



## INVITATION FOR PROPOSAL OF

### HKIA Architecture Exhibition in New York (N.Y. Exhibition)

香港特別行政區成立25週年 . 城市規劃建築設計成就展覽

**Beyond . 跨越 . Limit** (exact title to be confirmed 具體名稱待確認)

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The Hong Kong Institute of Architects hereby invite (termed in short as "Invitation") interested curator/curatorial group ("the Applicant") to submit proposal ("Proposal") by way of application for the HKIA Architecture Exhibition in New York (N.Y. Exhibition) and thereof participate as the curator ("Curator").

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## 1. THE ORGANIZER, ABSTRACT, AIMS & BENEFICIARIES

### 1.1 THE ORGANIZER

The The Hong Kong Institute of Architects (“HKIA”) is the organizer of this project. The Organiser shall appoint a Steering Committee named BJ/HZ & N.Y. Exhibitions Steering Committee to represent the Organiser to supervise the Project. All correspondence shall be directed to The Hong Kong Institute of Architects Secretariat.

### 1.2 ABSTRACT

Around two centuries have passed since Hong Kong opened as a trading port. Hong Kong has been advancing through cultivating moments of infinite possibilities by stretching the **LIMITS**.

Whilst the hilly topography limits the supply of flat land, the city navigates the platforms and terraces formed against the mountains by meandering steps and stairs complemented by ramps, escalators, and vertical lifts. It keeps sprawling by overlaying different layers of city fabric cross-stitched with spaces and time of various density, speed and flexibility.

A quarter century went by since our reunion with the Mainland China. The Hong Kong story goes on. We manifest the city with innovations and creativity that portrait the **BEYOND**. The architectural exhibition in New York is crafted to showcase the expertise, the style and the right acumen of Hong Kong architects and creative core in orchestrating a matrix of PAST meeting FUTURE, EAST meeting WEST.

The Hong Kong story will be revealed through an architectural exhibition with refined collection of artifacts, three-dimensional models, small scale installations, and digital images recording reality/augmented reality, all those work together to recall the various memories and efforts that make our city and the whole world a more joyful and sustainable place to all.

1 July 2022 marks the 25th Anniversary of the return of Hong Kong to our Motherland and the establishment of the Hong Kong Special Administrative Region. This is a significant milestone for The Hong Kong Institute of Architects to highlight the achievements of our profession in the past 25 years on underpinning and supporting the process of urbanization and sustainable development in Hong Kong, the Guangdong-Hong Kong-Macao Greater Bay Area (“Greater Bay Area”, extended Mainland Areas, and far more beyond.



Besides, the exhibition that are proposed to be held in New York would seek to encourage active participation of architectural profession and practitioners of creative industry from United States (U.S.) to meet our members to seize future business opportunities.

### **1.3. AIMS & BENEFICIARIES**

At this special moment of full speed going of Greater Bay Area and Belt & Road initiatives, HKIA seeks every opportunity to showcase our creative design and innovative planning works not limited in Hong Kong, but our power to radiate our professional services to the Greater Bay Area and overseas cities such as New York. The timing is also carefully considered to coup with the 25th Anniversary (25A) of Hong Kong Special Administrative Region (HKSAR) and 65<sup>th</sup> Anniversary of HKIA. To maximize this golden opportunity, our members are seeking opportunities to promote our professional services outside Hong Kong so that more investors and partners will be more familiar with us. HKIA commits to curate and present an exhibition in the highest standard to reveal the unique characters of Hong Kong architecture and urbanism, and to promote the creative industry of Hong Kong in an national and international arena.

HKIA would invite American Institute of Architects Hong Kong Chapter ('AIAHK') to partner with us to navigate in the exhibition.

As one of the event series that are presented in New York in October 2022 to celebrate the 25A of HKSAR, we intend to invite CE of HKSAR or other senior Government Officials to officiate the opening and reception.

Through the exhibition we would invite New York/U.S. audiences and overseas visitors to explore Hong Kong's unique urban form shaped by endless creative ways of making things co-happen.

