

# ARCHITECTURAL EXHIBIT SUBMITTAL REQUIREMENTS & GUIDELINES

**WASHINGTON CHAPTER CEFPI**  
2015 CONFERENCE | MAY 6 – 8, 2015

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The Washington Chapter of the Council of Educational Planners International (CEFPI) invite you to submit projects representing outstanding education facilities planning and design. The awards provide recognition to the most outstanding projects presented each year. We have arranged for a jury of distinguished professionals to assess this year's exhibition. Conference participants will have the opportunity to vote for the People's Choice Award. Submitted projects will be displayed at the Conference in Marysville, Washington. Projects will be eligible for the Polished Apple Award program.

## **THE POLISHED APPLE, MERIT, AND PEOPLE'S CHOICE AWARDS**

The Polished Apple Award will be given to the Owner/Design Team submitting a completed Washington State project that best represents exemplary practice in the following areas of educational facility planning and design:

- Responsiveness to program
- Innovative solutions
- Sustainable design strategies
- Adaptability to changes in educational delivery
- Positive aesthetics and materials use
- Reinforcement of the surrounding community

There is only one Polished Apple Award given each year. Awards of Merit may be given for superior quality projects. Citations will call attention to outstanding features of individual projects. The number of Merit Awards given will be at the sole discretion of the jury, based on the number of projects it deems to represent exemplary practice.

Attendees at the Conference will have the opportunity to vote for the People's Choice Award. The winner will receive the Merit Award level of recognition.

## **RECOGNITION AND PUBLICATION**

All entries will be displayed prominently at the Chapter conference venue

The Polished Apple, Merit and People's Choice Awards will be presented at the awards luncheon at the close of the 2015 Washington Chapter CEFPI Conference Program.

The Polished Apple and Merit Award winners will be showcased on the Washington Chapter CEFPI website (<http://washington.cefpi.org>).

## **THE 2015 JURY**

A distinguished jury representing design and educational professionals will review entries. They will have sole discretion in selecting entries that best represent exemplary practice in educational facilities design and planning. All awards or other special recognition, with the exception of the People's Choice Award, will be awarded at their discretion. All decisions are final.

The jury will consist of an educator recognized as an innovative leader (to be determined); and an educational facilities planner with substantial experience as the primary Owner representative on major education facilities projects (to be determined); plus an architect who has completed significant works of civic design (to



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be announced).

## **ENTRY SPECIFICATIONS**

### **Entry Form**

All entrants need to complete an Architectural Exhibit Entry Form and submit it complete with payment by February 27, 2015.

### **Submittal Form**

All entrants need to complete an Architectural Exhibit Submittal Form complete with all photograph release information by February 27, 2015.

### **Electronic Data**

All entries shall be submitted in electronic form for use in the publication of the Conference Program Booklet and for preliminary review by the Jury. Each project will have a two page spread in the Conference Program Booklet; please include the following files, each with graphic scale and title:

- Signature Photo - 10" wide landscape layout, preferably in color, graphic scale not required.
- Floor Plan - Base Floor Plan with site plan background, indicate section cut and exterior elevation, with appropriate room titles, color, grayscale, or black and white line art.
- Building Section - Include room titles, color, grayscale, or black and white line art.
- Exterior Building Elevation - color, grayscale, or black and white line art.
- Written synopsis of the project - 200 word maximum.
- Project Narrative - An electronic file, in MSWord, of the narrative as described below (under the Board Requirements and Project Narrative section). This document will not be published in the Program Booklet, but will be used in the preliminary review by the jury.

Please submit all electronic files as uncompressed TIFF files (300dpi) on a CD or flash drive by February 27, 2015 to:

Amy Vanderhorst  
Washington Chapter CEFPI  
c/o Integrus Architecture  
117 S. Main St., Suite 100  
Seattle, WA 98104

Alternatively, files may be emailed: [CEFPI\\_WA@integrusarch.com](mailto:CEFPI_WA@integrusarch.com)

### **Presentation Boards**

All project entries will be exhibited on 20" X 20" eco- board (or other suitable rigid, light-weight material), with each school building or project presented on not more than four boards. Completed boards are to be submitted to the above address by May 1, 2015, or brought to the conference site by 2:00 pm, May 5, 2015.

