
Particulars of Individual Participant

Name	
(Chi) (先生/女士) [#]	Name (Eng) (Mr/Ms) [#]
HKID Card No.	
Email Address	
Contact Number	
Correspondence Address	
Residential Address (if different from the above)	
Signature ⁺	
Date	

Notes –

[#] *Please delete as appropriate.*

(1) Please attach separate page if space above is not enough.

(2) The personal data provided will be used in any way for the Competition purpose, and for correspondence and promotion of other future public art programmes of the DEVB. Concerning the personal data provided by any members of a Team Participant, please refer to Section 21 in the Invitation Brief.

(3) Please email or submit an original Entry Form for each Proposal.

Particulars of Team Participant* (if applicable)

Name of Team Leader	
(Chi) (先生/女士) [#]	Name (Eng) (Mr/Ms) [#]
HKID Card No.	
Email Address	
Contact Number	
Correspondence Address	
Residential Address (if different from the above)	
Signature ⁺	
Date	

Name of Team Member (1)	
(Chi) (先生/女士) [#]	Name (Eng) (Mr/Ms) [#]
HKID Card No./ Passport No. [#]	
Signature ⁺	
Date	

Name of Team Member (2)	
(Chi) (先生/女士) [#]	Name (Eng) (Mr/Ms) [#]
HKID Card No./ Passport No. [#]	
Signature ⁺	
Date	

Notes –

* *Number of members in a Team Participants is not limited.*

Please delete as appropriate.

+ *All members must sign this Entry Form.*

(1) Please attach separate page if space above is not enough.

(2) The personal data provided will be used in any way for the Competition purpose, and for correspondence and promotion of other future public art programmes of the DEVB. Concerning the personal data provided by any members of a Team Participant, please refer to Section 21 in the Invitation Brief.

(3) Please email or submit an original Entry Form for each Proposal.

Checklist for Submission of Proposal

Please make sure your Proposal included the following documents and completed all tasks and items as requested :

I. Email, CD(s) or DVD(s) containing the following Deliverable Items –

- 1. PowerPoint Presentation (A maximum of 25 slides)
 - a. The 1st slide of PowerPoint Presentation –
 - (i) one image showing the artistic concept of the proposed Furniture; and
 - (ii) listing out the name(s) of Participant, as well as the title, medium, materials and installation location of the proposed Furniture;
 - b. The 2nd slide up to maximum the 7th slide of PowerPoint Presentation –
 - (iii) Participant’s curriculum vitae (see the sample at **Annex 3**);
 - (iv) Documentation of the Participant’s previous public furniture (see the sample at **Annex 4**); and
 - (v) Artistic concept (a description of not more than 600 words altogether in Chinese or English; illustrations of simple drawings are optional) (see the sample at **Annex 5**);
 - c. The remaining slides up to the 25th slide of PowerPoint Presentation –
 - (vi) High quality drawings or sketches or other explanatory means that clearly present the proposed Furniture within the context of the locations/sites, dimensions, placement, etc. (Suggestion: proposing the colour scheme and scale of the proposed Furniture, illustrating the dimensions and materials of the proposed Furniture and the different facets of the Furniture);
 - (vii) Material sample(s) and specifications of the proposed Furniture;
 - (viii) Information of Furniture production, installation and feasibility;
 - (ix) Timescale breakdown including research, production, delivery and installation;
 - (x) A detailed budget breakdown which may include artist’s fee and design fee, material costs, fees for professional drawings, feasibility study report, structural integrity and safety certificate fee by the RSE and relevant reports, site works (e.g. foundation excavation, pouring of foundations, landscaping, etc.), insurance, documentation, electrical/lighting devices, etc. (Please note that there is no existing power supply. Where electrical/lighting is proposed, proposals must include detailed prices for lighting devices/electrical connection and seek the site management’s advice);
 - (xi) Comprehensive information on Furniture’s installation, operation, maintenance and conservation; and
 - (xii) A brief proposal of the plan to further display or use the proposed Furniture, if commissioned and installed on site, after the display period (such as a new site for permanent display, disassemble the Furniture for other creation, etc.)
- 2. Digital files of the images and illustration regarding the Deliverable Items 1a, 1b and 1c as listed above. Each digital file should be in resolution of about 300dpi in JPEG format.

II. Email or hardcopies of the following Deliverable Items on double – sided papers –

- 3. Email or submit two full original printed sets of Deliverable Items 1a, 1b and 1c as listed above (on paper not bigger than A3 size);
- 4. Completed Entry Form (See **Annex 2**) printed on paper not bigger than A4 size; and
- 5. Declaration at **Annex 6** (printed on paper not bigger than A4 size).

III. Other information (if applicable) –

- 6. Sample(s) of material(s) proposed in Item 1c(vii) above with their Proposal; and
- 7. A detailed description of the sound in Item 1c(vi) above and include a recording or a sample with the Proposal.

Notes –

- a. Participant must make their Proposals clear to the Panel. To enhance the overall clarity and nature of the Proposals, Participant may use a variety of artistic media.*
- b. All text of Deliverable Items 1a, 1b and 1c shall be made in either Chinese or English.*
- c. Only the first 25 slides of the PowerPoint Presentation submitted by each eligible Participant will be submitted to the Panel for assessment. The 26th or latter slides of the PowerPoint Presentation will be excluded from the Panel's consideration.*
- d. Participants must make the text and illustrations in their Proposals clear to the Panel. PowerPoint Presentation should be in simple design with text and illustrations. Animation and other special effects are not recommended.*
- e. If the Participant submits more than one Proposal, please enclose each Proposal in separate envelope and mark clearly the number of Proposals on the envelope.*

- Deadline:** **4 September 2020 (Friday)**
(according to the time of receipt if by email or by hand and the date of the post mark if by post)
- Submission:** All Proposals must be delivered to the HO, by email, by the Participant's authorized person in person or by post.
- Address:** Room 1106-07, Wing On Kowloon Centre, 345 Nathan Road, Kowloon
(Attn: Harbourfront Public Furniture Competition)
- Email address:** harbouroffice@devb.gov.hk
- Opening hours:** from 9:00 am to 12:45 pm and 2:00 pm to 5:00 pm on working days