



# CITY OF PICO RIVERA UTILITY BOX ART PROGRAM

## INTRODUCTION

The City of Pico Rivera is issuing a **Call to Artists** for artists interested in creating artwork to be displayed on City-owned utility boxes throughout Pico Rivera. For Phase Two, six (6) gifted artists will be selected, competitively, and artwork is scheduled to be installed during the 2022-2023 fiscal year. Artists of all backgrounds are encouraged to apply to help enhance common traffic control utility boxes and create a more attractive cityscape.

## PURPOSE

The Utility Box Art Program's goal is to honor diversity, highlight local history and multi-cultural heritage, reflect community values, deter unsightly graffiti and continue to foster civic pride. The program offers artists the opportunity to showcase their perspective art. In addition, the program will enhance the aesthetics of local street landscapes in unexpected places with creative, colorful, and distinctive works of art.

## APPLICATION SUBMISSION PROCESS

All applications and supplemental material must be received by the application deadline. Incomplete or late submittals will not be considered.

Application can be downloaded from the City's website at [pico-rivera.org](http://pico-rivera.org) (Search: Utility Box Art Program).

Application deadline: **Thursday, April 27, 2023 at 5PM (PST)**. Entries must be postmarked, emailed, or hand-delivered no later than the deadline time and date. If submitting via email, the entire application must be scanned as a PDF file. Artwork must be uploaded and sent utilizing guidelines found under "Guidelines, Requirements & Responsibilities".

**Email:** [submissions@pico-rivera.org](mailto:submissions@pico-rivera.org) **Subject:** Utility Box Art Program

**Mail/Walk-In:** Department of Parks and Recreation, 6767 Passons Blvd., Pico Rivera CA 90660

## ANTICIPATED TIMELINE\*:

Friday: 3/17/23	Application Available to the public
<b>Thursday: 4/27/23</b>	<b>Application due by 5PM (PST)</b>
Thursday: 5/4/23	Artwork review, score, and approval by City personnel
Monday-Thursday: 5/15/23-5/18/23	Artist notifications
Spring 2023	Completion of Utility Box Art Program - Phase 2

\*Dates, times, and locations may be subject to change under certain circumstances.

## CONTACT INFORMATION

For additional questions, please contact Lisa Muñoz, by email at: [lmunoz@pico-rivera.org](mailto:lmunoz@pico-rivera.org)

All questions must be received by April 20, 2023.



# UTILITY BOX ART PROGRAM

## *Guidelines, Requirements & Responsibilities*

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### **PURPOSE**

To provide guidance on the Utility Box Art Program, how the program will be conducted, requirements, and responsibilities.

### **REQUIREMENTS AND GUIDELINES:**

#### **1. Eligibility**

- A. Los Angeles County residents who are High School age and older are eligible. Pico Rivera residents will be given priority.
- B. All submitted entries must be the original design and artwork of the entrant, illustrate the specified themes, and be appropriate for all ages to view in a public setting.

#### **2. Artwork**

The City will use anti-graffiti vinyl wrap to cover utility boxes. Due to the size of utility boxes, artwork will be enlarged, therefore:

- A. All submitted artwork **MUST** use the attached 8½ x 17 inch template or submitted art must reflect the 8½ x 17 inch size requirement.
- B. Physical artwork (original drawings, paintings, and sketched art) submitted via email must be high resolution scans with a resolution of 300 dots per inch (DPI) and be saved in JPEG or PDF format.
- C. Digital art images submitted via email must have a resolution minimum: Landscape 4000 pixels wide, Portrait 4000 pixels tall.
- D. Photography/photos submitted must be taken with a high-resolution camera with a minimum resolution of 20 megapixels.
- E. The City reserves the right to make layout edits to the design to ensure proper airflow for each utility box and to ensure artwork does not cover any keyholes, meter windows, door hinges, handles, locks, nameplates, ID numbers, information labels/sticker, and sensors. Art cannot restrict any vents or airflow to the boxes.
- F. Dark colors should be used *sparingly* due to the potential of overheating utility boxes. *Artwork that contains majority of dark colors will not be considered.*
- G. Artwork will be on display long-term and will become the property of the City of Pico Rivera.
- H. Artist must be prepared to provide artwork to printer in Ai, Eps or Psd format for printing on vinyl, if requested.