Boards will be mounted by the conference committee using "Velcro" attachments to exhibit frames. Please attach (or include in package) sticky-backed Velcro strips in 2" lengths (hook side only) for each corner of each panel. For multiple board displays, include a graphic key indicating order and desired placement of boards.

### **Project Data**

Text should be large enough for exhibit viewing and kept simple. The following data should be clearly described for each project submitted:

- Name and location of school

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- Name of Owner (school district or institution)
- Name of Architect, and other appropriate design team members

## Board Requirements and Project Narrative

Teams are encouraged to submit boards for the exhibit that most accurately represent the work. To be eligible for consideration for the Polished Apple Award, the following minimum submission parameters must be met:

- Illustrative floor plan(s) and/or site plan(s) that accurately convey program elements
- At least one image (photograph, perspective, or sectional drawing) that conveys spatial the relationships of the education program space(s)
- Project information, separately mounted on one 8.5 X 20 display board, using minimum 11 point size Arial font.
  - Header with project name matching project name on main board
  - Narrative (top half of board) must at a minimum include the following information:
    - Describe the clients' goals and program, and how the design solution meets the goals
    - Describe how the project contributed and responded to the unique nature of its surrounding community
    - Describe the features of the project that enhance the ability of the planet to support all life.
    - Describe how the facility can easily adapt to changing education delivery
- Include project data (bottom half of board) with the following minimum information:
  - Provide total project cost; building area and building construction cost; site area and site construction cost. Remodel projects should appropriately describe separate areas and costs for additions and modernized spaces
  - Names of consultants
  - Name of general contractor
  - Names of major material suppliers (in particular CEFPI industry partners)

## Packing & Shipping

You may send the boards in advance, or bring them with you to the conference. If you send boards, the shipping package need to be durable, constructed a suitable rigid material. Exhibit panels should be shipped directly to the Exhibition Coordinator:

Amy Vanderhorst  
Washington Chapter CEFPI  
c/o Integrus Architecture  
117 S. Main St., Suite 100  
Seattle, WA 98104

Shipped boards must be received by May 1, 2015 to ensure their inclusion in the Exhibit.

If you plan to hand deliver your boards, please send written e-mail notification to Amy Vanderhorst at [CEFPI\\_WA@integrusarch.com](mailto:CEFPI_WA@integrusarch.com) two weeks in advance of the conference.

## Supervision & Services

Washington Chapter CEFPI reserves the right to assign exhibit space and to withhold

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from exhibition entries deemed to be unsuitable for display. Adequate general illumination will be provided. No special lighting system will be provided or permitted. At the request of the Jurors, some project displays may be removed temporarily from the exhibit to facilitate jury discussions in a more private setting.

### **Timeline**

Entry Form & Payment	February 27, 2015
Submittal Form & Electronic Data	February 27, 2015
Final Display Boards	May 01, 2015
Jury Review & Deliberation	May 07, 2015
Awards Presentation Luncheon	May 08, 2015

### **Disposition of Materials**

Exhibitors are responsible for collecting their submittal boards at the end of the conference. Any boards not collected by 3pm, Friday, June 8 may be disposed of. For special arrangements, please contact the individuals noted below.

### **Participant Notice**

Exhibitors are reminded that these are exhibitions of school architecture and not a commercial display. Personal solicitation or distribution of literature in conjunction with the Design Exhibit is prohibited.

### **Questions**

If you have questions regarding the submissions procedure or materials, please contact:

Amy Vanderhorst  
Washington Chapter CEFPI  
c/o Integrus Architecture  
(206) 628-3137  
[CEFPI\\_WA@integrusarch.com](mailto:CEFPI_WA@integrusarch.com)