

The Hong Kong Institute of Architects Biennale Foundation

香港建築師學會雙年展基金會

INVITATION FOR PROPOSAL OF 2017 BI-CITY BIENNALE OF URBANISM \ ARCHITECTURE * HONG KONG

The Hong Kong Institute of Architects Biennale Foundation hereby invites (termed in short as "Invitation") interested curator/curators group ("the Applicant") to submit proposal ("Proposal") by way of application for the 2017 Bi-City Biennale of Urbanism \ Architecture * Hong Kong ("the Project") and thereof participate as the curator ("Curator").

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1. AIMS & BACKGROUND

The Hong Kong Institute of Architects Biennale Foundation (“the Organizer”) shall organize the Project with, The Hong Kong Institute of Architects (“HKIA”), The Hong Kong Institute of Planners (“HKIP”) and Hong Kong Designers Association (“HKDA”). By exhibiting through the Project, the Organizer aims to

- present a biannual exhibition for the enrichment of urban environment and cultural life
- arouse wider public interest in issues on art, design, architecture and urban planning of Hong Kong
- create a platform for critical and intellectual dialogues for professionals in Hong Kong, China and worldwide
- facilitate channels for cultural exchange between Hong Kong and Shenzhen, as well as other cities in China and Asia
- nurture local and young professionals for the development of Hong Kong’s creative industry and local brands
- promote creativity amongst Hong Kong students and youth through participation
- create favorable environment for the research and making of visionary art and architectural works in an exhibition context

In 2005, the Government of Shenzhen organized the 1st Shenzhen Biennale of Urbanism & Architecture. In December 2006, an initiative to co-organize future Biennales was formed between The Hong Kong Institute of Architect and the Shenzhen Panning Bureau.

The 2007 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture was held in the historical compound of the Central Police Station in Hong Kong. The Hong Kong curatorial team took **“City Re-fabricating”** as the theme, to have a dialogue with “City of Expiration and Regeneration”, the theme of the Shenzhen counterpart exhibition..

In 2009 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture held in the West Kowloon Waterfront Promenade with the theme **“City Mobilization: Bring Your Own Biennales”**, aimed to investigate the possibility of bottom-up mobilization and the organization of social life.

The 2011 edition was held in the Kowloon Park with theme **“Tri-ciprocal Cities: The Time, The Place, The People”**, with satellite venues in Wanchai Visual Archive and Central Oasis in Central, which attracted record-breaking 150,000 visitors.

In 2013, based on mutual agreement between Hong Kong and Shenzhen

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Organizers, the Project has been officially renamed as Bi-City Biennale of Urbanism\Architecture (Hong Kong) UABB (HK). Themed ***“Beyond the Urban Edge: The Ideal City?”***, the exhibition aimed to create a closer co-operation and synergy between Shenzhen and Hong Kong.

In 2015, the fifth edition of UABB(HK) themed ***“VISIONS 2050 - Lifestyle and the City”***, took place from 11 December 2015 to 28 February 2016 across 34,000 m2 of Kowloon Park and at the Hong Kong Heritage Discovery Centre.

The 2017 Project will be overseen by the UABB (HK) 2017 Steering Committee and Academic Committee, formed by members of HKIA, HKIP, HKDA and Shenzhen Biennale of Urbanism\Architecture Organizing Committee (Shenzhen counterparts), which are composed of:-

UABB (HK) 2017 Steering Committee:

Co-Chairpersons

Professor Bernard Lim, JP

Ms. Alice Yeung

Members

Mr. William Tseng (HKIABF Chairman)

Mr. Paul Chu (HKIABF incumbent Director)

Ms. Ada Fung (HKIABF incumbent Director)

Mr. Ivan Ho (HKIA Vice President)

Mr. Benny Chan (HKIA Hon. Treasurer)

Mr. Vincent Ng (HKIA Immediate Past President)

Dr. Eunice Mak (HKIP President)

Ms. Rebecca Wong (HKIP Council Member)

Mr. Karr Yip (HKDA Vice President)

