



CHERISH

*Newid Hinsawdd a Threftadaeth yr Arfordir
Climate Change and Coastal Heritage
Athrú Aeráide agus Oidhreacht Chultúrtha*

Request for Quotation for the Provision of Graphic Design Services for the CHERISH Project Exhibition



Comisiwn Brenhinol
Herodion Cymru
Royal Commission on the Ancient
and Historical Monuments of Wales



Geological Survey
Sulrbéireacht Gheolaíochta
Ireland | Éireann



Supported by
An Chomhairle Oidhreachta
The Heritage Council



1. Introduction to the CHERISH Project:

CHERISH (Climate, Heritage and Environments of Reefs, Islands and Headlands) is a European-funded project led by the [Royal Commission on the Ancient and Historical Monuments of Wales](#), in partnership with the [Discovery Programme: Centre for Archaeology and Innovation Ireland](#), [Aberystwyth University: Department of Geography and Earth Sciences](#) and [Geological Survey, Ireland](#).

The project commenced 1st January 2017 and will run for 6 years to 2022. CHERISH is funded through European Union (EU) funds through the [Ireland – Wales Co-operation Programme 2014-2020](#), Priority Axis 2 – Adaptation of the Irish Sea and Coastal Communities to Climate Change.

The key objective of CHERISH is to increase knowledge and understanding of the impacts (past, present and near-future) of climate change, increased storminess and extreme weather events on the cultural heritage of reefs, islands and headlands of Wales and Ireland. The project seeks to fill gaps in both data and knowledge for the coastal regions of Ireland and Wales, to develop a greater understanding of climate change impacts on fragile coastal heritage sites and to establish new metrical precision for the rural, coastal landscapes under study.

2. SPECIFICATION OF REQUIREMENTS

The CHERISH Project is seeking to commission a forthcoming touring exhibition which will explain and demonstrate the objectives of the project to the general public.

The necessary requirements for this contract include the following:

- The provision of graphic design services for the design and layout of various exhibition panels for the CHERISH exhibition
- The exhibition will comprise of **28 individual panels** based upon **6 different configurations**.
- The exhibition will be utilising the Nomadic Flat pop-up Display System (<https://www.nomadicdisplay.co.uk/wp-content/uploads/2019/08/InstandbrochureUK2018.pdf>), Specifications of the system are provided in the appendix
- All text, images and graphics will be provided.
- The exhibition will be bilingual (English/Irish) and (English/Welsh)
- For the avoidance of doubt, the copyright on all materials supplied will be the property of Houses of the CHERISH project.

3. Timetable

Quotes to be submitted	Midday Friday 17 January 2020
Successful Supplier notified	Tuesday 21 January 2020
Meeting with CHERISH team including delivery of content	Between 23 - 30 January 2020
First version of exhibition panels to be provided	21 February 2020
Final exhibition panels to be completed	6 March 2020

4. Outputs and specific requirements

- The final deliverables include the following:
 - (i) Print-ready PDF/A file,
 - (ii) Source files with final content (Adobe InDesign preferred), in PC format, full bleed with crop marks, and source files for all graphics created (Illustrator CC 2018 (or above) is also an acceptable file format)
- All completed design work should include detailed information on the fonts, pantone colours etc. necessary for printing.
- All design work will need to comply with the CHERISH Project Guidelines (The CHERISH Style guide will be provided to guide branding colours, fonts etc. as appropriate).
- All deliverables (InDesign files etc.) should be unlocked to allow future edits.
- A template will be needed for all documents graphically designed and each template will need to be unlocked to allow future edits.
- Copyright of all designs developed under this tender will be the property of the Contracting Authority.

5. Previous Experience

Applications are invited from suitably qualified and competent contractors who wish to be considered for the provision of /graphic design project.

Applicants must provide evidence of that they have previously completed work on exhibition and print material for public display

Please provide examples of graphic design works which show evidence of large format print publication and exhibition design.

6. Quotation

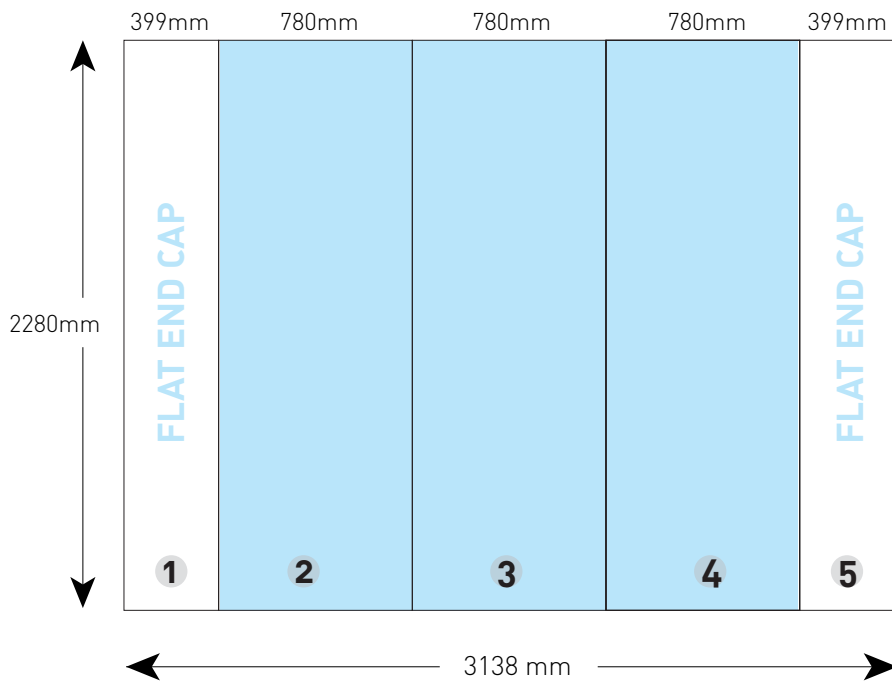
- Quotations should be provided for the design and layout of the 28 panels
- Two rounds of corrections must be included in the fixed price, after which the CHERISH project will pay an hourly rate for alterations. The designer's hourly rate must be included in the quote. All hours spent at the hourly

Your quote must be delivered electronically to Anthony Corns by **12:00 on Friday 17 January 2020**

E-mail: anthony@discoveryprogramme.ie

GRAPHIC SPECIFICATIONS

NOMADIC PLUS P33e WITH FLAT END CAPS



Example of a P33 panel and P32 panel right angle arrangement

Visible Front Area: 2340mm

Given dimensions are quarter size

Actual finished size of each graphic: 2280mmH x 780mmW

Area of main graphic content to be above 700mm FFL and below 1680mm FFL

- File should be set up at quarter scale with at least 300dpi.
- Please add 1mm bleed outside page area at quarter size (4mm final size).
- Picture files as CMYK. Pantone references can be left as they are (do not edit the name).
- Ensure your image files are sample quality at quarter size
- Consider stand endcap curvature, wrap curvature and visible areas and panel divides when designing your graphics.
- Rollup Banners require an area of the banner to remain inside the banner canister.