

ARIDO AWARDS SUBMISSION GUIDE

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Find the 2019 ARIDO Awards online submission form **[AT THIS LINK](#)**. All Registered members participating in the 2019 Awards submission can submit one or multiple projects using this online form.

COMPLETING THE SUBMISSION FORM

We have implemented a save feature to allow you to complete the application at your own pace. When you advance to the next page (press next or back) the information is saved on your machine. When you go back to filling out the application, the information will be retained on the machine you began working on.

Photos and sketches are uploaded directly to the form. You may select and attach multiple files at once.

Upload the files only when you are ready to submit your application. Files are not saved like the rest of the form information.

If you will be submitting more than one project, do not be alarmed if the new form is prefilled. This is a part of the save and resume system. Simply modify the fields as needed, and submit your new application with the modified credentials and files.

To avoid complications, DON'T start multiple, concurrent submissions. Finish one; then start another.

The new signature fields can be signed with a mouse or on any touch enabled device. Please stay within margins. If you make a mistake in signing, simply clear the field until you are happy with the look.

The form is compatible with multiple devices and projects can be submitted from the convenience of your workstation, laptop, or tablet.

Please ensure the data entered in the online form is factual and accurate. All supporting documentation and photos must be uploaded at the time of submission.

IMPORTANT DATES & ENTRY FEES

The Early Bird deadline is **Friday, May 31, 2019** at 5pm.
The Early Bird Fee is \$150 + HST

Submissions close on **Friday, June 7, 2019** at 5pm.
The Regular Entry Fee is \$250 + HST

Late entries will not be accepted. No exceptions.

ELIGIBILITY

Designated Entrants

The purpose of the ARIDO awards program is to recognize and promote the Interior Design projects of ARIDO members. Only ARIDO Registered members in good standing are eligible to submit projects, and only ARIDO Registered members will receive awards. When project responsibilities are equally shared between several ARIDO members, more than one Registered member can be listed as the designated entrant.

The designated entrant(s) of a project must be the lead interior designer(s) on the project and the one(s) who had primary responsibility and influence on the creative design direction, project process, and final outcome. Designated entrants must have been a Registered member in good standing with ARIDO at the time of project completion and occupancy as well as at the time of the Awards submission.

Retired ARIDO members who were fully Registered and in good standing at the time of the project's completion will be allowed as designated entrants. Non-resident Registered members are not eligible to enroll in the ARIDO Awards.

The designated entrant(s) must accept responsibility for the accuracy of all information submitted. By participating in the Awards, the designated entrant(s) acknowledge(s) that the work submitted is their own, or was completed under their direct supervision by employees of the designated entrant(s). Designated entrant(s) also certify that their work was completed and ready for occupancy after January 1, 2017.

Please note: Previously submitted projects are not eligible for resubmission.

Company Team

All individuals, having made a significant contribution to the project as part of the design team, must be listed. This includes those individuals who are no longer employed with the design firm but hold the rights to the project, and non-members who are employed by the design firm and made a significant contribution to the project.

Joint Venture/Co-Design Partnership

If the project was a joint venture or partnership in co-design, please list the joint venture or co-design partner(s). To be eligible, the ARIDO Registered member(s) of the joint venture/co-design partnership must have been the lead designer(s) or an equal designer in all respects on the project. The non-member of the joint venture/co-design partnership cannot be the lead designer of the project.

Project Team

All companies and/or individuals, who made a significant contribution to the project as part of the project team, must be listed.

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.

THE JUDGING PROCESS

Each entry is judged on its own merit by a panel of representatives from business, media, and Interior Design. Judging is based primarily on three main categories: Design Concept, Design Solution, and Project Results.

Each category is worth the following amount:

Design Concept	30%
Design Solution	30%
Project Results	40%

Each category receives the following awards:

Awards of Merit	75% - 89%
Award of Excellence	90% - 100%

The judging process is confidential and facilitated by ARIDO staff. Judges will not know the identity of the entrants. Individuals or firms who submit projects for consideration are not permitted to sit on the ARIDO Awards jury.

