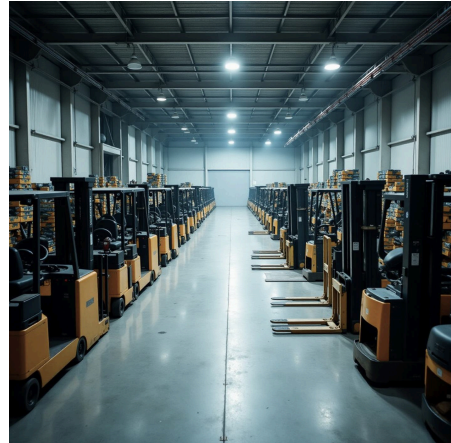
- **What to Include:**

Provide a detailed list of any equipment and machinery needed for transporting, setting up, and dismantling the artwork.

This includes items like ladders, sound systems, and machinery such as forklifts. Be sure to include important details, such as fork length or height requirements for machinery.

- **Why It's Important:**

Having the correct equipment and machinery ensures that the artwork is safely and efficiently installed and taken down. This prevents delays, damage, and other issues.



**Tip:** Be specific about the requirements and include images if possible. Check with local suppliers to make sure the equipment and machinery needed is available and suitable.

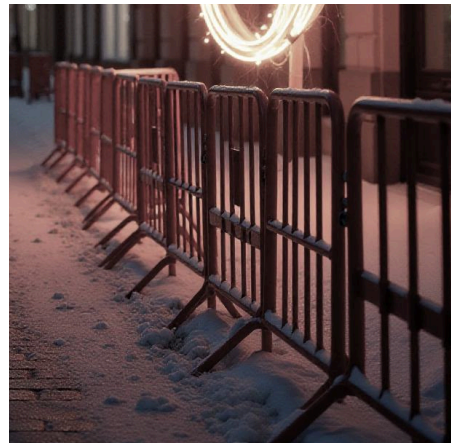
## Security Requirements

- **What to Include:**

Specify the security needs of the artwork. Does it need a security guard 24/7 or only when the artwork is active? Are protective barriers needed during install but not during the festival itself?

- **Why It's Important:**

Security measures protect the artwork from theft or damage when it's not on display. It is also often a criteria when it comes to insurance for both the artists and the organizer.



**Tip:** Always design the artwork to be as secure as possible and adapted for an enthusiastic hands-on audience. Make sure all equipment can be locked in a weather proof case or concealed. Install projectors, luminaires and sensors as high as possible and out of the reach of the audience. It is a benefit for the organizer if the artwork is as secure as possible and doesn't need expensive security guards.

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# Budget

COVERING THE COSTS IN THE PRODUCTION, SHIPMENT AND MAINTENANCE OF THE ARTWORK

When preparing the budget for a festival, it's important to explain the costs involved clearly. This includes the artist fee, shipping costs, and any services or equipment that the organizers need to provide.

In this section are the key details to include in the budget breakdown.





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## Artists Fee

- **What to Include:**

Clearly state the artist fee and break down what the fee covers, such as rental of a pre-existing artwork or creation, planning and coordination.

- **Why It's Important:**

The organizer needs to get a budget overview of the artwork from both the artistic and production sides.

## Example

Here is an overview of what is usually included in the budget prepared by the artist vs costs to be covered directly by the organiser. Make sure to check with the light festival for an exact breakdown.

### Services Provided by the Artist

- **Presentation Fees:** Includes licenses and fees for creating and presenting the artwork.
- **Preparation & Site Coordination:** Pre-checks and working with the festival team remotely.
- **Set-up, Dismantle & Personnel:** Support during setup and takedown of the artwork.
- **Assigned Production Supervisor:** A supervisor to manage the installation.
- **Additional Technical Supervisor:** If needed, a technician for audio or software.
- **Project Management:** Full management of the project, including timelines and communication.

### Exclusions (Costs Covered by Organizers)

- Taxes
- Travel expenses and accommodation for the artist and team
- Site preparation (e.g., electrical work, groundwork)
- Local installation and dismantling team, (if needed)
- Heavy machinery and tools (if needed)
- Ballast (if needed)
- Equipment rentals (if needed)
- Permits and approvals
- On-site storage and workspace
- Insurance (including insured value of the artwork)

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## Insurance

- **What to Include:**  
State the insured value of the artwork. This is the amount that should be covered by insurance in case of damage, loss, or theft during the festival.
- **Why It's Important:**  
Insurance ensures the artwork is protected while in transit and during the festival. Organizers need this information to arrange appropriate coverage.



**Tip:** Provide the exact insured value of the artwork to avoid any misunderstandings about its coverage needs.

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This Artist Submission Guide for Light Festivals was commissioned by Lýsa - A network of light art curators and festivals in the Nordic countries.

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Created & Designed by Kram Studio, a creative agency focused on people first, and building connections that last.

The cover photo depicts the artwork Magic Carpets by Miguel Chevalier.  
Photographer: Benoit Derrier.

### **LÝSA**

Network of light art curators and festivals in the Nordic countries.

### **NORDIC CULTURE POINT**

Strengthening Nordic co-operation through culture

[nkk.org](http://nkk.org)

### **EUROPEAN UNION**

NextGenerationEU: for a stronger, more resilient Europe.

[next-generation-eu.europa.eu](http://next-generation-eu.europa.eu)

### **KRAM STUDIO**

Creative Agency

[hello@kram-studio.se](mailto:hello@kram-studio.se)  
[kram-studio.se](http://kram-studio.se)