Professor Wang Weijen

Professor Thomas Chung

Mr. Ivan Fu

Mr. Vincent Kwok

Mr. Stanley Siu

Representatives of Shenzhen Biennale of Urbanism\Architecture Organizing Committee

Academic Committee

Membership (TBC):

Chairperson

Professor Wang Wei Jen

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Members:

Dr. Yim Rocco

Professor Fournier Colin

Mr. Law Christopher

Mr. Liu Xiao-Du

Mr. Liu Jia-Kun

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2 EXHIBITION THEME

- 2.1 The Curator shall develop the theme for the Hong Kong Exhibition in response to the theme of our Shenzhen counterparts. For more details about Shenzhen counterparts, please visit: <http://www.szhkbiennale.org/News/newsDe.aspx?id=10001123>
- 2.2 The Hong Kong Curator shall be able to work closely with our counterpart in Shenzhen for creating synergy and dialogues, including having joint-working sessions throughout the process, coordinate exchange of exhibits with Shenzhen Exhibition, preparing joint-publications for exhibition catalogue and pamphlets and holding joint-biennale forums.
- 2.3 The Project shall encourage participation of and production by creative professionals including but not limited to artist, designers, architects and urban planners.
- 2.4 The Project shall encourage participation of exhibiting parties from Hong Kong as well as the Mainland and worldwide.
- 2.5 The events shall interact with periphery cities especially the Pearl River Delta.
- 2.6 The events shall outreach to the youngsters, in which some of them should be organized for primary and secondary school students.
- 2.7 Theme and setting of the Biennale Opening and exchange events shall encourage participation, networking and mutual dialogue of international experts with supporting government bureaus, as well as public bodies, research think tanks, NGOs and private institutions advocating art, design, architecture and cultural development.

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3. EXHIBITION VENUE AND PROGRAM

3.1 The Hong Kong Exhibition will be held from December 2017 to February 2018.

3.2 The program for the Hong Kong Exhibition is as follows-

Activity	Suggested Timeframe
<u>1st PHASE: Charting Period</u> <ul style="list-style-type: none">➤ Establishment of Steering Group amongst Hong Kong & Shenzhen Organizers➤ Identify Site(s), Budget Planning, Fund Fundraising➤ Open Call for Curatorial Proposal➤ Appointment of Curator	November 2016 November 2016 – April 2017 January 2017 March 2017
<u>2nd PHASE: Action Period</u> <ul style="list-style-type: none">➤ Curator in Action and UABB (HK) 2017 Steering Committee to oversee➤ Review and approve final Curatorial Proposal and exhibits by Steering Committee➤ Press Conference	March – December 2017 April – May 2017 November 2017
<u>3rd PHASE: Exhibition Period (Hong Kong)</u> <ul style="list-style-type: none">➤ Official Opening Ceremony➤ Public Exhibition and Tour➤ Cultural and Educational events	December 2017 December 2017 – March 2018 December 2017 – February 2018

3.3 UABB (HK) 2017 shall open in December 2017.

3.4 Potential venues for the Hong Kong Exhibition including Kowloon Park and Hong Kong Heritage Discovery Centre. Curator will need to consider, source and inspect other possible venues as alternative/ satellite back-up if the application of the above mentioned potential venues is not successful.

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4 ELIGIBILITY

- 4.1. The Applicant should be the Curator(s) of the Proposal.
- 4.2. The Applicant should submit Proposal on an individual basis or group basis.
- 4.3. For Applicant on group basis, international team formation of Hong Kong, Mainland, or international curators is allowed. The group should designate one of the core members to be responsible to the Organizer for the management of the allocated fund for the Project.
- 4.4. Applicants possess previous curatorial experience in design and architectural exhibitions are preferable, though not mandatory. Applicants are required to provide proof satisfactory to the Organizers in the Proposal of his/her qualifications, experience and ability to complete the Project.
- 4.5. Inclusion of the Applicant's own works in the Exhibition is not precluded provided that they are necessary in demonstrating and completing the Project. The Organizer does not support Proposal whereby the Applicant is the principal exhibiting party.
- 4.6. The Applicant should submit Proposal with a list of proposed Exhibitors and their corresponding Exhibits. Each of the proposed Exhibitors could be in form of an individual, a group or a registered organization. Any exhibiting individual, lead-person of an exhibiting group, or head of an exhibiting organization should have reached the age of 18.
- 4.7. At least one of the members in the Curatorial Team must hold full membership / fellowship of HKIA, HKIP, HKDA. (please specify in the submission)
- 4.8. At least 35% of the Exhibitors must hold full membership / fellowship of HKIA, HKIP or HKDA. (please specify in the submission)
- 4.9. The Applicant on individual basis, or the person-in-charge on group basis, should be a resident of Hong Kong and have reached the age of 18.
- 4.10. Any individual, group or registered organization is allowed to participate in more than one Proposal for this Invitation.

