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INVITATION FOR PROPOSAL OF
2013 BI-CITY BIENNALE OF
URBANISM\ARCHITECTURE*HONG KONG

The Hong Kong Institute of Architects (“HKIA”) hereby invites (termed in short as "Invitation") interested curator/curators group (“the Applicant”) to submit proposal (“Proposal”) by way of application for the 2013 Bi-City Biennale of Urbanism\Architecture*Hong Kong (“the Project”) and thereof participate as the curator (“Curator”).

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1. AIMS & BACKGROUND

The Hong Kong Institute of Architects [HKIA](“the Organizer”) shall organize the Project with The Hong Kong Institute of Planners (“HKIP”) and Hong Kong Designers Association (“HKDA”). By exhibiting through the Project, the Organizer aims to

- present a biannual exhibition for the enrichment of urban environment and cultural life
- arouse wider public interest in issues on art, design, architecture and urban planning of Hong Kong
- create a platform for critical and intellectual dialogues for professionals in Hong Kong, China and worldwide
- facilitate channels for cultural exchange between Hong Kong and Shenzhen, as well as other cities in China and Asia
- nurture local and young professionals for the development of Hong Kong’s creative industry and local brands
- promote creativity amongst Hong Kong students and youth through participation
- create favorable environment for the research and making of visionary art and architectural works in an exhibition context

In 2005, the Government of Shenzhen organized the 1st Shenzhen Biennale of Urbanism & Architecture with its aim to promote the city as the Mainland’s foremost city of creativity. The Biennale was curated by Chang Yung-ho and had attracted over 80 participating exhibitors from the Mainland and the region as well as international media coverage and symposia. From the beginning, the Shenzhen Municipal Planning Bureau expressed a strong wish to collaborate with Hong Kong in future events, so as to generate a synergy between two most vibrant urban centers in the region. In December 2006, an initiative to co-organize future Biennales was formed between The Hong Kong Institute of Architect and the Shenzhen Panning Bureau.

The 2007 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture held in the historical compound of the Central Police Station in Hong Kong was of historical importance. It was not only the first bi-city biennale the two cities worked together, most importantly, it was the first architecture, planning and design exposition of international standard hosted in Hong Kong. Led by Wang Weijen, the Hong Kong curatorial team took “City Re-fabricating” as the theme, to have a dialogue with “City of Expiration and Regeneration”, the theme of the Shenzhen counterpart exhibition curated by
Ma Qingyun. Both exhibitions had mobilized international talents and had attracted visitors from cities in the region, generated dialogues and forums over issues on design, architecture and city.

Subsequently, the 2009 Hong Kong & Shenzhen Bi-City Biennale of Urbanism\Architecture, held in the West Kowloon Waterfront Promenade led by Marisa Yiu with the theme “City Mobilization: Bring Your Own Biennales”, aimed to investigate the possibility of bottom-up mobilization and the organization of social life.

The third 2011-12 edition was held in the Kowloon Park, with satellite venues in Wanchai Visual Archive and Central Oasis in Central. The Curatorial Team led by Gene King and Anderson Lee themed the exhibition as “Tri-ciprocal Cities: The Time, The Place, The People”, which addresses the tangible as well as the intangible aspects of the city and its architecture, global trends as well as specificity of the time, the place, and the people.

Based on mutual agreement between Hong Kong and Shenzhen Organizers, the Project has been officially renamed as Urbanism\Architecture Bi-City Biennale • Hong Kong (“BBUA*HK”). The 2013 edition aims to draw comparable audienceship and media coverage to the last Biennales, and mark even closer co-curatorship and co-operation between Shenzhen and Hong Kong.

The Project is overseen by the UABB• HK2013 Steering Committee, formed by members of HKIA, HKIP, HKDA and Shenzhen Biennale of Urbanism\Architecture Organizer Committee (Shenzhen counterparts), which is composed of:-

**Chairperson**  
Professor Bernard Lim, JP

**Deputy Chairpersons**  
Ms. Alice Yeung  
Professor Weijen Wang

**Members**  
Ms. Ada Fung, JP  
Ms. Corrin Chan  
Mr. Thomas Chung  
Mr. Paul Chu
Mr. Ivan Fu  
Mr. Patrick Hau  
Mr. Stephen Ho  
Mr. Errol Hugh  
Ms. Anna Kwong  
Ms. Helen Leung  
Mr. Leslie Lu  
Professor John Ng  
Mr. Stanley Siu  
Mr. Billy Tam  
Mr. Rocco Yim, BBS, JP  
Mr. Alvin Yip  
Mr. Franklin Yu  
Dr. Peter Cookson Smith (Representative from HKIP)  
Mr. Francis Lee (Representative from HKDA)  
Mr. Sun Wong (Representative from HKDA)  
Mr. Huang Wei Wen (Representative from Shenzhen counterparts)  
Professor Sun Zhen Hua (Representative from Shenzhen counterparts)  
Dr. Zhang Yu Xing (Representative from Shenzhen counterparts)
2 EXHIBITION THEME

2.1 The theme of BBUA*HK2013 should be based on, or developed from the notion of “Urban Edge”, titled by the Organizers of Hong Kong and Shenzhen. The Curator shall develop the theme for the Hong Kong Exhibition, in respect of the Project nature as a regional Biennale of art, design, architecture and urbanism.

