

**REGULATIONS**  
**on the Open International Contest**  
**in Urban Landscape Design**  
**“Flower Jam” – 2020**

**Moscow 2019**

## 1. Meaning of the Terms Used in the Regulations

For the purposes of this document, the following words and expressions used in these Regulations on the Open International Contest in Urban Landscape Design “Flower Jam” (hereinafter, the “Regulations”), conducted with the support of the Department of Trade and Services of the City of Moscow, shall have the meanings provided in this article:

<b>Customer</b>	Autonomous Non-Profit Organization Congress and Exhibition Bureau of the City of Moscow
<b>Contest Organizing Committee</b> (hereinafter, the “Organizing Committee”)	Neskuchny Gorod Limited Liability Company
<b>Expert Council</b>	The advisory body formed by the Contest Organizing Committee.  The Expert Council brings together recognized experts in landscape architecture and landscape construction.
<b>Jury</b>	The working body of the Contest, formed in accordance with the decision of the Contest Organizing Committee.  The Jury brings together recognized public figures and experts in landscape design and architecture. Members of the Jury are appointed and act in their personal capacity, and not as representatives of organizations where they are employed or serve as members of governing bodies. They should neither follow, nor request from any parties, instructions on how to make decisions that fall within the purview of the Jury.
<b>Contestant</b>	Any legal entity, person, individual entrepreneur, or Consortium of legal entities that submitted an Application to take part in the Contest.
<b>Participant</b>	A Contestant whose Application has passed Technical Screening.  Any legal entity, person, or individual entrepreneur (as well as a Consortium of legal entities or individual entrepreneurs) may be a Contest Participant.

<b>Application</b>	Information and documents submitted by a Contestant to take part in the Contest. The Application indicates agreement by the Contestant to take part in the Contest in accordance with the procedures and on the terms set forth in the Contest Regulations. The Application must be submitted in Russian or English.
<b>Contest</b>	The procedure of selecting the best Contest Entry from among those submitted by Participants.
<b>Contest Criteria</b>	Criteria according to which the Jury evaluates and compares the Contest Entries submitted by Finalists.
<b>Contest Entry</b>	A design proposal conforming with the requirements of these Regulations and the Technical Specifications listed on the official website of the Flower Jam Contest.
<b>Contest Entry Implementation Documents</b>	A design proposal of a Finalist submitted for the Contest in accordance with the procedures and on the terms set forth in these Regulations.
<b>Consortium</b>	An association of two or more legal entities or individual entrepreneurs taking part in the Contest as a single Contestant/ Participant.
<b>Technical Screening</b>	Screening by the Contest Organizing Committee of Contestants' Applications to determine their conformance with the Application requirements.
<b>T e c h n i c a l Specifications</b>	A detailed description of the Contest Organizing Committee's requirements for Contest Entries developed by Finalists.
<b>Contest Terms</b>	Rules and terms of the Contest contained in the Contest Documents.
<b>Category</b>	A selection category for an Application of a Participant to determine the Winner based on the results of the Contest.
<b>Finalist</b>	A participant whose Contest Entry is selected based on the rankings of the Expert Council as one of the Finalists in one of the Contest categories.
<b>Winner</b>	The Finalist (the first place holder in the respective category) whose Contest Entry is recognized as the best at an in-person meeting of the Jury.
<b>Expert Mentor</b>	A member of the Expert Council with sufficient experience as a landscape designer in public and urban spaces, whose recognition puts them in the position to recommend changes to the designs selected by the Expert Council when integrating them into the urban environment.

## 2. General Provisions

### 1. Goals and Objectives of the Open International Contest in Urban Landscape Design “Flower Jam” (hereinafter, the “Contest”)

The goal is design proposal and implementation of landscape solutions and functional art objects of varying degrees of complexity on the streets of Moscow.

Objectives:

- to attract Russian and international experts in landscape design and architecture, as well as students from relevant faculties, to take part in the Contest’

- to develop unique Contest Entries offering solutions for urban spaces’

- to select the best Contest Entries and choose the Winners.

Information about the Contest is published on the official website of the Contest: <http://moscowflowerfest.ru>

Contact information: [info@moscowflowerfest.ru](mailto:info@moscowflowerfest.ru).

### 2. The Contest will be held in the following categories:

#### 2.2.1. Professional:

##### Category 1. **Large Exhibition Garden**

Size: 200–300 square meters.

##### Category 2. **Mid-size Exhibition Garden**

Size: 100-200 square meters.

##### Category 3. **Small Exhibition Garden**

Size: 50-100 square meters.

##### Category 4. **Landscape Design for Social Areas**

Size: from 70 square meters.