SPECIAL HONOURS

Project of the Year

Project of the Year Award may be given to an Award of Excellence winner at the discretion of the judges. A Project of the Year must demonstrate comprehensive, in-depth, and innovative use of Interior Design principles and recognize the health, safety, and well-being of the public.

Awards Presentations

All ARIDO members on the project team will be recognized on every award certificate and will receive a copy of that certificate. Three award certificates will be framed: one for the lead interior designer, one for the design firm, and one for the client.

Winners will be notified prior to the ARIDO Awards presentation ceremony. Winners are encouraged to invite clients and team members to the ARIDO Awards presentation ceremony, October 24th, 2019.

SUBMISSION INSTRUCTIONS

Please carefully review all the rules and regulations outlined in this kit. It is important to provide the judges with material that is complete and as easy to evaluate as possible.

1. Select a category

Select one category that best reflects your project's scope of work. You can divide your project into stand-alone components and submit these to a maximum of two other categories in addition to the main category (example provided following the list). Each component requires a separate submission.

Project Categories

- | | |
|--|--|
| 1. Private Residential: | spaces or renovated areas within a private residence, such as a house, condominium, loft, apartment, and vacation home. |
| 2. Retail Spaces: | retail establishments open to the general public, whether freestanding, within a building, or as part of a shopping centre. Also included in this category are the interiors of freestanding shopping centres or shopping centre concourses, whether new construction or a renovation. |
| 3. Workplaces: | staff workplaces, reception areas, meeting rooms, utility areas, and/or the total workplace. |
| 4. Healthcare Facilities: | all healthcare facilities, such as hospitals, clinics, research centres, therapeutic and geriatric facilities, medical offices, and dental facilities. |
| 5. Public Institutional Spaces: | places of assembly occupancy, such as schools, universities, daycare centres, museums, theatres, libraries, public art galleries, public auditoriums, airports, courthouses, correctional facilities, and places of worship. |
| 6. Multi-Family Residential and Marketing Centres: | suites, lobbies, corridors, amenities, and private function spaces created within condominiums. Marketing centres within those facilities, whether temporary or permanent, that display merchandise for sale at the wholesale level or serve as a promotional tool in the selling or leasing of residential or commercial space, such as showrooms, exhibition spaces, model rooms, and model homes are also eligible. |
| 7. Recreational Facilities: | spas, fitness facilities, and clubhouses, whether freestanding or within a building. |
| 8. Hotels and Clubs: | hotel rooms, suites, lobbies, corridors, and private function spaces created within hotels, motels or inns, and private or public clubs. |
| 9. Restaurants and Bars: | freestanding food kiosks, food court spaces, restaurants, coffee shops, cocktail lounges, bars, and nightclubs. |
| 10. Restoration and Adaptive Reuse: | either the restoration or conservation of historically significant interiors OR the restorative and adaptive reuse of such spaces. Select a subcategory that best represents the final product of a particular restoration and/or adaptive reuse project. Note: before-and-after images must be provided. |
| 11. Specialty Elements: | custom-designed millwork, furniture, lighting, way finding, branding, and products designed as part of an Interior Design project. |

Example: John Smith, Interior Designer, decides to submit his recently completed Shopping Centre project for consideration. His project includes a full-service restaurant component.

John submits his shopping centre project in Category 2, Retail Spaces.

John divides his entry into a stand-alone component and submits it to Category 8, Restaurants, Bars & Clubs.

John also enters the restaurant's millwork counter component, again separately, under Category 10, Specialty Elements.

2. Identify your project's budget and square footage

All submissions will be categorized into *small*, *medium*, and *large* based on the budget per square footage of the project. You will need to enter the project's total budget and square footage. Budget is never published but instead used by the judges to evaluate your project and the funds available for it. It also allows panel to judge projects with similar budget and size.