In this project, we aim at :

- presenting an exhibition in the highest standard to reveal the unique characters of Hong Kong architecture and urbanism;
- Encouraging artistic, cross-border dialogue with professionals from the New York/U.S., Bay Area, Greater China region and overseas to enhance synergy and boost interaction;
- promoting the creative industry of Hong Kong in an international arena;
- encouraging architectural, cultural and intellectual dialogue between architects, scholars and public from both Hong Kong and New York/U.S. and the nearby states; and
- connecting with around potential partners and clients during the exhibition which is a good platform for architects as architecture is one of the pillars of the creative industry for outreaching the New York, U.S. and the nearby states.



The main target audience are:

- architects, architectural students, associated professions, general public and media, both local and international, with a keen interest in architectural excellence;
- younger generation of architects and students who are keen in pursuit of architecture, design, urban planning and other creative professions;
- Architectural lovers and associated public groups; and
- key opinion leaders, policy makers, artists, advocates, and strategic researchers from different parts of the world.
- Members of the community and public who are interested or yet to be interested in creative professions, creative industries, or creativity per se.

**N.Y. Exhibition Steering Committee:**

- Ms. Helen Leung (Vice-President of HKIA)
- Mr. Thomas Cheung (Vice-President of HKIA)
- Mr. Joe Lui (Chair of Board of Mainland Affairs)
- Mr. Billy Chan (Chair of Board of External Affairs)
- Ms. Sunnie Lau (Chair of Board of Education Affairs)
- Mr. Stephen Ho (Council member of HKIA)
- Mr. Joseph Wong (Council member of HKIA)
- Mr. Roy Liu (Member, Board of Mainland Affairs)



## 2 EXHIBITION THEME

The tentative theme / scope for the N.Y. Exhibition is :

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Curator is responsible to define the concept and set the title in response to the theme stated above.

- 2.1 The Hong Kong Curator shall be able to work closely with AIAHK and other organization(s) and counterparts in New York/U.S. as specified by HKIA for creating synergy and dialogues for promoting the exhibition and collateral events.
- 2.2 The Project shall encourage participation of and production by creative professionals including but not limited to architects, designers and artists.
- 2.3 The events shall outreach to the younger generation of architects and students who are keen in pursuit of architecture, design, urban planning and other creative professions.
- 2.4 Theme and setting of the Exhibition Opening and exchange events shall encourage participation, networking and mutual dialogue of New York/U.S. and 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.
- 2.5 Besides N.Y. Exhibition, there would also be another exhibition with the same theme to be held in Beijing and Hangzhou (refer to separate call for curator proposal for HKIA Architecture Exhibitions in Beijing and Hangzhou (“BJ/HZ Exhibitions”). The BJ/HZ Exhibitions shall have a separate budget of resources to support the Curator for that Exhibition. Successfully appointed Curator may be awarded with the two projects – N.Y. Exhibition and BJ/HZ Exhibitions.

If the two projects are awarded to the same Curator, part of the exhibitors for BJ/HZ Exhibitions would produce replica of their exhibits for N.Y. Exhibition. Appropriate number of installations / models will be selected by Curator and Steering Committee to be presented for N.Y. Exhibition.



### 3. EXHIBITION VENUE AND PROGRAM

3.1 The N.Y. Exhibition will be held in October 2022.

3.2 The program for the Exhibition and other events is as follows-

(The program below is for reference only. Actual date is subject to the approval from Hong Kong Economic Trade Office in New York and pandemic situation.)

Date	Programme
	<b>BJ Exhibition</b>
30/6/2022 - 13/7/2022	Exhibition period
	<b>HZ Exhibition</b>
18/7/2022 - 31/7/2022	Exhibition period
	<b>Response Show(s) in Hong Kong</b>
3/9/2022 – 13/9/2022	Exhibition period
	<b>New York Exhibition</b>
10/2021-15/11/2021	Call for curator(s)
1/2022 – 2/2022	Call for exhibitors, PR, Communication and Event Organiser
4/2022 - 7/2022	Production and storage of exhibits
7/2022 -10/2022	Shipment/ Transport
early 10/2022	Venue Setup
11/10/2022 or early 10/2022	Grand Opening, Networking Cocktail Reception and Media Tour/m VIP guided tour
11 and/or 12/7/2022	Forum/ hybrid webinar / Architectural Tour(s)
10/10/2022 - 24/10/2022	Exhibition period (tentatively two weeks)
25/10/2022	Dismantling
11/2022	Final Report

3.3 Curator should identify and suggest potential venues to the Steering Committee for consideration. The size of the NY exhibition is approximately 200-300 sq. meters.

