

# Brief of the Comment Card box design competition

We invite entrants to submit their design of a Comment Card box for the National Gallery of Ireland. The designs must meet the following criteria:

## ***Aesthetic quality***

Entrants are invited to draw inspiration for their design from the permanent collection of the National Gallery of Ireland. To use artworks by living artists or artists who died after 1946, please contact Images & Licensing at [images&licensing@ngi.ie](mailto:images&licensing@ngi.ie)

The design must be in keeping with the aesthetic of the Gallery architecture and public spaces.

The design must meet the brand guidelines of the Gallery which can be downloaded on the competition webpage.

## ***Usability***

The Comment Card box must be user friendly and accessible to all ages and abilities. The must not present a public safety hazard.

The Comment Card boxes must meet bilingual requirement of the language scheme for the National Gallery of Ireland 2017-2020. There must be one holder to display A5 Comment Cards in English and one holder to display A5 Comment Cards in Irish.

Area to write the Comment Cards and store pens

Area to store the submitted Comment cards (these cards have already been redesigned). The storage area for these cards must be secure and accessible only to staff.

A dock to hold a tablet to input comments digitally. The tablet must be secured within the box in such a way that would prevent being easily removed. There must also be an outlet created to provide for a charger to the tablet when necessary.

Comment Card boxes should have life span of at least 5 years

## ***Cost effectiveness***

The cost effectiveness of production for the comment card boxes will be a factor in selecting the winning entry. The maximum budget for production of three comment card boxes is €3,000. This cost includes the cost of labour.

Each entrant must source materials proposed for their design if selected and submit a fully costed production timeline.

The winning design will be announced in April 2018 and the three comment card boxes must be produced and in place in the National Gallery of Ireland for public use by June 30th 2018.

# Rules

## Eligibility and Entry Requirements

1. Designers must be over 18 years of age on 1 September 2017.
2. Designers must be a registered undergraduate student of Art and/or Design on the island of Ireland.
3. Employees, directors and other officers of the National Gallery of Ireland (NGI), and such persons' family members are not eligible to enter.
4. Design students must fill out the entry form in full. INCOMPLETE OR INACCURATE APPLICATIONS WILL NOT BE PROCESSED.
5. Students may submit 1 design only.
6. The submitted design must be the student's own original work.
7. The design must be completed by 28 February 2018.
8. The design must be fully costed with production timeline
9. The design must be of a size and medium that does not inhibit its display in the NGI.
10. Only entries via email with a digital image/file of the design attached (in the format outlined below) will be accepted. No postal entries and no actual designs will be accepted by the NGI. Upload a maximum of 5 images, sketches and computer generated images only, no models will be accepted.
11. Only entries received via email to [designcompetition@ngi.ie](mailto:designcompetition@ngi.ie) by Wednesday 28 February 2018 will be accepted.
12. Students selected for the shortlist will be informed March 2018.

## Further Terms and Conditions

13. By entering the Prize the artist irrevocably agrees to be bound by these Rules.
14. The student warrants that (i) the design complies with all of the eligibility and entry requirements set out in these Rules; (ii) the student is the owner of and holds the copyright in the design.
15. The copyright in all designs submitted in the National Gallery of Ireland Comment Card Box design competition will remain the property of the student. However, it is a condition of entry that the NGI shall have a non-exclusive, transferable, sub-licensable, royalty-free, irrevocable licence: (i) to reproduce images of the designs for publicity, educational, reference and all broadcast and digital purposes in connection with the competition and any subsequent publications; (ii) to provide images to third parties such as national and international press/broadcasters in connection with the competition; (iii) to use a representation of the winning design for any advertising, marketing, promotional or other purposes. Should NGI decide to produce commercial products containing or comprising copies of designs for sale (such as posters, postcards etc.), a standard royalty will be offered to the students as well as a set number of copies for their own use.
16. NGI may, but shall not be obliged to, film and broadcast the processes of the competition. The student irrevocably consents to their design, as well as footage of the student, being included in such filming, whether broadcast or not. The student acknowledges that all intellectual property rights and any other rights in such footage will vest in NGI and that NGI shall be entitled without reference to the student, to edit such footage as it sees fit and to distribute it in any media anywhere in the world. The student hereby irrevocably waives all and any

performers' moral rights and any other similar rights which may be vested in the student in respect of his/her contribution to such footage in favour of NGI and its successors and assigns.

17. The NGI is not responsible for any damage to or loss of a design, however caused.
18. All shortlisted students agree to participate in such promotional activity as is reasonably requested by NGI.
19. The short-listed designs will remain in the NGI until the closure of the Comment Card box design competition in early 2018.
- 20.** The winning student will be awarded a prize of €1,000 and will be required to undertake a commission to produce the copies of their design of three Comment Card Boxes chosen by the NGI, for which the budget is limited to no more than €3,000. If the winner cannot be contacted or does not claim the prize within 30 days of notification, NGI reserves the right to withdraw the prize from the winner and select an alternative winner.
21. A prize-giving ceremony will take place at the NGI in April 2018.
22. The decisions of the judges are final and binding and no correspondence will be entered into in relation to such decisions.
23. NGI reserves the right to disqualify any design at any time if the student has not adhered to these Rules, even if the work has been shortlisted or selected as the winner.
- 24.** Personal data relating to students may be collected and used for the purpose of administering the competition in accordance with these Rules. Entrants have the right, subject to certain exemptions, to obtain a copy of any personal data which NGI holds about them and to have any inaccuracies in the information corrected. To avail of any of these rights, please write to NGI at [info@ngi.ie](mailto:info@ngi.ie)
- 25.** These Rules shall be governed by and construed in accordance with Irish law and any disputes arising under these rules shall be subject to the exclusive jurisdiction of the Irish courts.