



ENTRY FEE: There will be an Entry Fee of \$250 from each architectural firm submitted for each entry. Payment can be made with your registration online or by check.

All checks shall be made to CEFPI, and mailed to: **Barbara Worth, Council of Educational Facility Planners International (CEFPI), 11445 E. Via Linda, Ste 2-440, Scottsdale, Arizona 85259.**

FORMAT: ***Mounts:*** All entries shall be two dimensional and exhibited on two 20"x20"x1/2" foam board mounts with each entry limited to two mounts. Mounts will be displayed on ***easels provided by the exhibitors.***

Composition of individual mounts shall be at the discretion of the entrant, provided that mandatory requirements are met. Permanent-type adhesive should be used to attach plans and photographs to mounts. DISPLAY BOARDS WILL BE FOR EXHIBITION ONLY. Therefore, names of design firms **may** appear on drawings, photographs, or other materials since judging will take place prior to the Conference.

Lettering on Mounts: Lettering should be kept at a minimum and be large enough for exhibit viewing.

Plans: Site plan, floor plan, and one or more sections or elevations should be shown legibly and accurately at scale, with numerical and graphic indication of scale. Reproductions of working drawings are not acceptable.

Photographs: It is important that a majority of photographs include teaching areas and preferably contain people to help jury members with scale. Only one exterior photograph is required. It is better to have a greater number of smaller pictures rather than two large photographs.

Rendering Drawings of Exteriors: Rendered elevations or perspectives may be used but not substituted for photographs.

Project Identification Sheet: Entrants will complete the Project Identification Sheet which requests the architect, name and location of project, name of owner (superintendent or primary owner contact and school division/district), name of design consultants, name of contractor(s), and name of photographer. This will be provided for distribution at the conference. You may also include information from the Descriptive Data slide found in the PowerPoint in your handout. Please develop your own handout using the criteria in the instructions and bring approximately 100 copies for distribution. Do not use the instruction sheet as your handout.

Supervision and Services: The exhibit committee reserves the right to assign exhibit space and to withhold from exhibition entries deemed to be unsuitable for display. Adequate general illumination will be provided; no special individual lighting or displays will be permitted.

Electronic Images: Images (photographs, drawings, etc.) shall be placed on the PowerPoint template provided and saved to a CD. The CD will be mailed to the Architectural Exhibit Chairperson along with the Check, Printed Entry Form, Printed Project Identification form, and Printed Photo Release Form. **The images from the PowerPoint will be used for the presentation at the Awards Banquet, as well as for the Judging which will take place off-site prior to the Conference. FIRM'S**



NAME MAY NOT BE MENTIONED ANYWHERE IN POWERPOINT SLIDES EXCEPT FOR THE IDENTIFICATION SLIDES.

FORMAT: The architectural exhibits will be located in the *Pre-Function Area* adjacent to the main entrance to the conference center. Individual locations will be assigned on a first-come, first-served basis **on Sunday April 19, 2015** during the set-up time (12:00 p.m. – 5 p.m.).



2015 North Carolina/Southeast Region Conference

“Higher Altitudes, Inspiring Attitudes”

April 19-22, 2015, Asheville North Carolina

ENTRY FORM

2015 Exhibit of Public School Architecture

This form must be received no later than **Wednesday, March 18, 2015**. Please send to the address below:

[Vijay Ramnarain](#)

CEFPI-SE Architectural Exhibit Chairperson

Virginia Department of Education

101 N.14th Street

Richmond, VA 23219

Phone: 804.225.2035 Fax: 804.786-9417

Email: vijay.ramnarain@doe.virginia.gov

(Please print or type)

Firm Name: _____

Contact Person: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

The following project is submitted:

Name of School: _____

School Division/District: _____

Category (from Information Sheet): _____

Entry Fee: The \$250 per Entry Fee must be received with **Wednesday, March 18, 2015**

Please check one:

- \$250 Entry Fee CHECK project entered mailed to Barbara Worth.
- Sponsorship contribution has been submitted with Conference Registration

Electronic Images: Images (photographs, drawings, etc.) shall be placed on the PowerPoint template provided and saved to a CD. The CD will be mailed to the Architectural Exhibit Chairperson along with the Check, Printed Entry Form, Printed Project Identification form, and Printed Photo Release Form. **The images from the PowerPoint will be used for the presentation at the Awards Banquet, as well as for the judging which will take place off-site prior to the Conference.**

FIRM'S NAME MAY NOT BE MENTIONED ANYWHERE IN POWERPOINT SLIDES EXCEPT FOR THE IDENTIFICATION SLIDES.



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Project Identification Sheet **2015 Exhibit of Public School Architecture**

The following form should be completed to accompany the boards exhibited at the Conference.
(Please print or type)

1. Presenting Firm/Architect: _____
Phone: _____ Fax: _____
Website: _____
Email Address: _____

2. Name & Location of Project:

3. Owner (Superintendent or Primary Owner Contact and School Division/District):

4. Design Consultants:

5. Contractor(s):

6. Photographer:



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Photo Release Form **2015 Exhibit of Public School Architecture**

Name of Project: _____

Location of Project: _____

CEFPI has our permission to:

- Send photos electronically to jury members (required for entry).
- Display photos in the award winners' area of the website, if selected as a finalist.
- Display photos on other sections of the website as representative CEFPI projects.
- Print photos in CEFPI newsletters.
- Print photos on CEFPI marketing materials, i.e. brochures, awards, call for entries, etc.
- Print photos and project details in the CEFPI Design Portfolio, if selected as a finalist.
- Special projects with prior permission.

Please Note: CEFPI maintains an in-house archive of school designs as part of our research library. Your information will be entered and recorded as one of those designs.

Architectural Firm: _____

Responsible Party/Photographer: _____

Signature: _____

Date of Release: _____