

KBDi

DESIGNER AWARDS²⁰¹⁶

ENTRY KIT

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The Kitchen & Bathroom Designers Institute of Australia
is proud to present the



These Awards recognize the outstanding talent of designers across Australia
and offer the opportunity for industry recognition and incredible prizes.

MAJOR PRIZES AWARDED TO:

Australian Certified Designer of the Year
Australian Kitchen Designer of the Year
Australian Bathroom Designer of the Year

**The major award winners will win a place on the KBDi International Design Tour 2017.
The prize includes entry to the Design Fair (location to be confirmed), airfares,
accommodation and ground transport.**

(Conditions apply.)

CHAPTER AND NATIONAL AWARD WINNING DESIGNERS WILL BE:

- highly recognised at the KBDi Designer Awards Gala 2016
- provided with a Media Promotion Pack
- featured in Kitchens & Bathrooms Quarterly magazine
- promoted on the KBDi website
- the recipient of a KBDi Designer Awards 2016 winner's trophy

ENTRY GUIDELINES (Generally – Refer to specific Entry Category Requirements for more information)

- Entry is open to all current financial Accredited Designer, Designer or Associate members of KBDi.
- All designs submitted must be for projects undertaken within the Commonwealth of Australia and must be **completed during the period of 1 January, 2015 to 9 June, 2016**.
- Individual designers may enter their award projects in the State Chapter in which they are a member ONLY. (Note: Members may only maintain membership of a single Chapter at any one time, with the condition that they live, or that the majority of their work, is in that State/Chapter.)
- All entries must be submitted by an **individual designer**. The entrant must be the principle designer of the project (refer to specific Entry Category Requirements for further information) and must directly control and participate in the preparation of the entry.
- Entry is to be made using the PowerPoint template available from www.kbdiawards.org.au (Entrants are not restricted to the number of slides in the blank presentation. Slides may be copied and added as required.) Refer to *Guidelines for Using the PowerPoint Template* for further detail. **No other format will be accepted.**

FEES

- First Entry: \$195 (GST Inc)
- Subsequent Entries: \$135 each (GST Inc)

CLOSING DATE FOR ENTRY

- Closing date for entries is 12 noon (your local time) on **Monday, 13 June, 2016**

JUDGING PROCESS

- All entrants will remain anonymous to the judges until the KBDi Designer Awards 2016 winners are announced at the Awards Gala.
- All entries will be judged according to the judging criteria which is available at www.kbdiawards.org.au

FINALISTS & WINNERS

- **Chapter Finalists** will be announced during the week commencing **11 July, 2016**.
- **Category, Chapter and National Winners** will be announced at the Awards Gala on **Saturday, 17 September, 2016**, to be held at the Pullman Melbourne on the Park.

TERMS & CONDITIONS

- By entering the KBDi Designer Awards program each entrant agrees to be bound by the Category Entry Requirements and General Guidelines included in this Entry Kit.

PROMOTION AND PUBLICITY

- Entrants must obtain their client's written approval to enter the KBDi Designer Awards 2016 program, and for any resultant publicity (including publishing images supplied within the entry).

REFER TO THE ENTRY REQUIREMENTS FOLLOWING FOR INFORMATION SPECIFIC TO EACH CATEGORY.

KBDi DESIGNER AWARDS 2016 ENTRY CATEGORIES AND ANNOUNCEMENTS

There are both **Chapter** and **National** designer award categories in the KBDi Designer Awards 2016. Finalists in all categories will be announced during the week commencing **Monday, 11 July, 2016** at events in most Chapters and at www.kbdiawards.org.au. All winners will be announced at the KBDi Designer Awards 2016 Gala to be held in Melbourne on **Saturday, 17 September**.

