



SUBMISSION KIT

ELIGIBILITY

The competition is open to all Registered Professional, Provisional or Associate members of IDIBC and Registered Architect or Intern Architect members of AIBC in good standing at the time of submission. Eligible projects are Interior Design based projects completed between **October 1, 2008 and December 31, 2010**, published or unpublished. All submissions must be delivered to Suite 400 – 601 West Broadway by Noon **June 24, 2011**. **Late entries will be disqualified.**

NOTE

- Projects entered in past years IDIBC Awards of Excellence are not eligible.
- Late submissions will not be considered – **NO EXCEPTIONS!**
- Incomplete submission kits will not be considered.
- Scope of Work: The submission categories encompass the complete scope of work of interior design professionals. If the project is a chain store or branch office the designer who developed the original corporate or retail standard is the only person permitted to submit the entry.
- Should your identity appear in any manner on photographs and or entry forms where not specifically asked for, your submission will be disqualified
- All qualifying submissions are considered finalists.
- All images submitted are deemed to be property of IDIBC and/or IDC and may be used in whole or in part, at the sole discretion of IDIBC and/or IDC for the purposes of promoting the IDIBC Awards of Excellence and/or the IDIBC and/or IDC.
- One separate submission kit per entry is required.

JUDGING

- Judges follow standardized evaluation criteria based solely on the submission's entry package.
- The Awards Committee and IDIBC will rely upon the representations made by the entrants in their submissions and will not be responsible for any inaccuracies contained therein. Neither the Awards Committee nor the IDIBC will be responsible for verifying credits submitted for the projects; investigating any complaint, or settling any dispute between designers or participants for the project.

SUBMISSION KIT must include:

- ✓ **ENTRY FORM** (On 8.5x11 white paper)
- ✓ **PROJECT DESCRIPTION FORM** (On 8.5x11 white paper, *if the firm is identified in any way set project will automatically be disqualified*)
- ✓ **PRECONSTRUCTION FLOOR PLAN** (On 8.5x11 white paper, *if the firm is identified in any way set project will automatically be disqualified*)
- ✓ **FINAL SPACE PLAN** (On 8.5x11 white paper, *if the firm is identified in any way set project will automatically be disqualified*. Location and angle of submitted photographs are to be marked on plan.)
- ✓ **8-1/2"x 11" COLOR PHOTOGRAPH**. This photograph should best represent the project. Label entry number on back of photo in a clear manner. Images may be exhibited at the Awards Gala, IDS WEST and a Gallery Exhibit. Project posters are to be considered property of the IDIBC and may be used to promote the awards, at IDIBC's discretion.
- ✓ **RELEASE FORM**
- ✓ **DIGITAL SUBMISSION** (CD or DVD in a protective case, one per submission) consisting of:
 - Minimum of 3 images and a maximum of 8 images.
 - Images are to be high res tiff file @ 300 dpi, actual size 8" x 10" or as close as possible. Only professional quality images will be considered.
 - Each image is to be named with your submission kit number followed by the image order. Eg: 2010.45.01, 2010.45.02 .
 - At least one preconstruction photograph should be included and numbered with your submission kit number followed by PRE. Eg. 2010.45.PRE.01, 2010.45.PRE.02
 - A single WORD document (.doc format) 50 word maximum, containing your Bried Project Description taken from your Project Description Form. Name this file with your submission kit # followed by DESC (eg., 2010.45.DESC).



PROJECT ENTRY FORM

CATEGORIES

- | | |
|--|----------------------------------|
| 01 Residential | 02 Residential Partial |
| 03 Multi Residential & Sales (Marketing) Centres | 04 Workplace Total |
| 05 Workplace Partial | 06 Retail & Kiosks |
| 07 Healthcare & Personal Services | 08 Public & Institutional Spaces |
| 09 Hospitality | 10 Specialty Design |
| 11 Special Jurors Award | 12 People's Choice |

PROJECT CATEGORY

PROJECT NAME

PROJECT LOCATION

COMPLETION DATE

FIRM NAME

CONTACT NAME

STREET ADDRESS CITY PROV POSTAL CODE

TELEPHONE FAX EMAIL

List all contributing Team Members, *(lead team member must be an eligible member of the IDIBC or AIBC)*

TEAM MEMBER (IDIBC/AIBC MEMBER)

TEAM MEMBERS INVOLVED (to be listed with commas between each member's name)

Note: All images submitted become the property of IDIBC upon submission. Entrant acknowledges that IDIBC may use submitted images, or parts of images, at their sole discretion, for promotion purposes.

Signature Name (firm principal) Date

SUBMISSION KIT # _____



PROJECT DESCRIPTION FORM

- What is the project category?
- What is the square footage?
- Brief Project Description: What were the client objectives, design criteria, design concept? (50 words maximum)

- Project Involvement: Indicate level of involvement in the following areas as 100%, 75%, 50%, 25%, or 0%

A Programming	_____	B Space Planning	_____
C Partitions	_____	D Floors	_____
E Walls	_____	F Doors & Hardware	_____
G Ceilings & Lighting Design	_____	H Furniture	_____
I Signage & Graphics	_____	J Millwork	_____
K Plumbing Fixtures	_____		
L Other (describe)	_____		

- What was the project final budget?
- Describe how the design team addressed environmental considerations for this project. (50 words maximum)
- Describe any unexpected conditions or challenges that affected the project. (50 words maximum)
- Judges will have the opportunity to bestow special awards in various areas, for example, Universal Design, Adaptive Reuse, etc. Describe why your project may be considered for a special award. (50 words maximum)

2010 IDIBC AWARDS OF EXCELLENCE