#### 2.2.2. Student. **Student Design Contest.** Size: 50–70 square meters.

### 2.3. The Contest will be held in the following administrative districts of Moscow:

- Central Administrative Okrug;

- Northern Administrative Okrug;

- Northeastern Administrative Okrug;

- Northwestern Administrative Okrug;

- Southern Administrative Okrug;
- Southeastern Administrative Okrug;
- Southwestern Administrative Okrug;
- Western Administrative Okrug;
- Eastern Administrative Okrug;
- Zelenogradsky Administrative Okrug;
- Troitsky and Novomoskovsky Administrative Okrugs.

The site addresses will be announced separately.

4. Powers of the Customer:

- approval of the Regulations;
- approval of amendments to the Regulations;
- bearing expenses related to the conduct of the Contest, including payment of prize money to the Contest Winners, the first-place holders in the respective categories;
- other powers stipulated by these Regulations.

5. Powers of the Organizing Committee:

- holding the Contest;
- concluding Agreements with the Finalists;
- providing the Customer with documents confirming the conduct of the Contest, as well as documents for the payment of prize money to the Contest Winners, the first place holders in the respective categories;
- filling out the Contest web page on the Internet;
- publication and placement of the announcement of the Contest in social networks, media, professional conferences, seminars, and meetings;
- acceptance of Applications from Contestants, correspondence with Participants and Finalists, receiving documentation from Finalists for the implementation of Contest Entries;
- publication of announcements and notices related to the Contest;
- organizing and conducting preparatory and get-acquainted activities;
- preparation and signing of agreements with members of the Jury, Expert Council, and Contest Finalists;
- organizing meetings of the Jury and the Expert Council;
- keeping minutes of meetings of the Jury and the Expert Council;

- providing clarifications of the provisions of the Contest Documents to Contestants, Participants, and Winners – the first place holders in the respective categories;
- making changes to the list of plants of an Author/Participant, offering the right to choose a replacement from among the plants presented at the special site of the Organizing Committee;
- selection of the locations for the implementation of the Contest designs.
- other powers stipulated by these Regulations.

6. Powers of the Expert Council and Organization of Its Activities:

6.1. The powers of the Expert Council include:

- evaluation of Applications and Contest Entries of Contestants and assessment of their conformance with the technical requirements of the project; development of the rankings, based on which Contest Finalists are selected in each category;
- mentoring work with Finalists to tailor the garden designs to the selected locations;
- other powers stipulated by these Regulations.

6.2. In its work, the Expert Council shall be guided by the principles of professionalism, technical and aesthetic design evaluation criteria received from the Organizing Committee, as well as these Regulations.

6.3. Operation of the Expert Council:

- remote work on the evaluation of Contest Entries and selection of Finalists;
- in-person meeting;
- mentoring work with the Finalists to finalize the designs and tailor them to the locations selected by the Organizing Committee;
- the Organizing Committee shall accept from the members of the Expert Council proposals on the inclusion of issues in the agenda of the meetings. The Organizing Committee shall develop the agenda of the meetings.

2.6.4. Requirements for recording results of in-person and remote work and keeping minutes of an Expert Council meeting:

- the members of the Expert Council shall grade each Contest Entry in the electronic form provided by the Organizing Committee. The rankings of the Contest Entries shall be compiled based on the grades;
- the proceedings of an in-person Expert Council meeting and the voting results shall be reflected in the minutes of the Expert Council meeting;
- the minutes of an in-person Expert Council meeting shall be prepared in one (1) copy;

- the minutes of an in-person Expert Council meeting shall be signed by a representative of the Organizing Committee.

2.6.5. The members of the Expert Council present at the in-person meeting must sign the attendance sheet. The in-person meeting of the Expert Council shall be attended by representatives of the Organizing Committee.

2.6.6. The Expert Council shall recommend to the Contest organizers the designs selected for implementation at the sites of the Festival in Moscow. The voting results of the members of the Expert Council at the in-person meeting shall be tallied by the Organizing Committee.

2.6.7. Throughout the Contest, the members of the Expert Council shall serve as Mentors to its participants, namely, they shall distribute the Contest designs of the Finalists among themselves and help the Finalists tailor their designs to the locations chosen for the implementation of the exhibition gardens.

## 7. Powers of the Jury and Organization of Its Activities:

2.7.1. The powers of the Jury shall include:

- inspection and evaluation of landscape compositions with mandatory visits at least 3 times over the period from the time of design implementation to the in-person meeting of the Jury;

- selection of the Contest Winners, the first place holders in the respective categories;

- other powers stipulated by these Regulations.

2.7.2. In its work, the Jury shall be guided by the principles of professionalism, independence of opinion, and objectivity of refereeing, as well as these Regulations.

2.7.3. Operation of the Jury:

The Chairperson of the Jury shall be appointed by the decision of the Organizing Committee. In the absence of the Chairperson of the Jury at the meeting, the powers of the Chairperson of the Jury shall be exercised by one of the Jury members, appointed by the decision of the Organizing Committee.