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5. RESPONSIBILITIES OF THE CURATOR

- 5.1 The Curator shall report to the Organizer and UABB (HK) 2017 Steering Committee.
- 5.2 Curator should state artistic direction of the Hong Kong Exhibition, and exchange ideas, information and discuss with UABB (SZ) 2017, Shenzhen Biennale of Urbanism\Architecture Organizer Committee and its appointed curator for a synergy of two exhibitions.
- 5.3 The Curator should propose and take charge in the planning, design, the completion of Authorized Person (AP) / Registered Structural Engineer (RSE) certifications and any other statutory submissions involved with the venue, Exhibition and Exhibits.
- 5.4 The Curator is responsible to prepare tender documents, apply permits, monitor construction and maintain the venue in good and safe conditions during the Biennale period.
- 5.5 The Curator should budget for the Proposal according to the amount of funding designated for the Project, and to regulate relevant expenses and manage account of transactions within the acquired funding thereof.
- 5.6 The Curator should prepare cash flow table of the project for reporting in every Steering Committee meeting.

The Curator should cooperate with venue landlord, consultants, contractors, sponsors and exhibitors on all matters related to the UABB (HK) 2017. The curator should ensure that exhibitors would observe all the regulations and requirements of venue provider and sponsors, and to oversee dismantling for site clearance for compliance with the requirement as set by site provider;

- 5.7 The Curator should be responsible for the overall completion of the Project in the highest standard. During the course of the Project, the Curator's tasks include but not limited to the following: -

5.7.1 Exhibition & Events

- To initiate, invite, coordinate and confirm list of exhibition items and works ("Exhibits") by Exhibitors;
- To source, inspect and prepare venues for the setup of Exhibits;
- To assist the setup and finish of all Exhibits with Exhibitors;
- To manage and liaise with venue management and facilitate electricity, lighting and

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other specific services provision for Exhibits;

- To assist the certification of public safety for the Hong Kong Exhibition and to arrange insurance whenever and wherever appropriate;
- To monitor and maintain all Exhibits during the course of the Hong Kong Exhibition;
- To arrange exchange of exhibits, transportation and related logistics arrangement of Exhibits between Shenzhen and Hong Kong Exhibition;
- To oversee dismantling for site clearance and comply with the requirement as set by site provider;
- To arrange guided tours, symposiums and/or other promotional, educational and cultural events for the UABB (HK) 2017;
- To organize events which strengthen the interaction with periphery cities especially Pearl River Delta region;
- To organize events for the youth including secondary schools and primary schools' students.
- To report to the Organizer for non-compliance incidence, if any.

5.7.2 Publicity

- To incorporate and maintain HKIA and HKIABF branding in all Biennale promotional activities.
- To create identity for UABB (HK) 2017, which should be in coherence with the Bi-City Biennale Urbanism\Architecture as a regional cultural meeting of art, design, architecture and urbanism;
- To be responsible for public relations and promotions of the Exhibition and HKIA with PR consultant's support to attract maximum attention of regional and local media;
- To provide Chinese and English text for the Hong Kong Exhibition, including HKIA intent, curatorial statement, Exhibitors information, description of Exhibits, and additional literature of criticism and references;
- To prepare all press release and publicity text for UABB (HK) 2017 Steering Committee's approval;
- To design and manage production of publicity items including posters, leaflets, invitation cards, banners, backdrop and website, etc. All output to printer requires final approval by the Organizer;
- To prepare design of advertisements;
- To prepare Opening Ceremony, symposia, workshops, forum, performances, cultural and educational events, Closing Ceremony and any other co-related events;
- To attend with all Exhibitors the opening ceremony of the Hong Kong Exhibition and related core events;
- To propose, liaise with and assist in the invitation of local and overseas guests on behalf of the UABB (HK) 2017 Steering Committee for occasions of opening, performance, symposium and related events

