

Request for Proposals (RFP): Parks and Recreation Special Events Trailer Art Wrap

Issued by: City of SeaTac – Parks & Recreation Department

Submission Deadline: March 3, 2026, at 4:00pm (PST)

Budget: \$1,000

Contact: Nicole Jones, Recreation Manager – specialevents@seatacwa.gov

1. Project Overview

The City of SeaTac invites artists or artist teams to submit proposals for a **Special Events Trailer Art Wrap** to be installed on a 6'x10' enclosed cargo trailer. The selected design should represent a positive reflection of community programs and events. Artwork should be colorful and engaging, creating a fun atmosphere when the trailer is parked at City events. The trailer exterior will be a mobile art piece that travels across the City.

2. Objectives

- Showcase and reflect the vibrancy and diversity of the SeaTac community.
- Visually enhance the trailer with positive, inviting imagery.
- Support public engagement and invite community members to learn more about special events in their City.

3. Eligibility

This call is open to:

- Professional artists or design teams
- Artists with experience in public art, murals, or large-format printing
- Preference may be given to **local artists**.

4. Design Guidelines

Designs must:

- Reflect community diversity, vibrancy and special events
- Be appropriate for public community display
- Include department title - "SeaTac Parks & Recreation"
- Have space(s) to include a QR code for advertising efforts
- Be an original creation by artist(s)

Optional content includes:

- Use of City photographs from past events (*annual events hosted by the department include: Music in the Park, Egg Hunt, Bike Rodeo, Kidz Nite, Great Pumpkin Night, & Winterfest*)
 - <https://www.flickr.com/photos/cityofseatac/albums/>

5. Site & Wrap Specifications

Location: Trailer will travel across the City to various event sites.

Wrap Surface and Dimensions:

- **2 Side Panels:** 119 inches wide x 78 inches high (1 side has a door: 28 inches wide x 72 inches high).
- **1 Rear Door:** 62 inches wide x 71 inches high (door serves as an onramp when in use).
- **2 Front V-Nose Panels:** 26 inches wide x 58 inches high for each panel.
 - Artist(s) should account for all sides and rear as part of the wrap design.

Surface Material: Metal exterior, to be wrapped in professionally installed vinyl

Environment: Outdoor, high-traffic area, visible to the public during events. Stored outdoors.

6. Artwork File Requirements

Acceptable File Formats:

- EPS (Encapsulated Post Script)
- PSD (Adobe Photoshop)
- AI (Adobe Illustrator)
- PDF (Adobe PDF)
- JPG (High Resolution JPEG)
- TIFF (High Resolution TIFF)
- **Preferred Vector Files:** EPS, AI, PDF
 - Fonts must be converted to outlines/curves
 - Scalable and proportionate to final print dimensions
- **High-Resolution Raster Files (if necessary):** PSD, JPG, TIFF
 - Minimum **300ppi at full size (217.5" x 82")**
 - Lower resolutions may result in pixelation during printing

Color Requirements:

- Submit in **CMYK color mode**
- Include **Pantone color values**, if applicable
- Artwork is printed directly from submitted files

7. Budget

Total available budget: **\$1,000 for artist**

Covers:

- Artist fee
- Final print-ready design files
- Coordination with the City and professional printer contractor
- Concept development, site visit, revisions if needed

Printing and Installation will be handled by the City of SeaTac and a professional vendor.

Payment to be rendered after printer contractor approves final artwork file.

8. Submission Requirements

Submit the following in a single PDF or ZIP file:

- Resume or CV
- Artist Statement (max 1 page)
- Proposed artwork in acceptable file format
- Minimum 1, and up to 3 samples of past work

9. Evaluation Criteria

Proposals will be reviewed by the Art, Culture, and Library Advisory Committee based on:

- Relevance and respectfulness of the concept
- Artistic quality and clarity of message/ theme
- Suitability for vinyl applications
- Artist's experience and portfolio strength

10. Timeline

- RFP Release: January 30, 2026
- Proposal Deadline: March 3, 2026, at 4:00pm (PST)
- Selection Notification: March 20, 2026
- Vendor Forms Completed: April 30, 2026
- Installation: by Summer 2026

11. Photos of Trailer



Figure 1. Right side panel with door.



Figure 3. Front trailer - with "v" panels



Figure 4. Rear door of trailer. Ramp Door when open.



Figure 2. left side panel

12. Submission Contact

Please send proposals and questions to:

City of SeaTac Parks and Recreation Department

specialevents@seatacwa.gov

Subject Line: Special Events Trailer Art Wrap – [Your Name]