2.2 The Hong Kong Curator shall be able to work closely with our counterpart in Shenzhen for creating synergy and dialogues, including having joint-working sessions throughout the process, coordinate exchange of exhibits with Shenzhen Exhibition, preparing joint-publications for exhibition catalogue and pamphlets and holding joint-biennale forums.

2.3 The Project shall encourage participation of and production by creative professionals including but not limited to artist, designers, architects and urban planners.

2.4 The Project shall encourage participation of exhibiting parties from Hong Kong as well as the Mainland and worldwide.

2.5 The events shall interact with periphery cities especially the Pearl River Delta.

2.6 The events shall outreach to the youngsters, in which some of them should be organized for primary and secondary school students.

2.7 Theme and setting of the Biennale Opening and exchange events shall encourage participation, networking and mutual dialogue of 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.
3. EXHIBITION VENUE AND PROGRAM

3.1 The Hong Kong Exhibition will be held from late December 2013 to March 2014.

3.2 The program for the Hong Kong Exhibition is as follows-

<table>
<thead>
<tr>
<th>Activity</th>
<th>Suggested Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st PHASE: Steering Period</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Establishment of Steering Group amongst Hong Kong &amp; Shenzhen Organizers</td>
<td>January 2013</td>
</tr>
<tr>
<td>➢ Identify Site(s), Budget Planning, Fund Raising</td>
<td>January – March 2013</td>
</tr>
<tr>
<td>➢ Open invitation for Curatorial Proposal</td>
<td>February 2013</td>
</tr>
<tr>
<td>➢ Appointment of Curator</td>
<td>April 2013</td>
</tr>
<tr>
<td><strong>2nd PHASE: Action Period</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Curator in Action and UABB* HK2013 Steering Committee to oversee</td>
<td>April – June 2013</td>
</tr>
<tr>
<td>➢ Review and approve final Curatorial Proposal and exhibits by Steering Committee</td>
<td>August 2013</td>
</tr>
<tr>
<td>➢ Press Conference</td>
<td>December 2013</td>
</tr>
<tr>
<td><strong>3rd PHASE: Exhibit Period (Hong Kong)</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Official Opening Ceremony</td>
<td>Late December 2013</td>
</tr>
<tr>
<td>➢ Public Exhibition and Tour</td>
<td>Late December 2013 – March 2014</td>
</tr>
<tr>
<td>➢ Cultural and Educational events</td>
<td>Late December 2013 – March 2014</td>
</tr>
</tbody>
</table>

3.3 The BBUA*HK2013 shall open in late December 2013.

3.4 The potential venue for the Hong Kong Exhibition is being liaised.
4 ELIGIBILITY

4.1. The Applicant should be the Curator(s) of the Proposal.

4.2. The Applicant should submit Proposal on an individual basis or group basis.

4.3. For Applicant on group basis, international team formation of Hong Kong, China, 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 Organizers in the Proposal of his/her qualifications, experience and ability to complete the Project.

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. The Applicant should submit Proposal with a list of proposed exhibiting parties. Each of the proposed exhibiting parties 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 ("Exhibitor") should have reached the age of 18.

4.7. At least one of the members in the Curatorial Team must hold full membership / fellowship of HKIA, HKIP, HKDA, or other equivalent accredited professional organizations in other cities. (please specify in the submission)

4.8. At least 35% of the Exhibitors must hold full membership / fellowship of HKIA, HKIP or HKDA. (please specify in the submission)

4.9. Any individual, group or registered organization is allowed to participate in more than one Proposal for this Invitation.
5. RESPONSIBILITIES OF THE CURATOR

5.1 The Curator should state artistic direction of the Hong Kong Exhibition, and exchange ideas, information and discuss with BBUA*SZ2013, Shenzhen Biennale of Urbanism\Architecture Organizer Committee and its appointed curator for a synergy of two exhibitions.

5.2 The Curator should propose and 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.

5.3 The Curator is responsible to prepare tender documents, apply permits, monitor construction and maintain the venue in good and safe conditions during the Biennale period.

5.4 The Curator should 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.

5.5 The Curator should cooperate with venue landlord, consultants and contractors on all matters related to the BBUA*HK2013.