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5.7.3 Sponsorship

- To work with the Organizer in the search and security of sponsorship. Prior approval from the Organizer is required before acceptance of any external sponsorship in any format;
- To explore possible sponsorship from external parties;
- To make necessary presentations of the UABB (HK) 2017 to sponsors and potential sponsors.

5.7.4 Documentation

- To direct and produce a coherent and complete documentation for the Exhibition, including photographic and video recording;
- To assist in the search of collectors and acquisition of Exhibits post-exhibition.

5.7.5 Report and Evaluation

- To submit to the Organizer interim progress reports during the course of Project. Confirmed list of Exhibitors, Exhibits and events shall be reviewed and approved by the Organizer represented by the UABB (HK) 2017 Steering Committee;
- To assist the Organizer if requested in arranging media, guests and critics to review the Biennale;
- To submit to the Organizer within one month following the completion of the Project, a final report and the original signed copy of the audit report that contains a formal statement of account in the form and with the content required by the Organizer and to the satisfaction of Create Smart Initiative. The auditor shall be chosen from the list provided by the UABB (HK) 2017 Steering Committee;
- To conduct a formal de-briefing with the Organizer following the completion of the Project. The de-briefing shall include evaluation of the project including merits and shortcomings.

Remarks: The Organizer will have a separate budget of manpower resources such as recruitment of Project Manager and Project Officer(s) in order to support the Curators for the aforesaid duties.

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6. FEE AND BUDGET

A fee of **HK\$350,000** shall be available to the successfully appointed Curator. The fee included the employment of a working team of at least two curatorial executives and one designer. Figures below are indicative, actual amount is subject to the approved budget from CSI.

Funding is being sought from the Create Smart Initiative (CSI). Suggested fee schedule is as below:-

Work stage	Schedule	Percentage of Curator's fee	Cumulative total
Upon appointment of Curator	April 2017	30% or HK\$105,000	HK\$105,000
Opening	December 2017	40% or HK\$140,000	HK\$245,000
Project Completion and submission of report	March 2018	30% or HK\$105,000	HK\$350,000

In the meantime, the Curator shall work with the Organizers to seek additional sponsorship.

The cash sponsorship that the Curator help brings to the project should have covered Curators' administrative and consultancy service to respective sponsor.

Should Curator help the Organizers bring in cash sponsorship successfully, the Steering Committee would exercise its discretion to top up the Curator fee up to HK\$250,000- as the ceiling. Top up payment will be payable to Curator under the following condition upon Organizers' approval:

Condition	Top up payment to Curator
When Curator helps bring in cash sponsorship HK\$ 1,000,000 or above successfully	HK\$250,000
When Curator helps bring in cash sponsorship HK\$ 500,000 or above successfully	HK\$125,000
When Curator helps bring in cash sponsorship HK\$ 250,000 or above successfully	HK\$62,500
When Curator helps bring in cash sponsorship HK\$ 100,000 or above successfully	HK\$25,000

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The top up payment will be paid after the completion of the project and upon receipt and acceptance of completion report by UABB2017 Steering Committee.

