

# TSB Festival of Lights

Expressions of Interest – Light Installations

The TSB Festival of Lights transforms Pukekura Park, one of New Zealand's premier botanical gardens, into a beautiful, illuminated night-time wonderland for all to enjoy!



Te Kaunihera-ā-Rohe o Ngāmotu  
**New Plymouth  
District Council**



**TSB  
Festival  
of Lights**  
NPDC





# Contents

The Festival	3
Venue – Pukekura Park	4
The Dates	4
Aim of Lighting Installations	4
Selection Process	5
For Commissioning Agreements	7
For Loan Agreements	8
Festival Obligations	9
Budget	10
Guide Price for Lighting Installations	10
Timeline	11
Submitting your application	12





# The festival

- Free 'family-friendly' outdoor community event attracting over 150,000 visitors per year, both nationally and internationally
- Featuring lighting installations, live evening entertainment and daytime activities
- Proudly produced by New Plymouth District Council Award

Winner:

2022 – Best Community Event – New Zealand Event Association Awards

2022 – NZ's Favourite Event – New Zealand Event Association Awards

Shortlisted:

2024 – Best Community Event, Winter Festival of Lights – New Zealand Association Awards



## Venue – Pukekura Park

- Located in the heart of New Plymouth city, New Zealand

## The dates

- Mid December 2025 to Mid-Late January 2026 (approx. 5 weeks)
- Lights on 8.30pm – 11pm (every night)

## Aim of lighting installations

- To create a magical and engaging experience.
- To accentuate the natural beauty of Pukekura Park.
- To keep the festival fresh each year and enhance the visitor experience.





# Selection process

To be considered, an applicant will need to submit a completed Application Form (located at [www.festivaloflights.nz](http://www.festivaloflights.nz)), providing all relevant detail and information, by 26 May 2024.

Applications will be assessed by a panel including representatives from New Plymouth District Council (Council) as well as the festival curator and other relevant persons.

Designs, concepts or works will be assessed on the following criteria:

- Aesthetic appeal
- Quality of design
- Work history/experience
- Suitability to outdoor environment/location/durability
- Interactive elements
- Creativity
- Feasibility
- Value for money
- Community involvement
- Wide appeal/family-friendly
- Lifespan (likelihood of lasting over 50 nights)
- Technical demands
- Maintenance and resource requirements during event
- Risks (health and safety concerns or potential for vandalism)



The panel's decision is final and no correspondence will be entered into. In assessing the applications, the panel reserves the right to:

- Waive any irregularities in any application or seek clarification from any applicant in relation to their application; and
- Not consider any applications, designs, concepts or works it considers to be offensive, or likely to cause offense or bring the Council into disrepute.

Shortlisted applicants will be notified by end of June and further discussions will be held in order to make final selections by mid-July. These dates are indicative only and may be amended at the Council's discretion.

By submitting an application, you acknowledge that the Council and/or the panel is not required to:

- Give reasons for any decisions relating to the EOI; or
- Select any designs or progress any applicants through to agreement phase and may suspend the EOI process at any time.

Successful applicants will be required to enter into either a loan or commissioning agreement with the Council for the work (at the Council's election). The agreement with the New Plymouth District Council will include, but is not limited to the following conditions:





# For commissioning agreements:

The creator of the work will:

- Acknowledge that he/she will have ownership of the work and as the creator/s retain all intellectual property rights subject to conditions.
- Ensure that the work is original and undertaken in a proper manner and with due care, skill and diligence to industry best practice.
- Comply with relevant Law and obtain and maintain at its cost; all licences, approvals, permits and authorisations required by Law for it to undertake and display the work.
- Work co-operatively with Council staff and/or contractors in relation to the work including abiding by all Council and/or its contractor's instructions as to health and safety.
- Acknowledge that the Council may alter or amend the design until the point of a final design freeze which may involve decisions on fabrication to ensure longevity.
- Acknowledge that the installation and removal of the installation will be completed by the Council's approved contractor under direction or supervision from its creator or nominated representative. The Council reserves the right to select alternative sites for the design or adjust/relocate the design during the festival for operational reasons.
- Work in good faith, to attempt to resolve any defective work.
- Agree not to display any material, make any announcements or comment to the media or in any form of social media, on matters related to the festival unless prior written approval has been obtained from the Council's nominated representative.
- Make himself/herself available for publicity and marketing purposes in relation to the Festival, including preparing a biography, installation description and supplying photographs.



## For loan agreements:

The lender/artist of the work:

- Will retain all intellectual property rights to the work, but will grant the Council a licence to display/exhibit the work for the loan period and conduct all related publicity and marketing, including photography of the work for future promotional purposes.
- Work co-operatively with Council staff and/or contractors in relation to the work including abiding by all Council and/or its contractor's instructions as to health and safety.
- Has full and unrestricted rights and authority to lend the work to the Council for the festival period.
- Agrees not to display any material, make any announcements or comment to the media or in any form of social media on matters related to the Festival unless prior written approval has been obtained from the Council's nominated representative.
- Acknowledges that the installation and removal will be completed by the Council's approved contractor under direction or supervision from the lender. The Council reserves the right to select alternative sites for the design or adjust/relocate the design during the festival for operational reasons.
- Work in good faith, to attempt to resolve any defective work.
- Make himself/herself available for publicity and marketing purposes in relation to the festival, including preparing a biography, installation description and supplying photographs, if requested.





# Festival's obligations:

The festival will:

- Where practicable, ensure that an acknowledgement of the artist/lender is made in the marketing and promotional materials produced for the festival.
- At its sole discretion, provide such of its lights, fittings and cabling as may assist the installation.
- Be responsible for restoring, preserving and maintaining the installation during the festival period and will seek input from the artist in relation to this.
- For loan agreements, insure the work against all risks of physical loss or damage from any external cause whilst under the care and custody of the festival during the loan period.





## Budget

A detailed budget that covers all aspects of the creation and production of the work/s is required at the time of submitting your application.

## Guide price for lighting installations

Loan of installation (excl GST):

- \$0 – \$20,000+

Commissioned work (excl GST):

- \$0 - \$5,000
- \$5,000 – \$10,000
- \$10,000 - \$15,000
- \$15,000 - \$20,000
- \$20,000+

## Investment structure

The Festival of Lights is funded by local ratepayers, sponsors and funding partners. To help keep the lighting display fresh and exciting each year a budget has been set aside for new lighting installations. The New Plymouth District Council reserves the right to assign a sponsor to any work it has commissioned or loaned and will assign sponsor benefits to applicants who seek third party funding to support their application if it is successful.





# Timeline

Date	What
17 March	Applications open
26 May	Applications close at 5pm/shortlisting process commences
9 June	Shortlist confirmed, discussion & negotiation
23 June	Final selections
Late June - Early December	Agreements signed and installation design and build phase to commence
Early/Mid December	Installations delivery/install (exact schedule to be advised)
Mid December	Festival of Lights commences
Mid-Late January	Festival of Lights concludes
Late January	Pack out installations





# Submitting your application

Please complete the application form at [www.festivaloflights.nz](http://www.festivaloflights.nz)  
All entries must reach the Council by 5pm on 26 May 2025.

Please note there is 10MB limit for attachments on the registration form but you can send us links to files, video, images, concepts and drawings via Dropbox, WeTransfer etc within the form.

Enquiries  
Contact: NPDC Events Team  
Phone: (06) 759 6060  
Email: [TSBFOL@npdc.govt.nz](mailto:TSBFOL@npdc.govt.nz)