1.	Certified Designer of the Year	National Finalists			Australian Certified Designer of the Year
2.	Design Space Any designed space, domestic or commercial, excluding a kitchen or bathroom contained within a residential dwelling. See entry guidelines for examples.	National Finalists			Australian Design Space Award
3.	Small Kitchen Design up to 15 m ²	Chapter Finalists	Chapter Winner	Chapter Kitchen Designer of the Year	Australian Kitchen Designer of the Year
4.	Medium Kitchen Design 15.1 to 20 m ² Note: overall floor area must include pantry/scullery space	Chapter Finalists	Chapter Winner		
5.	Large Kitchen Design over 20 m ² Note: overall floor area must include pantry/scullery space	Chapter Finalists	Chapter Winner		
6.	Small Bathroom Design up to 8 m ²	Chapter Finalists	Chapter Winner	Chapter Bathroom Designer of the Year	Australian Bathroom Designer of the Year
7.	Large Bathroom Design over 8 m ²	Chapter Finalists	Chapter Winner		

In addition to the above:

1. All finalists will go into the KBDi & Kitchens & Bathrooms Quarterly's **People's Choice Award**: all finalists in the KBDi Designer Awards 2016 will be showcased on the Complete Homes portal, where consumers will be invited to vote for their favourite space. Winning designers (one bathroom and one kitchen) will take home an incredible Home Design advertising package (valued at \$8,000), including one full-page advert in a Home Design magazine and a project profile of the winning entry.

2. All first time entrants will automatically go in to the **First Time Entrants Award** (along with their nominated category award), with the winner being recognised at the Awards Gala and in all relevant media releases.

ENTRY REQUIREMENTS - CATEGORY 1

AUSTRALIAN CERTIFIED DESIGNER OF THE YEAR

WHO CAN ENTER:

Designers who are financial Accredited Designer Members (CKD Au and/or CBD Au) of KBDi.

ENTRY GUIDELINES:

1. All entries must be submitted by an **individual designer**; entries entered in the name of a business entity or more than one designer will not be accepted. The entrant must be the principal designer of the project and the entrant must be directly involved in the preparation and submission of the entry.
2. Where the individual Member is engaged by a Business Member, the Business Member's name and KBDi membership number must be included on the entry form. The Business Member will be acknowledged, along with the winner, at the Awards Gala and on all trophies and certificates.
3. In this category designers must submit two projects (either two kitchens or two bathrooms per entry – not one kitchen + one bathroom). Multiple entries are permitted.
4. Please note that one fee must be paid per entry with two projects submitted per entry for judging.
5. The judging criteria for accredited designers includes a higher weighting in the technical requirement of the drawings and documentation, reflecting the importance of meeting the Australian Standards and of accredited professional training in kitchen and bathroom design.
6. Entries are to be made using the PowerPoint template available from www.kbdiawards.org.au NB Entrants are not restricted to the number of slides in the blank presentation. Additional slides may be inserted by duplicating one of the existing blank slides and adding it to the PowerPoint presentation as required. **No other format will be accepted including PDF.** Please refer to the *Guidelines for Using the PowerPoint Template* for further information.
7. Entries must be uploaded to the Dropbox link at www.kbdiawards.org.au. Please refer to the *Guidelines for PowerPoint Upload* for further information.
8. Submission must include:
 - Detailed drawings, including floor plan, elevations &/or sections and 3-D view or sketch (entries may be hand drawn or computer generated). Note: no designer names, company logos or other identifying information should be visible (client information is acceptable). Please note that the overall file size must not exceed 10MB. Please refer to *Guidelines for Image Inclusions* for further information.
 - Specification of:
 - Cabinetry, materials, finishes and colours
 - Appliances or fixtures and fittings
 - Hard surface wall finishes including splashbacks
 - Flooring
 - Painting and decorating
 - The client brief of **not more than 250 words**, including:
 - Description of the house and site
 - Client's requirements
 - Challenges and special needs
 - Design statement **not exceeding 500 words**:
 - How the requirements of the client brief were achieved, and challenges resolved
 - Photographs of each view of the kitchen or bathroom, provided in digital format within the PowerPoint presentation. Please refer to *Guidelines for Image Inclusion* for further information.
 - Two high resolution digital images supplied as separate files, suitable for publication. Please refer to *Guidelines for Image Inclusion* for further information.
9. All designs submitted must be for projects undertaken within the Commonwealth of Australia and must be **completed during the period of 1 January, 2015 to 9 June, 2016**.
10. Individual designers may enter their award projects in the State Chapter in which they are a member ONLY.
11. Entries close 12 noon (your local time) on **Monday, 13 June, 2016**.