#### **3. Artwork Guidelines**

- A. All artwork must be original and created by the applying artist(s) for this project.
- B. Creativity and innovation of design are encouraged.
- C. *The following themes are a priority:*
  - a. Represent various aspects of the City's local history, past and present to reflect the City's diverse and multi-cultural heritage
  - b. Sunrise/Sunset scenes
- D. Artwork must **not** contain:
  - a. any political statements or persons
  - b. religious references (such as symbols or numbers)
  - c. images depicting the sale or consumption of alcohol, tobacco, drugs, promotion of gambling, racism, violence, or sexual content of any kind
  - d. any copyrighted, trademarked logos or tag lines
  - e. personal tributes, remembrances, or memorials

- f. QR codes or contact information of any sort.
- E. Text is discouraged, however if the design is to include text, it must be included in the proposal. The artist must have the right to use this text.
- F. Artwork submitted shall not be plagiarized, stolen, or copied from any other source.

## **RESPONSIBILITIES**

### **1. Artist**

- A. Responsible for all art materials and supplies required to create the original artwork.
- B. Artists may provide up to three (3) designs for consideration, however each entry **MUST** be accompanied by its own application filled out in full with all required information and images.
- C. Submit a completed application packet which includes: an Artist Application Form, Artist Statement, all release and waiver forms signed (Terms of Submission, Hold Harmless Agreement, Photo & Videography Release Form), and the template of the utility box layout with original artwork.
- D. Must create and submit detailed, original art in a format suitable for print on vinyl.

### **2. City**

- A. Provide the 8 ½ x 17-inch template of the utility box layout for original artwork.
- B. Prepare and prime utility boxes for artwork installation.
- C. Install selected designs as a vinyl wrap on each selected utility box(es).
- D. Artwork is a long-term installation, for at least three (3) years, and once installed, becomes the property of the City of Pico Rivera.
- E. Reserves the right to copy, reproduce and adjust the artwork as it sees fit.
- F. If vandalism occurs, at no fault of the City, one (1) repair to utility box(es) will be made within the three (3) year period.

## **PROCEDURES**

### **1. Selection Process**

- A. Selection and approval will be based on the original artwork meeting the priority theme, innovation, appropriateness, originality, visual impact, and goal of the program.
- B. All entries will be reviewed, scored, and approved by the following composed personnel: Parks and Recreation Commissioners and selected City Staff. All decisions are final.
- C. Artist will be notified by City Staff if their artwork is accepted or not.
- D. A vendor will prepare and prime the utility boxes and will install a vinyl wrap of approved original artwork.

## **GENERAL INFORMATION**

### **Description & Location of Utility Boxes**

- A. Dimensions of boxes are 66½" x 33" x 24".
- B. The City will assign the artist a box location. Location requests will not be considered.





# UTILITY BOX ART PROGRAM

## Artist Application Form

*Thank you for your interest in the City of Pico Rivera's Utility Box Art Program. Please print clearly and review the Requirements and Guidelines before signing and submitting the Application packet.*

**Submission by Mail or In-Person to:**  
Department of Parks and Recreation  
6767 Passons Blvd.  
Pico Rivera, CA 90660

**Entry Deadline: April 27, 2023 by 5PM (PST)**  
All Application Packet materials must be submitted.

**Submission by email to:**  
[submissions@pico-rivera.org](mailto:submissions@pico-rivera.org)  
Subject: "Utility Box Art Program Submission"

Artist Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ARTIST STATEMENT (A short paragraph of what inspired the original art)

Artwork Title: \_\_\_\_\_

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#### Application Package Checklist:

- Signed and initialed Artist Application Form
- Artist Statement (Short paragraph of what inspired the original art)
- Signed Terms of Submission, Hold Harmless Agreement, Photo & Videography Release Form (Each artist must complete and sign a form)
- Template with Conceptual Artwork. Artwork should be a full color, detailed, concept drawing (Must use art template provided which displays all sides, including the top of the utility box).