5.6 The Curator should be responsible for the overall completion of the Project in the highest standard. During the course of the Project, the Curator’s tasks include but not limited to the following:-

5.6.1 Exhibition & Events
- To initiate, invite, coordinate and confirm list of exhibition items and works ("Exhibits") by Exhibitors;
- To inspect and prepare venues for the setup of Exhibits;
- To assist the setup and finish of all Exhibits with Exhibitors;
- To liaise with venue management and facilitate electricity, lighting and other specific services provision for Exhibits;
- To assist the certification of public safety for the Hong Kong Exhibition;
- To monitor and maintain all Exhibits during the course of the Hong Kong Exhibition;
• To arrange exchange of exhibits, transportation and related logistics arrangement of Exhibits between Shenzhen and Hong Kong Exhibition;
• To arrange guided tours, symposiums and/or other promotional, educational and cultural events for the UABB• HK2013;
• To organize events which strengthen the interaction with periphery cities especially Peal River Delta region;
• To organize events for the youth including secondary schools and primary schools students.

5.6.2 Publicity
["To incorporate and maintain HKIA branding in all Biennale promotional activities.]
• To create identity for BBUA*HK2013, which should be in coherence with the BBUA*HK2013 and HKIA branding;
• To be responsible for public relations and promotions of the Exhibition and HKIA with PR consultant’s support;
• To provide Chinese and English text for the Hong Kong Exhibition, including HKIA intent, curatorial statement, Exhibitors information, description of Exhibits, and additional literature of criticism and references;
• To assist in the writing of press release and other publicity text;
• To design and manage production of publicity items including posters, leaflets, invitation cards, banners, backdrop and website, etc. All output to printer required final approval by the Organizer;
• To prepare design of advertisements;
• To prepare Opening Ceremony, symposia, workshops, forum, performances, cultural and educational events, Closing Ceremony and another other co-related events
• To attend with all Exhibitors the opening ceremony of the Hong Kong Exhibition and related core events;
• To propose, liaise with and assist in the invitation of local and overseas guests on behalf of the UABB• HK2013 Steering Committee for occasions of opening, performance, symposium and related events

5.6.3 Sponsorship
• To cooperate 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;
• To make necessary presentations of the UABB• HK2013 to sponsors and potential sponsors.
5.6.4 Documentation
- To direct and produce a coherent and complete documentation for the Exhibition, including photographic and video recording;
- To assist in the search of collectors and acquisition of Exhibits post-exhibition.

5.6.5 Report and Evaluation
- 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 BBUA*HK2013 Steering Committee;
- To assist the Organizer if requested in arranging media, guests and critics to review the Biennale;
- 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;
- To conduct a formal de-briefing with the Organizer following the completion of the Project.

Remarks: The Organizer will have a separate budget of manpower resources such as recruitment of Project Manager and Project Officers in order to support the Curators for the aforesaid duties.
6. **FEE AND BUDGET**

6.1 A fee of HK$600,000 shall be available to the successfully appointed Curator. The fee included the employment of a working team of at least two curatorial executives and one designer.

HK$350,000 is provided by CreateSmart Initiative (CSI). Suggested fee schedule below:-

<table>
<thead>
<tr>
<th>Work stage</th>
<th>Schedule</th>
<th>Percentage of Curator’s fee</th>
<th>Cumulative total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon appointment of Curator</td>
<td>April 2013</td>
<td>30% or HK$105,000</td>
<td>HK$105,000</td>
</tr>
<tr>
<td>Opening</td>
<td>December 2013</td>
<td>40% or HK$140,000</td>
<td>HK$245,000</td>
</tr>
<tr>
<td>Project Completion and submission of report</td>
<td>March 2014</td>
<td>30% or HK$105,000</td>
<td>HK$350,000</td>
</tr>
</tbody>
</table>

In the meantime, the Organizers shall work with the Curator to seek additional sponsorship for the Project. Once additional sponsorship is available, payment up to HK$250,000 would be topped up. Suggested fee schedule below:-

<table>
<thead>
<tr>
<th>Work stage</th>
<th>Schedule</th>
<th>Percentage of Curator’s fee</th>
<th>Cumulative total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon appointment of Curator</td>
<td>April 2013</td>
<td>30% or HK$180,000</td>
<td>HK$180,000</td>
</tr>
<tr>
<td>Opening</td>
<td>December 2013</td>
<td>40% or HK$240,000</td>
<td>HK$420,000</td>
</tr>
<tr>
<td>Project Completion and submission of report</td>
<td>March 2014</td>
<td>30% or HK$180,000</td>
<td>HK$600,000</td>
</tr>
</tbody>
</table>