- 6.1 The following expenses shall be reimbursed by the Organizer to the Curator or directly settled by the Organizer as appropriate. The Curator shall manage account of transactions and ensure the maximum budget must not be exceeded: -

(The budget below is for reference only. Actual amount is subject to the approved budget from CSI)

Cost Items	Maximum Budget Allowed
Venue setting, including venue construction setup and maintenance, security service, license and copy right applications, cleaning service, dismantling and waste disposal and insurance	HK\$738,000
Exhibits, including all production and onsite installation costs (Applicants should note that the current exhibition budget is based on 70 exhibits. Applicants are however free to propose creative exhibition formats to involve more exhibitors within the same budget if such compatible with the curatorial concept)	HK\$2,300,000
Opening and Closing events	HK\$176,000
Forum/symposium/workshops/educational and cultural events: Venue Decoration, AV Equipment, setting and symposium proceeding	HK\$100,000
Publicity including PR consultant and event organizer, press conference, website, printed media, publication, promotional materials, photographer/video maker, advertisement and documentation	HK\$910,000
Guest Invitation including flight, accommodation and transportation of guest speakers	HK\$76,000
Transportation including temporal storage, local transportation and transportation of Shenzhen exhibits	HK\$139,000
Total	HK\$4,439,000

*The Organizer is currently seeking funding from the Government and private sectors to finance the Project. As such, there is no guarantee on project funding at this moment when the Organizer is recruiting the Curator. In case the Project cannot proceed as planned, the

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Organizer is not liable for any claims in any format should the appropriate amount of sponsorship is not available by the time as scheduled.

- 6.2 The curators should accept terms and conditions of agreements related to the Project, including but not limited to agreements with funding organizations, sponsors, venue landlords, etc.
- 6.3 The Organizer welcomes innovative concept on the Biennale, but Applicants must clearly identify and state any special requirements for equipment, venue and all necessary materials for the Proposal so as to make the special arrangement in schedule and meet the budget.
- 6.4 The Project is non-profit making in nature.

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7. SUBMISSION OF PROPOSAL

7.1 Applicants who are interested in the Project should submit Information to the Organizer before the submission deadline stated in clause 7.3 below. The Proposal should be presented in English or Chinese, which shall includes the following:

<u>ITEMS</u>	<u>SUBMISSION FORMAT</u>
1 Exhibition title and Curatorial statement	1 x A4
2 Personal info/ Contact / Curriculum vitae of the Curator(s)	A4(s)
3 List of proposed Exhibits (max. 20 exhibits)	A4(s)
4 Outline Budget	A4(s)
5 Programme and Exhibition content	2 x A3 max.
6 Possible sponsorship / fund raising strategies / PR Strategies (Optional)	A4(s)
7 CD-Rom of all documents and images submitted	Word Document / PDF

7.2 The Proposal should include a list of Exhibits. The Curator will be allowed to expand the list and/or minor adjust the list of Exhibitors after appointment. Such minor adjustment is subjected to approval by the Organizer.

7.3 Proposal in sealed envelope marked **"2017 Bi-City Biennale of Urbanism\Architecture (Hong Kong)"** should reach the Organizer premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong) on or before **Hong Kong Time 12noon, Monday, 13 February 2017** ("Deadline"). Late submissions will NOT be considered.

7.4 A **Briefing Session** for potential applicants would be held by the Organizer at **7:00pm, Tuesday, 24 January 2017** at HKIA Premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong). Please email name and contact of the attendant to

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uabb2017@hkia.net for registration.

- 7.5 Shortlisted Applicants will be invited to an **interview** scheduled for **22 February 2017 (Wed) evening** at HKIA Premises to further detail and clarify their Proposal.
- 7.6 The Organizer does not accept applications sent by fax or email.
- 7.7 The Organizer does not accept any supplementary information of the Proposal (except upon request by the Organizer) submitted after the submission deadline.
- 7.8 Any provision in any Application which does not fully meet and comply with the conditions of this Invitation shall be void and at no effect.
- 7.9 Through responding to this Invitation by submitting any Application and Proposal, Applicants shall be bound exclusively in all respects by the terms and conditions in this Invitation.

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8. ASSESSMENT, SELECTION PROCEDURES AND CRITERIA

8.1 The UABB (HK) 2017 Steering Committee on behalf of the Organizer shall assess all Proposals submitted in due good order before the Deadline. The Organizer's choice of Steering Committee members shall be final and shall not be open to query or dispute by any Applicant.

