



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

**INVITATION FOR EXHIBITION DESIGNER**  
**FOR THE HONG KONG INSTITUTE OF ARCHITECTS**  
**ANNUAL AWARDS 2021 EXHIBITION**

We take pleasure to invite proposals for the captioned, organised by the Hong Kong Institute of Architects (HKIA).

The HKIA Annual Awards aims at recognising outstanding architecture achievements by members of HKIA. The awards began in 1965 and is one of the most important architectural awards given out in Hong Kong in acknowledging distinguish merits and in offering the much-needed opportunity for public admiration and appreciation. Entrant projects widely spread around the globe. The HKIA Annual Awards has witnessed the change in Hong Kong's architecture, and the progression of the quality of works by Hong Kong's architects.

The HKIA Annual Awards 2021 Exhibition will exhibit the winning projects and finalists of the Annual Awards 2021. The Exhibition will tentatively be held on 20-29 May 2022 and hopes to be staged at Central Market, 93 Queen's Road Central, Central, Hong Kong.

With an aim to promote architectural excellence to the city, the Exhibition should be designed to show the high quality service Hong Kong's architects are providing, and weekend workshops for the public should be proposed. A Prize Presentation Ceremony will also tentatively be set up as official results announcement of the Annual Awards 2021.

**A. EXHIBITION THEME & DESIGN GUIDELINES**

- 1) The theme of this year's HKIA Annual Awards 2021 Exhibition should match the 65<sup>th</sup> Anniversary direction of the Institute: "Architecture for People", while fit the venue theme.
- 2) HKIA possesses no objection to the design being further developed from prior architectural works, or prior projects of design, research, publication and/or exhibition;
- 3) The winning and finalist entries and exhibits, including exhibition panels and building models, of HKIA Annual Awards 2021 shall form the core of the Exhibition.



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## B. EXHIBITION AND EVENTS SCHEDULE

Date	Event	Venue
20-29 May 2022	HKIA Annual Awards 2021 Exhibition	1/F event space & exhibition space, Central Market
20 May 2022, 4:00pm-6:00pm	HKIA Annual Awards 2021 Prize Presentation Ceremony	G/F event space, Central Market
21-22 & 28-29 May 2022	Public workshops	G/F event space, Central Market

\*Dates are subject to change and approval by venue

## C. SCOPE OF WORKS OF THE EXHIBITION DESIGNER

- 1) HKIA is the Organiser of the event “**Organiser**”. The organiser has appointed the Annual Awards 2021 Committee to represent HKIA to supervise the project. All correspondences shall be directed to the HKIA Secretariat (“**Secretariat**”);
- 2) Exhibition Designer is responsible to provide a concept design for the exhibition series with references to the provided theme. Interaction with general public shall be well addressed in the design;
- 3) Exhibition Designer is responsible to provide the below-listed items, basing on the exhibition series concept design:
  - a. Exhibition
    - i. Schematic design, including but not limited to, venue layout, panel layouts, building model stand design, multimedia items if applicable, installations, preliminary cost estimate for the proposed items;
    - ii. Tender drawings & documents, including but not limited to, dimensioned drawings, illustrations, electronic files for production, specifications for exhibition panels, panel stands and building model stands, layout of lighting fixtures, and all associated administration works to appoint and coordinate with the responsible contractor.
  - b. Prize Presentation Ceremony
    - i. Schematic design, including but not limited to, venue layout, reception counter design, physical stage backdrop design, installations, preliminary cost estimate for the proposed items;
    - ii. Tender drawings & documents, including but not limited to, dimensioned drawings, illustrations, electronic files for production, specifications, layout of lighting fixtures, and all associated administration works to appoint and



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coordinate with the responsible contractor.

c. Public workshops

- i. Suggestions on workshops contents;
- ii. Preliminary cost estimate for materials, manpower and schedule.

d. Publicity materials

- i. Design of exhibition series identity key visual(s) & publicity materials of associated events;
- ii. Design and output files for Prize Presentation Ceremony, and preliminary cost estimate for the proposed items, including but not limited to:

Event	Items	Est. printing quantity
Prize Presentation Ceremony	Poster	0 (digital version only)
	Invitation card	150
	Programme booklet	150
Workshop	Poster	0 (digital version only)

- iii. Design & layouts of the approx. 200 pages commemorative publication of HKIA Annual Awards 2021 awarded and finalists projects.