3. Complete the Identification Information form

ARIDO Awards are judged anonymously. Only the staff will see your identification information. This information will be used to the print certificates, so please be diligent when filling out this form.

Designated Entrant(s): Designated entrant(s) must be a fully Registered Interior Designer(s) in good standing with ARIDO and the lead Interior Designer(s) on the project.

Company Team: Please list the design firm staff who made significant contributions to this project. Indicate if they are ARIDO members and their areas of responsibility. Non-members will not receive awards but are welcome to appear on stage during the awards ceremony.

Note: Start by filling out the first Company Team Member field and the additional ones will appear as needed.

Joint Ventures and Co-Design Partnerships: If this project was a joint venture or partnership in co-design, please fill in the following information. Non-members of a joint venture or co-design partnership will not receive an award but are welcome on stage during the awards ceremony and will be credited in the media release.

Example: ARIDO is pleased to announce Project of the Year awarded to Registered Member, John Smith for the Smith Restaurant in partnership with Jane Doe, of Doe Consulting Inc.

Please note: For award eligibility purposes, the ARIDO Registered member(s) of the Joint Venture/Co-Design Partnership must have been the lead designer(s) or an equal designer in all respects on the project. The non-member of the Joint Venture/Co-Design Partnership cannot be the lead designer of the project.

4. Complete the Project Description form

The judges use the information in the Project Description form to evaluate your entry. Be sure to include all important information related to:

- Scope of work
- Project challenges
- Client needs
- Final design solution

IMPORTANT: Do not list the design firm and/or the project's Interior Designer by name anywhere on the Project Description form.

5. Submit plans, drawings and/or sketches

Submit one (1) fully developed furniture plan and up to three (3) concept sketches, drawings, or plans leading up to the final design solution (8 ½" x 11" or 11" x 17"). For projects with multiple levels, you may submit plans for each unique floor. Submit only one plan for each typical floor. The total number of plans should be relative to the size of your project, however.

- The plans must represent the entire area submitted for judging
- Clearly indicate the views of the plans represented in the photographs by marking the images with appropriate locations in the plans. *Example: view from main entrance*
- Ensure the project's name and category are indicated on the plans
- Ensure the name(s) of the Interior Designer(s) or the design firm do not appear on any submitted document

6. Submit project images

Submit a maximum of 10 before images, if applicable, and a maximum of 10 after images that reflect your scope of work. The judges use these images to evaluate your entry, so ensure they are high definition and colour accurate.

- Image resolution must be from 180-300 dpi
- Images should reflect the project's total scope of work, as described in your Project Description
- Images must reflect only your involvement in the project and with your project description
- Image file names must include the project name, category, and image number in this order
Example: Project X_3_1.jpg (Project X is entered in Category 3 and is the first image).
- Before images must include the word before at the end of the file name
Example: Project X_3_1_before.jpg
- Credit the photographer under the Copyright section.

IMPORTANT: Avoid submitting photography of the space that includes lead interior designers or Principals, Partners and Owners (PPO). The identity of the firm will be exposed by submitting such photography.

7. Complete the Copyright Consent form

Read carefully, then complete, sign and date Section I of the Copyright Consent form.

Please note: You may need to have this form completed and signed by others.

8. List Key suppliers

Only the winning projects will be required to complete the Key Suppliers form. This form must be completed prior to the publication of winners in July 2019. Suppliers will be contacted by Canadian Interiors magazine for advertising opportunities.

Please note: The applicant is responsible for notifying his/her suppliers that Canadian Interiors may contact them.

9. Complete the Terms and Conditions form

Read carefully, then sign and date the Terms and Conditions form. If there are two or more entrants, all designated entrants must sign and date the Terms and Conditions form.

10. Complete the Payment form

11. Review and submit your project

Questions? Please contact awards@arido.ca for assistance, or Ali Moenck at 416-921-2127 x 4235.

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