PLEASE REFER TO THE RELEVANT JUDGING CRITERIA/SCORE SHEETS FOR FURTHER DETAILS.
THESE ARE AVAILABLE at www.kbdiawards.org.au

ENTRY REQUIREMENTS - CATEGORY 2 DESIGN SPACE AWARD

WHO CAN ENTER:

Designers who are financial Accredited Designer (CKD Au and/or CBD Au), Designer and Associate Members of KBDi.

ENTRY GUIDELINES:

1. All entries must be submitted by an **individual designer**; entries entered in the name of a business entity or more than one designer will not be accepted. The entrant must be the principal designer of the project and the entrant must be directly involved in the preparation and submission of the entry.
2. Where the individual Member is engaged by a Business Member, the Business Member's name and KBDi membership number must be included on the entry form. The Business Member will be acknowledged, along with the winner, at the Awards Gala and on all trophies and certificates.
3. Entries are to be made using the PowerPoint template available from www.kbdiawards.org.au NB Entrants are not restricted to the number of slides in the blank presentation. Additional slides may be inserted by duplicating one of the existing blank slides and adding it to the PowerPoint presentation as required. **No other format will be accepted including PDF.** Please refer to the *Guidelines for Using the PowerPoint Template* for further information.
4. Entries must be uploaded to the Dropbox link at www.kbdiawards.org.au. Please refer to the *Guidelines for PowerPoint Upload* for further information.
5. Submission may be of any design space, domestic or commercial, excluding a kitchen or bathroom contained within a residential dwelling. Examples include (but are not limited to):

Residential

Wardrobe Fitout
Outdoor Kitchen
Media Room Fitout
Home Office Fitout

Commercial

Café/Restaurant
Retail Outlet
Office Fitout
Showroom Fitout

6. Submission must include:
 - Detailed drawings, including floor plan, elevations &/or sections and 3-D view or sketch (entries may be hand drawn or computer generated). Note: no designer names, company logos or other identifying information should be visible (client information is acceptable).
 - A specification of cabinetry finishes & colours, fixtures (including any fitted appliances), and room finishes.
 - A design statement not exceeding 500 words including:
 - The client brief including obstacles and special needs;
 - Description of the project;
 - How the requirements of the client brief were achieved, and problems solved.
 - Photographs of each view of the kitchen or bathroom, provided in digital format within the PowerPoint presentation. Please refer to *Guidelines for Image Inclusion* for further information.
 - Two high resolution digital images supplied as separate files, suitable for publication. Please refer to *Guidelines for Image Inclusion* for further information.
7. All designs submitted must be for projects undertaken within the Commonwealth of Australia and must be **completed during the period of 1 January, 2015 to 9 June, 2016.**
8. Individual designers may enter their award projects in the State Chapter in which they are a member ONLY.
9. Entries close 12 noon (your local time) on Monday, 13 June, 2016.

**PLEASE REFER TO THE RELEVANT JUDGING CRITERIA/SCORE SHEETS FOR FURTHER DETAILS
AVAILABLE at www.kbdiawards.org.au**

MAJOR AWARDS

Australian Kitchen Designer of the Year
Australian Bathroom Designer of the Year

WHO CAN ENTER:

Designers who are financial Accredited Designer (CKD Au and/or CBD Au), Designer and Associate Members of KBDi.