**I certify that I have created the attached artwork** \_\_\_\_\_ (Please Initial).

I have read and understand the City of Pico Rivera's Guidelines, Requirements and Responsibilities for the Utility Box Art Program.

\_\_\_\_\_  
Participant/Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Minor (under 18 years): Parent/Guardian Signature

\_\_\_\_\_  
Date



# UTILITY BOX ART PROGRAM

## *Terms of Submission, Hold Harmless Agreement, Photo & Videography Release Form*

Please Print Clearly

Artist Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **TERMS OF SUBMISSION**

I agree that: (1) I have read and agree to adhere to all application procedures, requirements, responsibilities, guidelines, and other general information related to the Utility Box Art Program; (2) my submission(s) and their contents will be original art and automatically become the property of the City of Pico Rivera, with no compensation to me; (3) The City reserves the right to make layout/design edits to submitted designs; (4) The City of Pico Rivera may use or redistribute the submissions and their contents for any purpose and in any way; (5) there is no obligation for the City of Pico Rivera to review the submission; and (6) there is no obligation to keep any submissions confidential. Further, I agree to waive any and all rights in the Visual Artists Rights Act, 17 U.S.C §§106A and 113(d) ("VARA"), the California Art Preservation Act, Cal. Civil Code §§ 987 and 989 ("CAPA"), including, but not limited to, rights of attribution and rights to removal or possession.

### **HOLD HARMLESS AGREEMENT**

I agree to waive and release the City of Pico Rivera and its officers, agents, and employees from and against any and all claims, cost liabilities, expenses, or judgments, including attorney's fees and court costs arising from my child's (or my) participation in the City's Utility Box Art Program or any illness or injury resulting therefrom.

This waiver release is intended as a full and complete release covering any possible claims, contingent or otherwise, involving personal injury or property damage which may arise in connection with the Utility Box Art Program. This release includes, although it is not specifically limited to, any claim for any injuries or damages which the undersigned may suffer in connection with the Utility Box Art Program, related actions in connection with any work, labor, or services performed by the undersigned for or on behalf of the City or the Utility Box Art Program, regardless of whether the undersigned is actually participating in said activities, any injury to the person or damage to property which may be suffered by the undersigned as the result of or arising out of the participation in the Utility Box Art Program.

I further agree to indemnify and hold harmless the City of Pico Rivera from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from willful misconduct on the part of the City, and its employees. I understand and agree that by signing this waiver, I am freeing the City of Pico Rivera, its officers, agents, or employees from any liability resulting from my child's (or my) participation in this activity.

### **PHOTO & VIDEOGRAPHY RELEASE**

I give my permission to the City of Pico Rivera to photograph or video record me, or my children, participating in the program for use in the City of Pico Rivera's publicity and publications and will not seek compensation for such.

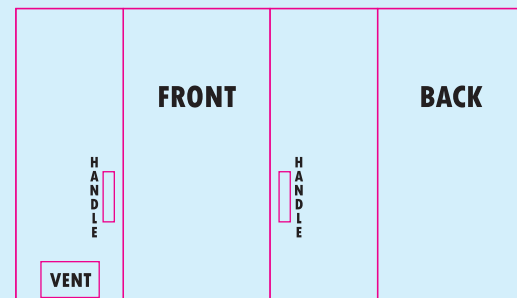
\_\_\_\_\_  
Participant/Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Minor (under 18 years): Parent/Guardian Signature

\_\_\_\_\_  
Date

# UTILITY BOX TEMPLATE



**Please keep important artwork away from edges.  
Be aware of handles and vents on sides.**

**Digital Media export at 300dpi print ready pdf or jpeg**



**Artist Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_