

Important information and major changes from previous years are highlighted in yellow.

MODULAR BUILDING INSTITUTE AWARDS OF DISTINCTION

2025 CONTEST RULES & INSTRUCTIONS

1. Entry Types.

- a. Commercial modular buildings** with a majority (greater than 50 percent) of the project having been constructed using an offsite method of volumetric modular construction. Modular buildings with a date of occupancy between January 1, 2023 and November 30, 2024 may be entered. Buildings entered previously may not be entered again.
- b. Marketing pieces** include print, signs & posters, multimedia, and web. Marketing pieces developed within the past five years may be entered as long as they have not been previously entered. Previously entered websites, however, may be reentered if they have experienced obvious and significant changes in both design and content.
- c. Green building** entries must be actual buildings (not conceptual or designs), show considerable improvement over typical modular buildings in certain contest-defined "green" areas, and have achieved a recognized green building rating (such as LEED, CHPS, IGCC, etc).
- d. Innovative product** entries must be actual products already in use (by at least one modular builder) and may be part of modular buildings themselves and/or part of the design, manufacture, transportation, or installation of modular buildings. A product in its current version introduced to market within the past five years may be entered as long as it has not been previously entered.

- 2. Entry Deadline.** Entries regardless of entry type must be made online at www.modular.org/aod-entry by November 30, 2024. Hardcopies required of certain marketing piece entries must also be received by MBI Headquarters before the deadline.
- 3. Entry Fee.** The entry fee for MBI members for all entries regardless of type is US\$350 each. The entry fee for nonmembers for all entries regardless of type is US\$750 each. Payment is by credit card when completing each entry. Late entries will not be accepted.
- 4. Multiple Entries.** You may enter multiple entries in the same category or in multiple categories. Each entry must be entered online one-at-a-time.
- 5. Affiliate Entrants.** All building entries have a main entrant and may have affiliate entrants. A dealer, lease fleet owner, or contractor should include a building manufacturer as the affiliate. An entry by a manufacturer should include a dealer, lease fleet owner, or contractor as the affiliate. Affiliates may also include architects, engineers, setup and installation crews, owners and developers, and others. You are highly encouraged to credit all affiliates that contributed to an entry. MBI is unable to acknowledge affiliates that are not included with entries.

Innovative products must be entered by the product owner, manufacturer, or exclusive distributor.

6. **Disqualified Entries.** Incomplete or incorrectly submitted entries or entries recalled by entrants will be disqualified. Recalled entries must be in writing by the original entrant. There are no refunds. At the discretion of MBI, artificially enhanced entry content (text or images), poor quality content, or content that misrepresents the entry may also be grounds for disqualification.
7. **Category Changes.** Entries to incorrect categories may be corrected without notification to the entrant. MBI at its discretion reserves the right to combine or divide categories.
8. **Exhibit.** MBI will display all qualified entries at World of Modular.
9. **Scoring.**
 - a. **Judges.** MBI Headquarters carefully considers the selection of each judge. Judges are typically nonmembers of MBI and professionals from architecture, construction, engineering, communications, academic, and other fields.
 - b. **Criteria.** Entries are judged according to category-specific criteria:
 - i. **Modular building entries** have four criteria including architectural excellence, technical innovation & sustainability, cost-effectiveness, and calendar days to complete (from production start to date occupied). For green building entries, judges consider a fifth criterion on green aspects of the project.
 - ii. **Marketing pieces** have three criteria including plan and strategy, implementation, and quantifiable results.
 - iii. **Innovative products** have three criteria including installation and safety, usability and cost effectiveness, and sustainability.
 - c. **Identifying Winners.** Each entry is given a score of one through ten (ten being the highest score) in each criterion. The entry with the highest cumulative score in a category will receive the First Place award. The entry with the second highest cumulative score in the same category will receive the Honorable Mention award. The highest scoring entry in the entire contest will be deemed Judges' Choice. Main entrants of winning entries will be recognized as winners. At its discretion, MBI may recognize affiliate entrants.
 - d. **Minimum Score.** An entry that does not receive at least 50% of the highest possible cumulative score is not eligible to win an award and will not have a poster displayed at World of Modular, nor will any portion of the entry fee be refunded.
 - e. **Final Decisions.** All decisions by the judges and MBI Headquarters are final. Scores are confidential and will be viewed only by judges and MBI Headquarters for purposes of administering the program.