Hong Kong Economic Trade Office in New York could assist to source and inspect possible venues if necessary.

#### Key Features

- The Exhibitions shall encourage participation of and production from creative professionals including but not limited to architects, designers, business practices and students. Opening ceremony and networking reception, forum/webinar, guided tours and VIP tours, and other interactive events, etc. will be organised (subject to the venue availability and the pandemic situation).
- A grand Opening  
Estimated number of guests and participants: 150-200 (subject to venue availability, arrangement of the exhibitor groups, and the pandemic situation)  
A live feed video on social media with broadcasting function, i.e. Facebook live, will be



broadcasted.

- A networking reception to connect between the Hong Kong architects and partners/clients from different countries. Estimated number of guests and participants: 150-200 (subject to venue availability, arrangement of the exhibitor groups, and the pandemic situation)
- A guided tour special for VIP guests including Guest of Honour and other officiating guests of the Grand Opening
- Other 4-10 nos. of guided tours for building professionals, young participants and general public (tentatively for in-depth exchange of architectural profession from Hong Kong and United States)
- Two hybrid forums/webinars sharing HK 25-years plus and moving forward for exchange among Hong Kong and US architects on important issues such as urban planning and regeneration, sustainable and resilient city/building design and livable high density city.

Estimated number of participants: 100-200. To make the forum/webinar's discussion meaningful, a certain number of speakers from different places and background is needed. Tentatively, we will invite around 2 speakers and 2 moderators from Hong Kong and another 4 speakers from New York/United States/Canada who will be suggested and reviewed by the Steering Committee.



#### **4 ELIGIBILITY**

- 4.1. The Applicant should be the Curator(s) of the Proposal. He/She should be a resident of Hong Kong and have reached the age of 18.
- 4.2. The Applicant should submit Proposal on group basis.
- 4.3. International team formation of Hong Kong, Mainland, New York/U.S., 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 organizer in the Proposal of his/her qualifications, experience and ability to complete the Project. Inclusion of team member(s) with good connection to New York is highly advantageous.
- 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. At least 50% core members in the Curatorial Team must hold full membership / fellowship of HKIA. (please specify in the submission)
- 4.7. At least 60% of the total Exhibitors must hold full membership / fellowship of HKIA. (please specify in the submission)
- 4.8. Any individual, group or registered organization is allowed to participate in max TWO Proposals for this Invitation.





## **5. RESPONSIBILITIES OF THE CURATOR**

5.1 The Curator shall report to the organizer and Steering Committee.

5.2 The Curator is hold full responsibility for the overall completion of the Project according to the programme, budget and in the highest standard. The major duties include but not limited to:

### **5.2.1 Finance and Budget**

5.2.1.1 prepare 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, and to review and propose measures to adjust the overall exhibition expenditure from time to time to suit the latest financial status for the purpose of budget control.

5.2.1.2 prepare cash flow table of the project for reporting in every Steering Committee meeting.

### **5.2.2 Exhibition & Events**

5.2.2.1 To initiate, invite, coordinate and confirm list of exhibition items and works ("Exhibits")

5.2.2.2 To source, inspect and prepare venues for the setup of Exhibits;

5.2.2.3 To assist the setup and finish of all Exhibits with Exhibitors;

5.2.2.4 To manage and liaise with venue management for all services and provisions for the Exhibition;

5.2.2.5 To assist the certification of public safety for the Exhibition and to arrange insurance whenever and wherever appropriate;

5.2.2.6 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, if necessary.

5.2.2.7 prepare tender documents, apply permits, monitor construction and maintain the venue in good and safe conditions during the exhibition period.

