



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 2019/20 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 2019/20 Exhibition will exhibit the winning projects and finalists of the Annual Awards 2019/20. The Exhibition will tentatively be held 21-27 November 2020 and hopes to be staged at The Mills, 45 Pak Tin Par Street, Tsuen Wan, N.T., 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 Press Conference will also tentatively be set up in November 2020 as official results announcement of the Annual Awards 2019/20.

**EXHIBITION THEME & DESIGN GUIDELINES**

- The theme of this year's HKIA Annual Awards 2019/20 Exhibition should match the general direction of the Institute: "Build a Better Hong Kong Promote Architectural Excellence", while fit the venue to promote and support garment and textile related knowledge.
- HKIA possesses no objection to the design being further developed from prior architectural works, or prior projects of design, research, publication and/or exhibition;
- The winning and finalist entries and exhibits, including exhibition panels and building models, of HKIA Annual Awards 2019/20 shall form the core of the Exhibition.



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## **EXHIBITION AND EVENTS SCHEDULE**

<b>Date</b>	<b>Event</b>	<b>Venue</b>
21-27 November 2020	HKIA Annual Awards 2019/2020 Exhibition	The Hall, G/F, The Mills
21 November 2020, 4:00pm-6:00pm	HKIA Annual Awards 2019/20 Prize Presentation Ceremony	The Hall, G/F, The Mills
21 November 2020, 6:15pm-8:45pm	HKIA Annual Party 2020	Fabrica Atrium and Hot Desk Area, 4/F, The Mills
22 November 2020	Public workshops	The Hall, G/F. The Mills

\*Dates are subject to change and approval by venue.

## **SCOPE OF WORKS OF THE EXHIBITION DESIGNER**

- 1) HKIA is the Organiser of the event “**Organiser**”. The organiser has appointed the Annual Awards 2019/20 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
    - .1 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;
    - .2 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
    - .1 Schematic design, including but not limited to, venue layout, reception counter design, physical stage backdrop design (double-sided, 5,000mmW x 2,500mmH x 500mmD), installations, preliminary cost estimate for the proposed items;
    - .2 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 coordinate with the



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responsible contractor.

C. Public workshops

- .1 Suggestions on workshops contents;
- .2 Preliminary cost estimate for manpower and schedule.

D. Annual Party

- .1 Schematic design, including but not limited to, venue layout, reception counter design, LED backdrop static graphics and animations (5,250mmW x 2,750mmH, 2,016x1,056pixel), installations, preliminary cost estimate for the proposed items;
- .2 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 coordinate with the responsible contractor.

E. Publicity materials

- .1 Design of exhibition series identity key visual(s) & publicity materials of associated events;
- .2 Design and output files for Prize Presentation Ceremony and Annual Party, 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)
Annual Party	Poster	0 (digital version only)
	Invitation card	300
	Programme leaflet/booklet	300
	Admission waistband / ticket	300

- .3 Design & layouts of the 228-page commemorative e-publication of HKIA Annual Awards 2019/20 awarded and finalists projects.

- 4) 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.



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## **PROGRAMME OF THE EXHIBITION**

<b>Activity</b>	<b>Tentative Timeframe</b>
1) Open call for Exhibition Designer	15 May – 12 June 2020
2) Appointment of Exhibition Designer	23 June 2020
3) Deadline of First draft submission to The Mills and confirmation of venue	15 July 2020
4) Open Call and/or Appointment of Contractor / Production House	August 2020
5) Preparation & Setting up of exhibition, graphics and e-publication	September – November 2020
6) Application for Temporary Place for Public Entertainment Licence and Fire Safety Certificate	6 October 2020
7) Press Conference	November 2020
8) Exhibition	21-27 November 2020
9) Prize presentation Ceremony	21 November 2020
10) Annual Party	21 November 2020
11) Public Workshops	22 November 2020

## **BUDGET FOR PRODUCTIONS**

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



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## **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	June 2020	HK\$12,000 (10%)	HK\$12,000 (10%)
Approval of concept design	15-31 July 2020	HK\$24,000 (20%)	HK\$36,000 (30%)
Approval of schematic design	August 2020	HK\$24,000 (20%)	HK\$60,000 (50%)
Award of contractor	August 2020	HK\$36,000 (30%)	HK\$96,000 (80%)
Completion of Exhibition	28 November 2020	HK\$24,000 (20%)	HK\$120,000 (100%)

## **SUBMISSION OF PROPOSAL**

- Applicants should submit the proposal by the submission deadline 12 June 2020, Friday, 2:00pm (Hong Kong Time) by email to [bia@hkia.org.hk](mailto:bia@hkia.org.hk) or in sealed envelope marked “*HKIA Annual Awards 2019/20 Exhibition*” to HKIA Premises (19/F, One Hysan Avenue, Causeway Bay, Hong Kong.). Late submissions will not be considered.
- The proposal should consist of
  - 1) One A3 illustration (that may include layout, reference photos, or 3D illustration) about what you want to achieve in the exhibition;
  - 2) One A4 suggestion on public workshops;
  - 3) Experiences and project references in exhibition design;
  - 4) CV of Key staff;
  - 5) Fee proposal
- Any supplementary information of the proposal (except upon request by the HKIA and Annual Awards 2019/20 Committee) submitted after the submission deadline will not be accepted.

## **ASSESSMENT CRITERIA**

Creativity & practicality will be assessed by the Annual Awards 2019/20 committee, on behalf of HKIA. Shortlisted applicants will be invited to attend a tender interview tentatively in mid-June 2020.



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## **ENQUIRY**

- Applicants should regularly visit [www.hkia.net](http://www.hkia.net) for updates and further announcement during the course of invitation.
- For general administrative enquiries, please contact  
HKIA Secretariat Ms. Ellie Mak  
Email: [bia@hkia.org.hk](mailto:bia@hkia.org.hk)  
Tel.: 2805 7085

## **APPENDICES**

Appendix 1 – Floor plan & photo of The Hall, The Mills

Appendix 2 – Floor plan & photo of Fabrica Atrium and Hot Desk Area, The Mills

Appendix 3 – Photos & images of past Annual Awards Exhibitions

Appendix 4 – HKIA Annual Awards 2018/19 Commemorative Publication – extracted pages

Appendix 5 – Other general contract clauses for personal data, copyrights etc.