8.2 The selection criteria are as follows:

- Whether the Proposal fulfills the Project Aims;
- Whether the Proposal is visionary, critical and innovative in presenting design, architecture and urban conditions in Hong Kong, the Pearl River Delta, as well as other relevant cities in the Mainland and worldwide;
- The Proposal's response to the Bi-City setting of the Biennale;
- The feasibility of the Proposal;
- Track record of the Curator, including experience in curatorship in architectural exhibitions, overseas networks, administrative capability etc;
- The quality and merit of the Exhibits and the ability of the Exhibitors to complete the Exhibits;
- He/she must show ability to work with sponsorship funding, institutional bodies and a tight schedule;
- Over budget proposal will not be considered and the Curator is responsible for the control of actual expenditure within the prescribed budget stated therein. Except that any over-expenditure on proposed exhibits must be borne by the Curator or under separate agreement between the Curator and Exhibitor. In case there is any potential external support towards a particular exhibit, the support is only regarded as Exhibitor's personal funding, having no implication on the status of funding support from the Government.

8.3 Depending on the competition, UABB (HK) 2017 Steering Committee reserves the right to set assessment criteria additional to those above which the Organizer determines to be objective and do not contradict existing ones to facilitate the processing of applications; review of such additional objective criteria will not be

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accepted.

- 8.4 Steering Committee's decision on the selection shall be final and shall not be open to query or dispute by any Applicant.
- 8.5 Steering Committee reserves the right not to accept/consider Proposals that fail to meet the above criteria.
- 8.6 Steering Committee reserves the right to use the selection procedure to appoint a curator, but not necessarily to adopt the submitted Proposal in entirety.

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9. NOTIFICATION OF RESULTS AND SIGNING OF AGREEMENT

- 9.1 The Organizer has scheduled to announce the result of Applications by **March 2017** upon completion of selection procedures; the Organizer reserves the right of postponement of such announcement and the final decision to select or not to select any applicant for the Project.
- 9.2 The Organizer shall determine the details of the Project and the related obligations of the successful Applicant and the budget and will sign an agreement ("the Agreement") with the successful Applicant. The successful Applicant must submit a revised Proposal/budget, if so required by the Organizer before the signing of the Agreement.
- 9.3 If the Applicants in the Project are employees of tertiary institutes, the participants must submit an approval letter from the tertiary institute indicating its approval of its employees to participate in the Project on a personal basis before the signing of the Agreement. The Institute will not reimburse the tertiary institute for any expenses incurred.
- 9.4 The Organizer reserves the absolute right to reject and disqualify any Applicant if it thinks fit.
- 9.5 The Organizer reserves the absolute right to cancel the exhibition arrangement of any Applicant if it thinks fit.
- 9.6 The Organizer shall not be liable to compensate any rejected, disqualified or unsuccessful Applicant and any cancelled exhibition Proposal of the successful Applicant.
- 9.7 The Organizer shall have the right to take photos, keep records and to reproduce any entry submissions of the successful Applicant and for documentation, exhibition, educational or publicity purposes.
- 9.8 In making the Application, each Applicant warrants that the Applicant is in possession of the intellectual property rights of the Proposal and has full right to possess, deal with and dispose of them free from all encumbrances.
- 9.9 The Applicant shall undertake full responsibility for the Proposal and shall indemnify the Institute for any loss that may arise from any breach of these conditions, of the Application and of the Agreement.
- 9.10 Upon successful application, the Applicant shall enter into a contract with The Hong Kong Institute of Architects

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10. HANDLING OF PERSONAL DATA