5.2.2.8 To monitor and maintain all Exhibits during the course of the Exhibition;

5.2.2.9 To arrange transportation/shipment and related logistics arrangement of Exhibits;

5.2.2.10 To oversee dismantling for site clearance and comply with the requirement as set by site provider;

5.2.2.11 To arrange guided tours, symposiums and/or other promotional, educational and cultural events for the Exhibition;

5.2.2.12 To report to the organizer for non-compliance incidence, if any.



- 5.2.2.13 cooperate with venue landlord, consultants, contractors, sponsors and exhibitors on all matters related to the Exhibition. 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;
- 5.2.2.14 To follow the social distancing and hygienic measures and regulations imposed by venues and New York/ United States authorities for the safety of project staff, Exhibitors, participants and visitors.

### **5.2.3 Publicity**

- 5.2.3.1 To incorporate and maintain HKIA branding in all exhibition promotional activities.
- 5.2.3.2 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;
- 5.2.3.3 To provide Chinese (繁體及簡體) and English text for the Exhibition, including HKIA intent, curatorial statement, Exhibitors information, description of Exhibits, and additional literature of criticism and references;
- 5.2.3.4 To prepare all press release and publicity text in Chinese (繁體及簡體) and English for the Exhibition;
- 5.2.3.5 To design and manage production of publicity items including posters, leaflets, invitation cards, banners, backdrop and website, archive documentation, etc. All output to printer requires final approval by the organizer;
- 5.2.3.6 To prepare design of advertisements;
- 5.2.3.7 To prepare Opening Ceremony, symposiums, workshops, forum, performances, cultural and educational events, Closing Ceremony and any other co-related events;
- 5.2.3.8 To attend with all Exhibitors the opening ceremony of the Hong Kong Exhibition and related core events;
- 5.2.3.9 To propose, liaise with and assist in the invitation of local and overseas guests on behalf of the Steering Committee for occasions of opening, performance, symposium and related events.



#### **5.2.4 Sponsorship**

- 5.2.4.1 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;
- 5.2.4.2 To explore possible sponsorship from external parties;
- 5.2.4.3 To make necessary presentations of the Exhibition to sponsors and potential sponsors.

#### **5.2.5 Documentation**

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

#### **5.2.6 Report and Evaluation**

- 5.2.6.1 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 Steering Committee;
- 5.2.6.2 To assist the organizer if requested in arranging media, guests and critics to review the exhibition;
- 5.2.6.3 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 Steering Committee;
- 5.2.6.4 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.



## 6 FEE AND BUDGET

- 6.1 A curator fee of **HK\$300,000** shall be available to the successfully appointed Curator. Separate funding for employment of one Project Manager and Project Officer to support the curator would be allowed and payment to these two staffs would be made by the organizer direct (subject to approval from Hong Kong Economic and Trade Office in New York (NYETO)).

Funding is being sought from the NYETO. Figures below are indicative, actual amount is subject to the approved budget from NYETO.

Suggested fee schedule is as below:-

Work stage	Schedule (Tentative)	Percentage of Curator's fee	Cumulative total
Upon appointment of Curator	Nov/ Dec 2021	HK\$90,000 (around 30%)	HK\$100,000
Opening of N.Y. Exhibition	Oct 2022	HK\$110,000 (around 37%)	HK\$200,000
Project Completion and submission of report	November 2022	HK\$100,000 (around 33%)	HK\$300,000

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

The cash sponsorship that the Curator help brings to the project should not be subjected to any administration charges from the Curator, nor to incur any administrative and consultancy service charges to the HKIA.

Should Curator help the organizer bring in cash sponsorship successfully, the Steering Committee would exercise its discretion to upward adjust the curator fee **subject to no deficit on the final account**. Top up curator fee will be payable to Curator under the following condition upon organizers' approval. The top up payment will be paid after the completion of the project and upon receipt and acceptance of completion report by Steering Committee.

