



香港建築師學會  
The Hong Kong Institute of Architects

**INVITATION FOR CURATOR**  
**FOR THE HONG KONG INSTITUTE OF ARCHITECTS**  
**65<sup>TH</sup> ANNIVERSARY EXHIBITION, PUBLICATION AND ANNUAL DINNER**  
**“ARCHITECTURE FOR PEOPLE”**

**A. OBJECTIVE**

We take pleasure to invite proposals for the captioned, organised by the Hong Kong Institute of Architects (HKIA). This tender is to recruit a HKIA member or a team (with at least 1 HKIA Member) to be the overall designer and coordinator (as “Curator” below) for the HKIA 65<sup>th</sup> Anniversary Exhibition, Publication and Annual Dinner. We hope the proposal could align with the main theme of HKIA 65<sup>th</sup> Anniversary “Architecture for People 人人建築”. It would be a merit if the proposal can induce contribution to the society and/or to raise the engagement with the general public.

**B. BACKGROUND**

The Hong Kong Institute of Architects (HKIA) is excited to celebrate the 65<sup>th</sup> Anniversary this year!

To commemorate HKIA’s accomplishments in serving our fellow architects as well as contributing to the society over decades, and take a step forward to connect with the community, as series of celebration events will be carried out spanning over from October 2021 to November 2022. With a theme “Architecture for People 人人建築”, HKIA will align a series of activities of the past, present, and future to reiterate the humanity side of Hong Kong Architects, architecture, and to embrace the community with our designs and professionalism.

Activities to be covered in Exhibition and Publication:

**PAST**

- **[Humanity Bank]**

This is to collect and celebrate the projects and activities that manifest the contribution in humanity and community by our fellow architects in the past 65 years. It is just a start and we hope this Humanity Bank will keep growing in the coming years.

**PRESENT**

- **[Architects In Town]**

This is to recruit and match members who are interested in voluntary works to suitable charity projects.

- **[Architects Social – Community Programmes]**

There will be a series of Community Programmes initiated by our members with various organisations.

- **[Open House]**

Architectural offices will be opened for visits by general public.



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**FUTURE**

- **[Competitions]**  
There will be competitions related to the theme “humanity” and student’s entries will also be invited.
- **[Young Architect Award]**  
The YAA’s theme this year will be related to “humanity”
- **[Architect’s Talks]**  
Architects will go back to their alma mater to share their experience.

**HIGHLIGHT**

- [HKIA Annual Awards]
- [HKIA Architecture Exhibitions in Beijing, Hangzhou, Hong Kong and New York to celebrate the 25<sup>th</sup> Anniversary of HKSAR]  
This list would be expanded to embrace more overseas cities

**C. EXHIBITION AND EVENTS SCHEDULE**

Date	Event	Venue
1-11 November 2022	HKIA 65 <sup>th</sup> Anniversary Exhibition	1/F event space, Central Market
5 OR 6 November 2022, evening	HKIA Annual Dinner 2022	Central Market (exact location tbc)
1-11 November 2022	Launch of publication	N/A

**D. SCOPE OF WORKS OF THE CURATOR**

The Exhibition will be held from 1 to 11 November 2022 at the 1/F Event Space of Central Market (~2,600 sq.ft, please refer to appendix). The Publication should be launched within the same period (e.g. could be launched at the Opening Ceremony of the Exhibition). The idea of the Annual Dinner is still open for the Curator to propose, it could be held within the same period and venue or the Curator can propose any innovative idea.

There will be separate production house for the actual contents layout and production for the exhibition and publication. There should also be separate vendor to handle the catering of the dinner. The Curator will be responsible for the following:-

- 1) Overall strategy, design, layout and graphical templates for the exhibition. It should include but not be limited to the spatial design, details of any special design features, main typography design, main graphical design templates for the exhibition that the vendor can easily follow and adopt.;
- 2) Overall strategy, design, layout and graphical templates for the publication. It should include but not be limited to the layout design, sections & divisions, main typography design, main graphical design templates for the publication that the vendor can



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- easily follow and adopt.;
- 3) The design and arrangement of the Opening Ceremony for the Exhibition and Publication Launch. It should include the spatial design, overall rundown and coordination;
  - 4) Overall strategy, logistics and layout design for the Annual Dinner. It should include the idea to attract members, relationship with the Exhibition, social contribution (if any), and etc.
  - 5) The Curator should act as the Overall Person-in-charge for the Exhibition, Publication, and the Annual Dinner. The Curator should be responsible to coordinate with various parties including the 65<sup>th</sup> Anniversary Taskforce and Secretariat of HKIA, production house, vendors, venue providers, and etc. to ensure the activities to be held smoothly.