ENTRY GUIDELINES:

1. All entries must be submitted by an **individual designer**; entries entered in the name of a business entity or more than one designer will not be accepted. The entrant must be the principal designer of the project and the entrant must be directly involved in the preparation and submission of the entry.
2. Where the individual Member is engaged by a Business Member, the Business Member's name and KBDi membership number must be included on the entry form. The Business Member will be acknowledged, along with the winner, at the Awards Gala and on all trophies and certificates.
3. Entries are to be made using the PowerPoint template available from www.kbdiawards.org.au. Entrants are not restricted to the number of slides in the blank presentation. Additional slides may be inserted by duplicating one of the existing blank slides and adding it to the PowerPoint presentation as required. Please note that the overall file size must not exceed 10MB. Please refer to *Guidelines for Image Inclusion*, and the *Guidelines for Using PowerPoint Template*. **No other format (including PDF) will be accepted.**
4. Entries must be uploaded to the Dropbox link at www.kbdiawards.org.au. Please refer to the *Guidelines for PowerPoint Upload* for further information.
5. Submission must include:
 - Detailed drawings, including floor plan, elevations &/or sections and 3-D view or sketch (entries may be hand drawn or computer generated). Note: no designer names, company logos or other identifying information should be visible (client information is acceptable).
 - A specification of cabinetry finishes & colours, appliances and/or fixtures, and room finishes.
 - A design statement not exceeding 250 words including:
 - The client brief including obstacles and special needs;
 - Description of the house;
 - How the requirements of the client brief were achieved, and problems solved.
 - Photographs of each view of the kitchen or bathroom, provided in digital format within the PowerPoint presentation. Please refer to the *Guidelines for Image Inclusion* for further information.
 - Two high resolution digital images supplied as separate files, suitable for publication. Please refer to the *Guidelines for Image Inclusion* for further information.
6. All designs submitted must be for projects undertaken within the Commonwealth of Australia and must be **completed during the period of 1 January, 2015 to 9 June, 2016**.
7. Individual designers may enter their award projects in the State Chapter in which they are a member ONLY.
8. Entries close 12 noon (your local time) on **Monday, 13 June, 2016**.

PLEASE REFER TO THE RELEVANT JUDGING CRITERIA/SCORE SHEETS FOR FURTHER DETAILS

AVAILABLE at www.kbdiawards.org.au

Generally:

- Images of the **finished project** must be actual photographs - not computer-generated images. (Computer-generated images may be included within the PowerPoint – in the relevant area – when they are clearly labelled as such.)
- It is recommended that photographs be taken by a professional photographer, as they may be reproduced for media and marketing purposes.

Images within PowerPoint Entry:

- As noted in Category Entry Requirements, the overall file size of your PowerPoint submission must not exceed 10MB. The quality or resolution of the images included within your PowerPoint will be one of the primary factors in determining the size of a file. For instance, a 300 dpi (dots or pixels per inch) image may take up to four times as much space as a 150 dpi image. Consider the following when preparing and uploading your images:
 - RAW formats (eg .crw, .nef, .dng and .orf) produce extremely large file sizes, as do TIFF and PSD. The most effective way to reduce the file size of an image is to save a version on the image in the JPEG (.jpg) format.
 - To prevent your PowerPoint being cumbersome to work in, try to keep your photographic images to no more than 800 pixels wide, and no more than 50KB. Image-editing software will allow you to reduce your file size: look for 'Save for Web' in Photoshop, or try open source image editing software such as GIMP (www.gimp.org), or TINY PNG (www.tinypng.com).

Images to be included with submission (outside of PowerPoint):

- As noted in Category Entry Requirements, two high resolution digital images must be supplied as separate files. These images must be a minimum of 300dpi in RAW or JPEG format, and be suitable for print. As these images will be used for marketing and media purposes, it is highly recommended that the photographs be taken by a professional photographer to ensure optimum quality and best presentation.
- Images must not be provided in BMP, TIFF or formats other than RAW or JPEG.