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:-
<table>
<thead>
<tr>
<th>Cost Items</th>
<th>Maximum Budget Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue setting, including venue construction and setup,</td>
<td>HK$680,000</td>
</tr>
<tr>
<td>security service, license and copy right applications, cleaning service,</td>
<td></td>
</tr>
<tr>
<td>dismantling and waste disposal and insurance</td>
<td></td>
</tr>
<tr>
<td>Exhibits, including all production and onsite installation costs</td>
<td>HK$1,960,000</td>
</tr>
<tr>
<td>(Applicants should note that the current exhibition budget is based on</td>
<td></td>
</tr>
<tr>
<td>50 exhibits. Applicants are however free to propose creative exhibition</td>
<td></td>
</tr>
<tr>
<td>formats to involve more exhibitors within the same budget if such</td>
<td></td>
</tr>
<tr>
<td>compatible with the curatorial concept)</td>
<td></td>
</tr>
<tr>
<td>Opening and Closing events</td>
<td>HK$168,000</td>
</tr>
<tr>
<td>Forum/symposium/workshops/educational and cultural events</td>
<td>HK$100,000</td>
</tr>
<tr>
<td>Publicity including PR consultant and event organizer, press conference,</td>
<td>HK$ 900,000</td>
</tr>
<tr>
<td>website, printed media, publication, promotional materials, photographer/</td>
<td></td>
</tr>
<tr>
<td>video maker, advertisement and documentation</td>
<td></td>
</tr>
<tr>
<td>Guest Invitation including flight, accommodation and transportation of</td>
<td>HK$29,600</td>
</tr>
<tr>
<td>guest speakers</td>
<td></td>
</tr>
<tr>
<td>Transportation including temporal storage, local transportation and</td>
<td>HK$124,000</td>
</tr>
<tr>
<td>transportation of Shenzhen exhibits</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>HK$3,962,600</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SUBMISSION FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition title and Curatorial statement</td>
</tr>
<tr>
<td>Personal info/ Contact / Curriculum vitae of the Curator(s)</td>
</tr>
<tr>
<td>List of proposed Exhibits (max. 20 exhibits)</td>
</tr>
<tr>
<td>Outline Budget</td>
</tr>
<tr>
<td>Programme and Exhibition content</td>
</tr>
</tbody>
</table>

7.2 The Proposal should include a list of 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.

7.3 Proposal in sealed envelope marked “2013 Bi-City Biennale of Urbanism\Architecture*Hong Kong” should reach the Organizer premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong) on or before Hong Kong Time 3pm, Tuesday, 26 March 2013 (“Deadline”). Late submissions will not be considered.

7.4 A Briefing Session for potential applicants would be held by the Organizer at 6:30pm, 25 February 2013 (Monday) at HKIA Premises (19/F, 1 Hysan Avenue, Causeway Bay, Hong Kong). Please email name and contact of the attendant to yvonne@hkia.net for registration.

7.5 Shortlisted Applicants will be invited to an interview scheduled on Saturday, 6 April 2013 to further detail and clarify their Proposal.
7.6 The Organizer does not accept applications sent by fax or email.

7.7 The Organizer does not accept any supplementary information of the Proposal (except upon request by the Organizer) submitted after the submission deadline.

7.8 Inclusion of the Applicant’s own works in the Exhibition is not precluded provided that they are necessary in demonstrating and completing the Project and the selection follows the same as the rest of the exhibits. The Organizer does not support Proposal whereby the Applicant is the principal exhibiting party.

7.9 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.

7.10 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.
ASSESSMENT, SELECTION PROCEDURES AND CRITERIA

8.1 The BBUA*HK2013 Steering Committee on behalf of the Organizer shall assess all Proposals submitted in due good order before the Deadline. The Organizer’s choice of Steering Committee members 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, the Pearl River Delta, as well as other relevant cities in the Mainland and worldwide;
- The Proposal’s response to the Bi-City setting of the Biennale;
- The feasibility of the Proposal;
- 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;
- 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.
8.3 Depending on the competition, the UABB• HK2013 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's decision on the selection shall be final and shall not be open to query or dispute by any Applicant.

8.5 Steering Committee reserves the right not to accept/consider Proposals that fail to meet the above criteria.

8.6 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 by April 2013 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.
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, CreateHK, other Government departments and external consultants for reference.

10.5 The Project will be assessed at any time by HKIA Council Members, Steering Group 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, the 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 Hong Kong Institute of Architects is a “public body” under the Prevention of Bribery Ordinance Cap 201. All members and staff of 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 for updates and further announcement during the course of this Invitation.

For general administrative enquiries, please contact
Ms. Yvonne God of HKIA Secretariat
Tel.: 2805 7335
Email: yvonne@hkia.net

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