- 10. Best of Show.** Best of show winners are determined by attendees at World of Modular. Each attendee votes on one entry per category: relocatable, permanent, green building, and marketing. The entry in each category with the most votes will receive the best of show award, recognized with a trophy. When applicable, affiliate companies will be recognized with duplicate awards.
- 11. Recognition Pieces.** Recognition pieces are selected by MBI Headquarters and are presented at World of Modular to main entrants. At its discretion, MBI may recognize affiliate entrants. Entrants need not be present to win. To purchase duplicate awards for winning entries, please contact MBI Headquarters.
- 12. Usage Rights.** Each entrant acknowledges that they have received all rights for MBI to use any image, text, name, logo, slogan, graphic, data, or information that accompanies the entrant's entry. The entrant therefore assumes all liability regarding the use of these items by MBI in electronic and print marketing and informational pieces through internal and external marketing channels.
- 13. Photos & Floorplans.** Photos and floorplans must be submitted as digital files, uploaded online at the same time the entry form is completed. You will be redirected to the upload form once the entry form is submitted.
- a. Aesthetics & Project Completion.** For modular building entries, photos should be aesthetically pleasing and show 100% completed projects including 1) the modular buildings being entered and 2) site conditions immediately surrounding the buildings. For example, photos should not include unused construction materials, construction waste, or temporary construction fencing; interior or exterior matelines should not be exposed; and landscaping or groundcover should be intact. Exceptions are those entries where buildings and/or site conditions may not be complete because of their nature and end-use (for example, a relocatable construction-site office). Other exceptions are at the discretion of MBI.
- b. Color & Dimensions.** Photos must be full-color. Floorplans may be full-color, black and white, or grayscale. Both must be saved as maximum-quality JPG files and have the pixel dimensions described in the checklist. For example, the large exterior photo accompanying a building entry should have a resolution of no less than 1300 pixels high x 2000 pixels wide.
- c. Digital Origin.** Photos must be of a digital origin, not a scanned image. For example, scanning a printed photograph to convert it to a digital image for submission is not acceptable. Photos must also have live matter that extends to the edge of the photo (no white borders) and may not be collages. You may need to contact the project's design professional to obtain a floorplan in digital form.
- d. Modification Fee.** There is a US\$100 charge per image for images not meeting the contest's image requirements.
- 14. File Naming.** When uploading images, filenames should contain your company name, project name, and an identifying word like "exterior," "interior," "floorplan," or "marketing." An example of an acceptable filename is:
Acme_Modular_Inc_University_Dorm_Exterior.jpg

- 15. Character Limitations & Spelling.** To keep entry text concise, limitations are set on how many characters can be typed into text fields on the entry forms. These limitations are noted per field on the forms. **Spelling, grammar, and other errors will not be corrected.** It is recommended that before entering text into online entry forms, you pre-type the text using a program like Microsoft Word to perform word counts and help avoid spelling and other errors, then copy and paste the text to the online form.
- 16.** Optional information may be included for building entries to help populate an MBI database of actual and reliable data on completed modular building projects to help quantify modular construction as a better way to build. Information collected on the "Optional Project Information" pages will not be used to judge entries, nor will the information be displayed with the entry at World of Modular.

DEFINITIONS

Modular Building Categories

Relocatable Buildings are defined as commercial structures with a majority (greater than 50 percent) of the project having been constructed using an offsite method of volumetric modular construction and installed for temporary use, not upon permanent foundations. These buildings are meant to be relocated at a future date and are typically viewed as personal property.

Permanent Modular buildings are defined as commercial structures with a majority (greater than 50 percent) of the project having been constructed using an offsite method of volumetric modular construction and placed on permanent foundations. These buildings are typically designed for sale or finance lease and are considered real property.

Green Building entries may be relocatable or permanent and must show considerable improvement over typical buildings in "green" areas; have achieved a recognized green building rating such as LEED, CHPS, IGCC, etc.; and/or may be reconfigurations (reuse) of existing modular buildings to meet needs that are different from their original use.

Education is defined as structures designed and constructed for educational purposes. These buildings can be utilized in K-12 applications, daycare centers, colleges and universities, and technical and private schools and may be classrooms, administrative buildings, and any other building with an education-related use.

Office is defined as structures that are designed and constructed for non-education, non-retail administrative applications. Examples include general, corporate, and municipal offices; as well as sheriff's offices that have no detaining facilities.

Healthcare is defined as structures designed for medical or dental applications. Examples include doctor and dentist offices, operating rooms, hospital extensions, medical research labs, magnetic resonance imaging centers, emergency room additions, and therapeutic and counseling centers.