GUIDELINES FOR USING THE POWERPOINT TEMPLATE

1. All entries must be made using the PowerPoint (PP) template available at www.kbdiawards.org.au.
2. A **PDF** version of your PowerPoint submission **will NOT be accepted**. Only entries using the PPT format supplied will be accepted.
3. All plans must be scanned, or captured from a design program where this is possible, for insertion into the PP template (hand drawn plans are acceptable).
4. All text and dimensions must be able to be clearly read from a computer screen.
5. No designer names, company logos or other identifying information should be visible (client information is acceptable).
6. An example entry is available for viewing at www.kbdiawards.org.au to assist entrants in preparing their entries. This is a sample only and is not to be used as a guide in meeting the judging criteria.
7. All other entry requirements must be complied with, and all information supplied must be in the correct formats as specified.
8. The PowerPoint page headings are to be used as a guide. Additional pages may be inserted as required with appropriate changes to the headings to best represent the information you are supplying.
9. Unnecessarily high resolution images will make your PowerPoint cumbersome to edit and increase the overall file size. Refer to *Guidelines for Image Inclusion* for tips in reducing the size of images. Remember that the overall size of the PowerPoint **MUST NOT EXCEED 10MB**. We reserve the right to refuse entries that exceed this limit.
10. KBDi will run an information session by Webinar to assist those who are not familiar with the use of PowerPoint.
11. Save your file with the following format: *surname_project number.ppt* eg *smith_project1.ppt*.

GUIDELINES FOR UPLOADING YOUR ENTRY TO THE KBDi DESIGNER AWARDS 2016 DROPBOX

The following files need to be uploaded to the KBDi Designer Awards 2016 Dropbox uplink at www.kbdiawards.org.au:

1. Completed/scanned entry form (one form only with all entries and payment advice/details)
 - Save as "your surname_entry" eg Smith_entry
2. A PowerPoint of each project (one file per project)
 - Save as: smith_project1 or smith_project2
3. Photo images of projects (two per project)
 - Photographs must be high quality and in high resolution format suitable for publishing in quality print media and for use in large screen electronic presentations (refer to Guidelines for Image Inclusion)
 - Photographs should be saved in the following file name format: surname_project1.image no. You are asked to include 2 images, so for each project you should have 2 files. eg smith_project1.1 and smith_project1.2

The link to the KBDi Designer Awards 2016 dropbox uplink can be found at www.kbdiawards.org.au, or you can type the following into your web browser:

<https://www.dropbox.com/request/xtWHoKAcnN07C9xPbEmA>

1. **Entries close 12 noon (your local time), Monday, 13 June, 2016.** Late submissions will not be accepted.
2. Entry is open only to designers who are current financial, Associate, Designer or Accredited Designer (CKD Au and/or CBD Au) members of KBDi.
3. All entries submitted must be for design projects undertaken within the Commonwealth of Australia and must be **completed during the period of 1 January, 2015 to 9 June, 2016.**
4. Individual designers may enter their award projects in the State Chapter in which they are a member ONLY.
5. Designs/projects that have previously been entered into the KBDi Kitchen and Bathroom Designer Awards cannot be entered again.
6. By entering the KBDi Designer Awards 2016, the applicant confirms that they have obtained their client's written permission to enter the awards, along with written authority for any resultant publicity, including publishing of images. The entrant will be held responsible for any costs incurred should any project owner bring action against KBDi if permission is not obtained by the entrant.
7. All entry forms must include full payment; no refunds will be given.
8. To ensure your entries are entered into the correct categories you must correctly complete the registration form in full and **correctly name your projects.**
9. It is imperative that all entries are submitted in accordance with the relevant category requirements set out in this entry kit, along with the *Guidelines for Image Inclusion* and *Guidelines for PowerPoint Upload* and these General Terms & Conditions. Entries that do not meet these requirements may be excluded.
10. No designer names or identifying information may appear on digital material, including images of drawings etc. Please ensure all references to your name are removed from documentation within the PowerPoint.
11. All entries are to be uploaded to the KBDi DESIGNER AWARDS 2016 Dropbox Link via <https://www.dropbox.com/request/xtWHoKAcMn07C9xPbEmAi>
12. Entries may not be withdrawn once submitted, but KBDi reserves the right to disqualify any entrant should a member breach the KBDi Code of Ethics or bring KBDi into disrepute during the Awards Program at any time and at any stage.
13. Entry submissions will not be returned and will remain the property of KBDi.
14. KBDi will send a confirmation email on receipt of the entry submission. If this confirmation email is not received, it is the entrant's responsibility to contact KBDi to confirm receipt of the entry.
15. Entrants will remain anonymous to the judges until the winners are announced at the Awards Gala Dinner.
16. The Judges' decisions are final and no discussion or correspondence will be entered into.
17. For more information on the judging criteria refer to the judging sheets available at www.kbdiawards.org.au
18. By entering the KBDi Awards the entrant agrees that when referring to the program in general or a particular award category either as an entrant, finalist or winner, in any promotional materials, editorials or other public information, whether in writing, electronic communication or in person, **the entrant will ensure that such references will be made in full:** eg The KBDi Designer Awards; The Australian Certified Designer of the Year 2016.
19. By entering the KBDi Awards the entrant recognises that KBDi encourages award winners to utilise the personal and business marketing benefits available to them, provided that no overt or inadvertent damage is caused to KBDi whether financially and/or to KBDi's reputation.
20. KBDi reserves the right to exhibit and publish all or any part of any entry at their discretion.