Condition	Top up Curator fee
When Curator helps bring in cash sponsorship <b>The first HK\$ 100,000</b> successfully	HK\$25,000
When Curator helps bring in cash sponsorship <b>Each subsequent HK\$ 100,000</b> successfully	HK\$35,000 for each \$ 100,000



6.2 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 NYETO)

<b>Cost Items</b>	<b>Maximum Budget Allowed</b>
Curator fee	300,000
Travel and accommodation of the Project leader, a curator and a project team staff for venue visit and meeting	48,000
Engagement of exhibitors; production and transportation of exhibits; travel and accommodation of exhibitors	2,400,000
Travel and accommodation of Project leaders, staff of project team for the exhibition opening	90,000
Insurance	60,000
License Application & Copyright application	30,000
Temporary storage and logistic of Hong Kong exhibits, including transport and disposal of exhibits, and local transportation	170,000
Security and cleaning fee	100,000
Dismantle and waste disposal	130,000
Venues rental and venue setting for N.Y. Exhibition (including venue construction, setup and maintenance, and onsite installation of exhibits)	650,000
Venue decoration, Audio-visual equipment & system hiring, symposium proceeding	100,000
Grand opening with refreshment (and closing events)	50,000
Public Forums (Hybrid)/webinars/educational and cultural events	80,000
Network reception	60,000
Guest invitation including flight, accommodation and transportation of guest speakers (from Hong Kong)	80,000
Guest invitation including flight, accommodation and transportation of guest speakers (from U.S./ Canada)	60,000
PR and Promotion	320,000
Event Organiser	90,000
Publicity materials (including exhibition booklet, poster, pamphlets, flyers, cards, archive publication)	160,000
Press Conference	100,000



Photographer and Video Maker	50,000
Event website & Virtual Exhibition	80,000
Disinfection of venue & hygienic protection arrangement	20,000
<b>Total (tentative)</b>	<b>5,228,000</b>

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

- 6.3 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.
- 6.4 The organizer welcomes innovative concept on the exhibition, 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.
- 6.5 The Project is non-profit making in nature.
- 6.6 All the tenders/quotations should comply with competitive tendering principles and adopt the practices specified by the Organizer.



## 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 7.4 below. The Proposal should be presented in English or Chinese, which shall includes the following:

	<u>ITEMS</u>	<u>SUBMISSION FORMAT</u>
1	<b>Exhibition title and Curatorial statement</b>	<b>1 x A4</b>
2	<b>Personal info/ Contact / Curriculum vitae of the Curator(s)</b>	<b>A4(s)</b>
3	<b>List of proposed Exhibits (seven pieces of exhibits and shall be within budget)</b>	<b>A4(s)</b>
4	<b>Outline Budget</b>	<b>A4(s)</b>
5	<b>Programme and Exhibition content</b>	<b>2 x A3 max.</b>
6	<b>Possible sponsorship / fund raising strategies / PR Strategies (Optional)</b>	<b>A4(s)</b>
7	<b>An USB flash drive saving all documents and images submitted</b>	<b>Word Document / PDF</b>

7.2 The exhibits include :

Scenario One : If both the BJ/HZ and N.Y. Exhibitions are awarded to the same Curator, part of the exhibits can be selected from the pool of exhibits from BJ/HZ Exhibitions. The scale and composition of the exhibits are detailed at 7.2.1.

Scenario Two: If BJ/HZ and N.Y. Exhibitions are by two different Curators, Curator of N.Y. exhibition should curate the exhibition with the scale and composition detailed at 7.2.1.

7.2.1. 16 installations or models showcasing:

- i). PAST - the completed works by HKIA members/registered practices of HKIA;
- ii). PRESENT - the visionary/conceptual works by HKIA members/registered practices of HKIA, and
- iii). FUTURE - works by young HKIA members (age below 40, either completed or conceptual).

Proportion among the three categories is subjected to proposal by Curator. Should the curator perceive any deviation to the proposed themes, curator may submit their intent and reasons in written to HKIA which will be passed to Steering Committee for further evaluation.



- Four installations or models by invitation to the following:
  - i). Architectural Services Department (ASD)
  - ii). Hong Kong Housing Authority (HKHA)
  - iii). Urban Renewal Authority (URA)
  - iv). MTR Corporation Limited (MTR)

Curator may provide other suggestions to the parties to be invited. BJ/HZ and N.Y. Steering Committee reserves the right of final decision.