Retail is defined as structures designed for face-to-face interaction with the general public. Typical installations include restaurants, clubhouses, real estate sales centers, convenience stores, automobile dealerships, concession stands, and banks.

Hotel is defined as structures designed to provide accommodations for travelers and tourists. Examples include motels, hotels, bed & breakfasts, inns, hostels, and "Airbnb"-type rentals.

Multifamily is defined as structures designed to house individuals or families in multiple separate units. Typical installations include apartment buildings, condos, townhouses, and mixed-use properties when a majority of the building is used for residential purposes.

Dormitory is defined as structures designed primarily to provide sleeping quarters for large numbers of people usually at colleges or universities or in the military. Examples include college residence halls, boarding school residence halls, and military barracks.

Workforce Housing is defined as structures designed primarily for lodging and accommodations for laborers, typically at remote oil, gas, and mining operations.

Assembly is defined as structures designed for a variety of purposes where people assemble. Typical installations include churches, community centers, and libraries.

Correctional is defined as structures designed to detain people. Examples include jails, prisons, sheriffs offices, substance abuse centers, and behavioral centers.

Special Application Buildings are defined as structures that do not qualify for any of the applications defined above. Typical installations include mobile laboratories, telecommunications shelters, guard kiosks, and bathroom pods.

Social & Supportive Housing is defined as structures designed and constructed for individuals, families, and others experiencing homelessness and/or in need of transitional or onsite support services; regardless of short- or long-term use; and regardless of individual or communal sleeping, bathroom, kitchen, and other facilities.

Marketing Piece Categories

Web is defined as images and audio specifically designed for viewing on the World Wide Web that promotes companies engaged in the modular building industry.

Print is defined as all printed material published specifically for the promotion of companies engaged in the modular building industry. Typical entries are brochures, catalogs, white papers, folders, and postcards.

Signs & Posters is defined as all large scale printed material published specifically for the promotion of companies engaged in the modular building industry. Typical entries are billboards, posters, trade show graphics, and vehicle wraps.

Multimedia is defined as all non-print, non-web images and audio that promotes companies engaged in the modular building industry. Typical entries are interactive CDs and videos.

Innovative Product Category

Innovative product entries may be any product used in the design, manufacture, transportation, or installation of commercial modular buildings. Examples include building materials, fixtures, finishes, tools, equipment, and software.

CHECKLIST

Building Project Entries

- ☐ Completed online entry form
- ☐ Entry fee
- ☐ 1300 pixels high x 2000 pixels wide horizontal exterior digital photo
- ☐ 700 pixels high x 1100 pixels wide horizontal interior digital photo
- ☐ 700 pixels high x 500 pixels wide vertical interior digital photo (different view than above)*
- ☐ 700 pixels high x 800 pixels wide horizontal floorplan as a digital image

*Each building entry must have at least one interior photo. There are no exceptions to this rule. However, MBI staff may allow at its sole discretion a second exterior photo instead of the vertical interior photo when a building is particularly small, for example a guard stand or retail kiosk. Please contact MBI headquarters in advance for permission.

Marketing Piece Entries

- ☐ Completed online entry form
- ☐ Entry fee
- ☐ Print entries: five copies of the piece mailed to MBI Headquarters
- ☐ Sign & Poster entries: include photos of the piece installed/in place (billboard, car wrap)
- ☐ Multimedia entries: five copies of the piece mailed to MBI Headquarters
- ☐ Website entries: be sure to include the URL on the entry form
- ☐ A digital image of your entry, no less than 1300 pixels high x 2000 pixels wide horizontal, which will be used to represent the entry at World of Modular, on the MBI website, in MBI literature, and/or elsewhere

Innovative Product Entries

- ☐ Completed online entry form
- ☐ Entry fee
- ☐ A digital image of your entry, no less than 1300 pixels high x 2000 pixels wide horizontal, which will be used to represent the entry at World of Modular, on the MBI website, in MBI literature, and/or elsewhere

Modular Building Sample Entry Form

Do not submit this sample form as it will not be accepted.

Check one box in each column.

<u>Category</u>	<u>Sub-Category</u>	<u>Size</u>
☐ Permanent	☐ Education	☐ Under 10,000 sq. ft.
☐ Relocatable	☐ Office	☐ Under 10,000 sq. ft.
☐ Green Building	☐ Healthcare	
	☐ Retail	
	☐ Hotel	
	☐ Multifamily	
	☐ Social & Supportive Housing	
	☐ Dormitory	
	☐ Workforce Housing	
	☐ Assembly	
	☐ Correctional	
	☐ Special Application	

Main Entrant Information

Company Name: _____

Contact Name: _____

City, State/Province, Country: _____

Phone: _____ Fax: _____

Email: _____

Affiliate Entrants: (Examples include lease fleet owners, building manufacturers, contractors, architects, engineers, setup & installation crews, owners & developers, etc.)