- e. Exhibition Designer should cooperate with the venue provider, responsible contractors, and exhibitors. The Exhibition Designer should ensure that all regulations and requirements of the venue provider and relevant governmental departments for setting up and dismantling are met, all required permits should be obtained, and coordinate the construction of the exhibition and delivery of public workshops to maintain a high standard.

#### **D. PROGRAMME OF THE EXHIBITION**

Activity	Tentative Timeframe
1) Open call for Exhibition Designer	24 Jan - 10 Feb 2022
2) Appointment of Exhibition Designer	18 Feb 2022
3) Deadline of First draft submission to Central Market and confirmation of venue	Feb 2022
4) Open Call and/or Appointment of Contractor / Production House	Feb - Mar 2022



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5) Preparation & Setting up of exhibition, graphics and publication	Mar - May 2022
6) Application for Temporary Places for Public Entertainment Licence and Fire Safety Certificate	1 April 2022
7) Exhibition	20-29 May 2022
8) Prize Presentation Ceremony	20 May 2022
9) Public Workshops	21-22 & 28-29 May 2022

#### **E. BUDGET FOR PRODUCTIONS**

- 1) Total budget for construction of exhibition and prize presentation ceremony, public workshops, and printing is HK\$400,000;
- 2) Exhibition designer should budget the proposal and provide cost breakdown for the design.
- 3) Separate calls for quotation of fees the mentioned items may be required.

#### **F. DESIGNER FEE & PAYMENT SCHEDULE**

Maximum fee of HK\$120,000 shall be available to the successfully appointed Exhibition Designer:

<b>Work stage</b>	<b>Anticipated schedule</b>	<b>Designer's fee (%)</b>	<b>Cumulative total (%)</b>
Upon appointment	Feb 2022	HK\$12,000 (10%)	HK\$12,000 (10%)
Approval of concept design		HK\$24,000 (20%)	HK\$36,000 (30%)
Approval of schematic design		HK\$24,000 (20%)	HK\$60,000 (50%)
Award of contractor	Mar 2022	HK\$36,000 (30%)	HK\$96,000 (80%)
Completion of Exhibition	20 May 2022	HK\$24,000 (20%)	HK\$120,000 (100%)



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## **G. SUBMISSION OF PROPOSAL**

- 1) Applicants should submit the proposal by the submission deadline **10 February 2022, Thursday, 4:00pm** (Hong Kong Time) by email to [bia@hkia.org.hk](mailto:bia@hkia.org.hk) or in sealed envelope marked “*HKIA Annual Awards 2021 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 public workshops;
  - c. Experiences and project references in exhibition design;
  - d. CV of Key staff;
  - e. Fee proposal
    - i. Designer fee
    - ii. Exhibition construction costs
    - iii. Workshop materials and manpower costs; and
    - iv. Printing costs of prize presentation ceremony invitation card and commemorative publication.
- 3) Any supplementary information of the proposal (except upon request by the HKIA and Annual Awards 2021 Committee) submitted after the submission deadline will not be accepted.

## **H. ASSESSMENT CRITERIA**

Creativity & practicality will be assessed by the Annual Awards 2021 committee, on behalf of HKIA. Shortlisted applicants will be invited to attend a tender interview tentatively in February 2022.

## **I. 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



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## **J. APPENDICES**

- Appendix 1 – Floor plan of 1/F event space & exhibition space, Central Market
- Appendix 2 – Floor plan of G/F event space, Central Market
- Appendix 3 – Photos & images of past Annual Awards Exhibitions
- Appendix 4 – HKIA Annual Awards 2019/20 Commemorative Publication – extracted pages
- Appendix 5 – Other general contract clauses for personal data, copyrights etc.