- Five videos/digital media showcasing outstanding projects of HKIA members in Hong Kong, US, Greater Bay Area, Belt and Road Countries and other overseas areas.
- The abovementioned exhibits should demonstrate to an extent of the integration of environmental sustainability and greening principles.

### 7.3 The Proposal should include the following :

- i. Five out of the 16 installations / models are to be proposed by the curators. The Proposal should include 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. Exhibiting group with full/fellow members of HKIA would be of advantage.
- ii. 11 out of the 16 nos. of exhibits are to be made by open call.
- iii. The curators shall consider the production and shipment lead time and the probability of the exhibits in advance when proposing 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.

7.4 Proposal in sealed envelope marked "**HKIA Architecture Exhibition in New York**" should reach the organizer premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong) on or before (**Hong Kong Time**) **19 November 2021 at 5:00pm** ("Deadline"). Late submissions will NOT be considered.

7.5 The HKIA is applying funding from Hong Kong Economic Trade Office in New York (NYETO) under HKSAR Government for this project and anticipates to receive funding result in late November 2021 (tentative). Subject to the availability and sufficiency of funding from NYETO and further arrangements, the HKIA Council and Steering Committee might cease and terminate in organizing this exhibition.

7.6 A **Briefing Session** for potential applicants would be held by the organizer on **1 November 2021 at 6:45pm at HKIA Premises** (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong). Please email name and contact of the attendant to [bma@hkia.org.hk](mailto:bma@hkia.org.hk) for registration.





- 7.7 Shortlisted Applicants will be invited to an **interview** scheduled for **27 November** at HKIA Premises to further detail and clarify their Proposal.
- 7.8 The organizer does not accept applications sent by fax or email.
- 7.9 The organizer does not accept any supplementary information of the Proposal (except upon request by the organizer) submitted after the submission deadline.
- 7.10 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.
- 7.11 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.



## **8 ASSESSMENT, SELECTION PROCEDURES AND CRITERIA**

8.1 The BJ/HZ & N.Y. Exhibitions Steering Committee and a Jury Panel on behalf of the organizer shall assess all Proposals submitted in due good order before the Deadline. The decision of the jury panel 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, US, Mainland China, as well as other relevant cities in the Greater Bay Area and worldwide;
- The feasibility of the Proposal (including flexibility and responsiveness to changes in COVID-19/pandemic developments and situation);
- 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;
- Whether the Curator has strong link to New York/ U.S. counterparts and demonstrates knowledge and ability in curatorship in overseas and/or New York/ U.S. architectural exhibitions;
- The extent of integration of environmental sustainability and greening principles in the proposal and throughout the entire exhibition as appropriate;
- 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.
- Successfully appointed Curator may be awarded with the two projects – (1) N.Y. Exhibition and (2) BJ/HZ Exhibitions. In addition to the above selection criteria, whether the Curator's separate proposal for the BJ/HZ Exhibitions fulfils the selection criteria of that Exhibition (refer to separate call for curator proposal for BJ/HZ Exhibitions).



- 8.3 Depending on the competition, 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 accepted.
- 8.4 Steering Committee reserves the right not to accept/consider Proposals that fail to meet the above criteria.
- 8.5 Steering Committee reserves the right to use the selection procedure to appoint a curator, but not necessarily to adopt the submitted Proposal in entirety.



## 9 NOTIFICATION OF RESULTS AND SIGNING OF AGREEMENT

- 9.1 The organizer has scheduled to announce the result of Applications in **late November 2021 or December 2021** 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



## **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, Hong Kong Economic Trade Office, CreateHK, other Government departments and external consultants for reference.
- 10.5 The Project will be assessed at any time by HKIA Council Members, Steering 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.



## 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, Hong Kong Economic Trade Office, 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 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 The Hong Kong Institute of Architects is a “public body” under the Prevention of Bribery Ordinance Cap 201. All members and staff of The 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](http://www.hkia.net) for updates and further announcement during the course of this Invitation.

For general administrative enquiries, please contact  
HKIA Secretariat Tel.: 2511 6323  
Email: [bma@hkia.org.hk](mailto:bma@hkia.org.hk)

- END -