Company Name: _____ Role: _____

Company Name: _____ Role: _____

Company Name: _____ Role: _____

Company Name: _____ Role: _____

Company Name: _____ Role: _____

Building Project Information

Project Name: _____

City, State/Province, Country of Project: _____

Number of Modules: _____

Total Square Footage: _____

Number of Stories: _____

Date of Production Start (mm/dd/yy): _____

Date of Occupied (mm/dd/yy): _____

Cost Data:* Total Construction Cost: _____

Design Cost: _____

Modular Construction Cost: _____

Site Work Cost: _____

*For cost data, please enter actual figures. If using estimates, the figures should be as close to actual as reasonably possible.

Architectural Excellence:

In 1000 characters or less, describe building layout, design, interior, and exterior appearance, relationship to surroundings, use of building, quantity, size, configurations of modules, and excellence in visual quality and planning rationale.

Technical Innovation & Sustainability:

In 1000 characters or less, describe innovative uses of offsite construction, accomplishment of special features and requirements in the offsite environment, new design, implementation of new solutions to unique problems, energy efficiency, resource efficiency, green building, and other technical innovations.

Cost-Effectiveness:

In 1000 characters or less, describe examples of cost-effective methods, materials utilized, method of installation, partnership with other entities, considerations providing for relocatability, and other factors which yield cost-effectiveness for the building user.

Green Building:

For Green Building entries only, in 1000 characters or less, describe how this project shows considerable improvement over traditional buildings in various "green" areas, like thermal comfort, indoor air quality, daylighting, acoustics, and resource efficiency. Also describe how the project may have achieved a recognized and generally accepted green building rating. For reused buildings, give a history of the entry including past module uses and how they came to be the current completed project.

Optional Project Information

Primary Structural Material: ☐ Steel ☐ Wood ☐ Concrete ☐ Other

Project Delivery Method: ☐ Design Build
☐ Design Bid Build
☐ Bid Design Build
☐ Construction Management at Risk
☐ Public Private Partnership
☐ Integrated Project Delivery
☐ Other

Percent of building that is modular: _____

Percent of completeness of modules when leaving the factory: _____

Schedule: Design Duration in Days: _____

Date of Groundbreaking (not Date of Production Start): _____

Days in Factory: _____

Days to Install: _____

Quality & Safety: Number of Change Orders: _____

Number of Reported Safety Incidents: _____

Total Labor Hours: _____

Conclusions: (1000 characters each)

Why was modular construction used for this project? _____

What digital technology/software was used on this project? _____

Was additional/special documentation required by jurisdictional authorities because of the use of modular on this project? _____

Where were the primary advantages gained by using modular on this project? _____

Where were the primary disadvantages of using modular on this project? _____

Marketing Piece Sample Entry Form

Do not submit this sample form as it will not be accepted.

Entry Name: _____

Category (check one box):

☐ Print ☐ Multimedia ☐ Signs & Posters ☐ Web URL: _____

Entrant Information

Company Name: _____

Contact Name: _____

City, State/Province, Country: _____

Phone: _____ Fax: _____

Email: _____

Entry Information (indicates the format or maximum number of characters permitted)

Initial Distribution Date (mm/yy/dd): _____

Specific Medium Used, e.g.: brochure, postcard, CD, VHS tape. (20): _____

Target Audience (100): _____

Creative Process (100): _____

Message to be Communicated (100): _____

Distribution (100): _____

Entry Objective (1000): _____

Effect on Awareness, Sales, Visits, or Inquiries (1000): _____

Innovative Product Sample Entry Form

Do not submit this sample form as it will not be accepted.

Product Name: _____

Entrant Information

Company Name: _____

Contact Name: _____

City, State/Province, Country: _____

Phone: _____ Fax: _____

Email: _____

Entry Information (indicates the format or maximum number of characters permitted)

Date the entry in its current version was introduced to market (mm/yy/dd): _____

Describe generally the purpose of the product in the design, manufacture, transportation, or installation of modular buildings (1000): _____

Describe how the product is innovative in the areas of productivity, safety, and product installation (1000): _____

Describe how the product is innovative in its usability, durability, and cost-effectiveness (1000): _____

Describe how the product is innovative in the area of sustainability (1000): _____