- 10.1 According to Paragraph 2.3.3 of the Code of Practice on Identity Card Number and Other Personal Identifiers published by the Privacy Commissioner for Personal Data (“the Code”), the Organizer may collect the ID card number of the grantee /authorized signatory if the grantee is an organization to verify the grantee’s identity and to identify grants related to the grantee.
- 10.2 Personal data contained in the Application documents are used by the Organizer to facilitate the processing and assessment of Proposals. Failure to provide such data will obstruct and prevent the assessment and result of the Application.
- 10.3 If there is any amendment to the personal data on the Application documents, the Applicant shall inform the Organizer in writing to ensure the accuracy of personal data held by the Organizer at all times. The Organizer may publish information concerning successful Project Applications in its Annual Report, Website, Newsletter and other publicity material; the Organizer may also use such information for its own research or policy development purposes. The Applicant shall allow the Organizer to publish and use such information and is required to notify the Organizer in writing when submitting the Application if the Applicant does not want to receive any publicity materials from the Organizer or related organizations.
- 10.4 To facilitate the assessment of Proposal, the Applicant shall allow the Organizer to reveal personal data contained in the Application to HKIA Council Members, Steering Committee members, CreateHK, other Government departments and external consultants for reference.
- 10.5 The Project will be assessed at any time by HKIA Council Members, Steering Group Committee members, or consultants in the entire discretion of the Organizer. The Applicant accepts that the contents of the assessment will be revealed to the public.

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11. COPYRIGHT

- 11.1 To facilitate the assessment of the Applications for the Project, the Applicant agrees to authorize the Organizer to duplicate and distribute Application documents to HKIA Council Members, Steering Committee members, the CreateHK, other Government departments, external consultants and other persons involved in the assessment of the Applications for reference.
- 11.2 If the Application documents submitted by the Applicant contain material (including any written, verbal, graphic/image production or other format), of which the copyright belongs to other parties/organizations, it is the Applicant's responsibility to obtain prior written consent from the copyright owner for its use and to enable the Organizer to carry out the aforementioned assessment.
- 11.3 If the contents of the Application incorporate the duplication, distribution or publishing of works and materials, etc. (including any written, verbal, graphic/image production or other format), of which the copyright belongs to other parties/organizations, it is the Applicant's responsibility to obtain prior written consent from the copyright owner to ensure that the project can be implemented successfully.
- 11.4 The Applicant must ensure that the Organizer will not violate the "Intellectual Property (Miscellaneous Amendments) Ordinance 2000" or other relevant ordinances due to the receipt, examination, possession, processing or archiving of Application documents submitted by the Applicant. If the failure of the Applicant to comply with this requirement causes the Organizer to violate any copyright law, the Applicant shall compensate the Organizer fully for any loss so caused.
- 11.5 The selected Applicant shall obtain prior consent from the Exhibitors and grant the Organizer a royalty free and irrevocable license exercisable at any time by the Organizer in its entire discretion to reproduce, upload, store and post all the materials produced in association with the Project, in any format, and partly or wholly, on media channels, including but not limited to publication, website, promotional activities, new media platform etc. owned or managed by the Organizer or in non-commercial promotion activities.
- 11.6 The Organizer reserves the right to show excerpts from the Project (and the video documentation of the Project) at events organized by the Organizer for promotional purposes. The Organizer reserves the right to show the full version of the production at academic or not-for-profit events (such as arts festivals, etc.), the nature of which

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to be determined entirely by the Organizer.

- 11.7 The Organizer is not responsible for any copyright dispute that might arise between the successful Applicant, the selected Exhibitors, the cross-media collaborators and other third parties.

12. THE PREVENTION OF BRIBERY ORDINANCE

- 12.1 Hong Kong Institute of Architects is a “public body” under the Prevention of Bribery Ordinance Cap 201. All members and staff of Hong Kong Institute of Architects must abide by the regulations related to the acceptance of advantages.
- 12.2 Under Chapter 201 Section 4 of the Prevention of Bribery Ordinance, the offering of advantage to, or the soliciting or acceptance of any advantages from any Institute's staff is strictly prohibited. Applicants should be aware of, and abide by, all applicable the regulations in their regard.

13. MEDIATION AND DOMESTIC ARBITRATION

Any dispute or difference arising out of or in connection with this Invitation shall first be referred to mediation at Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC and in accordance with its Domestic Arbitration Rules.

14. ENQUIRIES

- 14.1 The Applicant should visit regularly the HKIA website at www.hkia.net for updates and further announcement during the course of this Invitation.

For general administrative enquiries, please contact
Ms. Vivian Sie or Ms. Chloe Hui of HKIA Secretariat
Tel.: 2511 6323
Email: uabb2017@hkia.net

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