CHECKLIST FOR COMPLETED ENTRIES

Use the checklist below to ensure you have included all the required items for your KBDi Designer Awards 2016 entry.

- Entry form (with full payment details) completed, signed and scanned
- Each entry includes a PowerPoint presentation with scanned plans/drawings and photos as per the criteria set out in this entry kit. Each entry consists of one PowerPoint presentation per project, with a maximum file size of 10MB.
- The designer's name is not visible within the PowerPoint submission, within the text or on any included images (eg drawing title blocks).
- Each entry includes 2 additional photographic images suitable for publication, as per guidelines set out in this entry kit.
- All files have been saved and named in accordance with the guidelines provided.
- Entry requirements for the specific category (as set out in this entry kit) have been met.
- Entries have been uploaded to the KBDi Dropbox as a PowerPoint file as per the guidelines (no hard copies of entries will be accepted).

KBDi DESIGNER AWARDS 2016 – ENTRY FORM

Name: _____ KBDi Member No: _____

Business Member Name (if applicable): _____

Email Address: _____

Postal Address: _____

Post Code: _____

Phone: () _____ Mobile: _____

Do you hold current Certification with KBDi? Please select applicable: CKD Au CBD Au

KBDi Chapter: QLD NTH QLD NSW VIC TAS SA WA

ENTRY CATEGORIES		
Category	No. of Entries	Name of Entry (e.g. project 1, project 2, project 3)
1. KBDi Certified Designer of the Year <i>Certified KBDi CKD Au and CBD Au designers may also enter categories 3-7 using the same projects and entry material.</i> Each entry to this category must include two projects: two kitchens OR two bathrooms – not one kitchen + one bathroom		<i>e.g. project 1 and project 3 (one entry = two projects)</i>
2. Design Space		
3. Small Kitchen Design up to 15 m ²		<i>e.g. project 1</i>
4. Medium Kitchen Design 15.1 to 20 m ²		
5. Large Kitchen Design over 20 m ²		
6. Small Bathroom Design up to 8 m ²		<i>e.g. project 3</i>
7. Large Bathroom Design over 8 m ²		

ENTRY FEES	Price per Unit (inc GST)	Qty	Total (inc GST)
First Entry	\$195.00	1	\$195.00
Subsequent Entries (per entry)	\$135.00		
TOTAL AMOUNT (including GST)			

PAYMENT DETAILS

Kitchen and Bathroom Designers Institute of Australia
ABN 53 123 692 231

Paid By: Visa MasterCard Direct Deposit

Cardholder's Name: _____

Credit Card Details: Card No: _____ | _____ | _____ | _____

Expiry Date: ___/___ Signature: _____

Please retain a copy of this form as a record of payment as this will become your Tax Invoice.

Bank Account Details (for Direct Deposit): Account Name: KBDi BSB: 124 011 Account No: 20453855

DECLARATION

I declare that:

1. I have read, understood and agree to the entry requirements and general terms and conditions for the KBDi Designer Awards 2016, including the compilation and submission of this entry in accordance with entry guidelines; and that

2. I have the consent of the owner of the project for photographs of the design to be reproduced and publicised.

Name Signature Date