**E. PROGRAMME OF THE EXHIBITION**

Activity	Tentative Timeframe
1) Open call for Curator	10 May – 9 June 2022
2) Appointment of Curator	30 June 2022
3) Deadline of First draft submission to Central Market and confirmation of venue	14 July 2022
4) Open Call and/or Appointment of Contractor / Production House	July 2022
5) Preparation & Setting up of exhibition and graphics	August – October 2022
6) Application for Temporary Places for Public Entertainment Licence and Fire Safety Certificate	19 September 2022
7) Exhibition	1-11 November 2022
8) Annual Dinner	5 or 6 November 2022 (evening)
9) Public Engagement event(s)	1-11 November 2022

**F. BUDGET FOR PRODUCTIONS**

- 1) Total budget for construction of exhibition public workshops, and printing is HK\$1,000,000;
- 2) Exhibition designer should budget the proposal and provide cost breakdown for the



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- design.
- 3) Separate calls for quotation of fees the mentioned items may be required.

## G. DESIGNER FEE & PAYMENT SCHEDULE

Maximum fee of HK\$150,000 shall be available to the successfully appointed Exhibition Curator:

Work stage	Anticipated schedule	Curator's fee (%)	Cumulative total (%)
Upon appointment	Jul 2022	HK\$15,000 (10%)	HK\$15,000 (10%)
Approval of concept design		HK\$30,000 (20%)	HK\$45,000 (30%)
Approval of schematic design		HK\$30,000 (20%)	HK\$75,000 (50%)
Award of contractor	Aug 2022	HK\$45,000 (30%)	HK\$120,000 (80%)
Completion of Exhibition	Nov 2022	HK\$30,000 (20%)	HK\$150,000 (100%)

## H. SUBMISSION OF PROPOSAL

- 1) Applicants should submit the proposal by the submission deadline 9 June 2022, Tuesday, 4:00pm (Hong Kong Time) by email to [bia@hkia.org.hk](mailto:bia@hkia.org.hk) or in sealed envelope marked "*HKIA 65<sup>th</sup> Anniversary Exhibition*" to HKIA Premises (19/F, One Hysan Avenue, Causeway Bay, Hong Kong.). Late submissions will not be considered.
- 2) The proposal should consist of
  - a. One A3 illustration (that may include layout, reference photos, or 3D illustration) about what you want to achieve in the exhibition;
  - b. One A4 suggestion on format of HKIA Annual Dinner 2022;
  - c. Experiences and project references in exhibition design;
  - d. CV of Key staff;
  - e. Fee proposal
    - i. Curator fee,
    - ii. Exhibition construction costs,
    - iii. Public engagement event(s) materials and manpower costs,
    - iv. HKIA 65<sup>th</sup> Anniversary Publication production costs,
    - v. HKIA Annual Dinner 2022 construction, catering and other costs related to its rundown; and
- 3) Any supplementary information of the proposal (except upon request by the HKIA and 65<sup>th</sup> Anniversary Exhibition Organising Committee) submitted after the submission deadline will not be accepted.



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**I. ASSESSMENT CRITERIA**

Creativity & practicality will be assessed by the 65<sup>th</sup> Anniversary Exhibition Organising Committee, on behalf of HKIA. Shortlisted applicants will be invited to attend a tender interview tentatively in June 2022.

**J. ENQUIRY**

- 1) Applicants should regularly visit [www.hkia.net](http://www.hkia.net) for updates and further announcement during the course of invitation.
- 2) For general administrative enquiries, please contact HKIA Secretariat Ms. Sinn Tang  
Email: [bia@hkia.org.hk](mailto:bia@hkia.org.hk)  
Tel.: 2805 7084

**K. APPENDICES**

Appendix 1 – Floor plan of 1/F event space, Central Market

Appendix 2 – Other general contract clauses for personal data, copyrights etc.