2.7.4. Powers of the Jury Chairperson:

- conducts Jury meetings;

- participates in the development of the Contest evaluation criteria;

- accepts proposals from members of the Jury on the inclusion of issues in the meeting agenda;

- makes proposals on the meeting agenda;

- formulates agenda items and draft resolutions thereon;

2.7.5. The Contest involves one in-person meeting of the Jury:

- selection of the best Contest Entry from the works prepared by the Finalists.

2.7.6. All members of the Jury present at the in-person meeting must sign the attendance sheet. Representatives of the Organizing Committee shall be present at the in-person meeting of the Jury. The representatives of the Organizing Committee shall be entitled to inform the Jury about its powers, the tasks of a particular meeting, and the procedural rules of the Jury operation, including the procedure for voting and decision-making. The results of the voting by the Jury members at the in-person meeting shall be tallied by the Organizing Committee.

2.7.7. The meeting of the Jury shall be deemed duly constituted (shall have a quorum) if more than half of the Jury members participate. If there is no quorum on the appointed date of the Jury meeting, or if no concerted/collegial decision is made during the meeting, the Jury meeting may be postponed, by the Jury's decision, adopted by those in attendance or by absentee voting, until the next day.

2.7.8. Decisions of the Jury shall be taken by an open, majority vote of the Jury members present at the meeting, unless a different decision-making procedure is established by these Regulations.

2.7.9. Requirements for keeping minutes of a Jury meeting:

- the proceedings of a Jury meeting and the voting results shall be reflected in the minutes of the Jury meeting;

- the minutes of a Jury meeting shall be prepared in one (1) copy;

- the results of a Jury meeting shall be published on the official website of the Contest within fourteen (14) business days from the date of the respective Jury meeting;

- the minutes of a Jury meeting shall be signed by a representative of the Organizing Committee.

## 2.11. Applicable Law

The relationships of the parties (Contestants, Participants, Finalists, Customer, Organizing Committee) in connection with the Contest shall be governed by the current legislation of the Russian Federation. However, the provisions of Articles 447–448 and Chapter 57 of the Civil Code of the Russian Federation shall not apply to the procedure and terms of the Contest.

## 2.12. Operation of These Regulations

These Regulations shall become binding for each Contestant (and thereafter for each Contest Participant and Finalist) from the moment they submit their Application.

## 13. Publication of the Contest Regulations

13.1. The Contest Regulations shall be published on the official website of the Contest in the public domain on November 20, 2019.



13.2. Within two (2) business days from the date of the Customer's decision to make amendments to these Regulations, such amendments shall be published by the Organizing Committee on the official website of the Contest, and from that moment they shall become binding for each Contestant/Participant of the Contest.

#### 14. Providing Clarifications

14.1. Any Contestant, Participant, or Finalist shall have the right to submit to the Organizing Committee a request for clarification of provisions of the Contest Documents. Such request must be submitted in writing via postal or electronic communication to the address specified in these Regulations.

14.2. The Organizing Committee shall be obliged to provide a response to the request for clarification of the provisions of the Contest Documents in the form of an electronic document within five (5) working days from the date of receipt of the said request. Requests of Contestants must be received not later than five (5) business days before the deadline for accepting Applications. The Organizing Committee shall not be obliged to respond to requests received after this time.

14.3. A delay in providing answers cannot be considered as a basis for extending the deadline for submission of an Application, Contest Entry Implementation Documents, or Contest Entries.

#### 15. Dispute Resolution

15.1. The Parties shall establish a mandatory pretrial procedure for resolving any disputes. The interested Party must submit a written claim to the other Party, to which the latter must respond within 15 business days from receipt of such claim. All disputes that are not resolved under the pretrial procedure shall be subject to resolution in the court of the city of Moscow in accordance with the standing and jurisdiction determined by the procedural legislation of the Russian Federation.

#### 16. Contact Information:

2.16.1. Official website of the Contest on the Internet: [moscowflowerfest.ru](http://moscowflowerfest.ru)

E-mail address of the Organizing Committee: [info@moscowflowerfest.ru](mailto:info@moscowflowerfest.ru)

Subject line: Flower Jam Contest

### 3. **Contest Procedure**

3.1. The Contest will be held in three stages.

**Stage 1.** Acceptance of Applications, Technical Screening, Qualification Screening, and acceptance of Designs.

The Organizing Committee shall accept Applications and conduct Technical Screening of Participants for each category.

The Organizing Committee shall accept Designs of Contest Participants.

The Expert Council shall provide an assessment of the Participants' designs in terms of conformance with the stated theme, aesthetics, and conformance with the technical specifications of the Contest for each category. The Organizing Committee shall decide on the implementation of the designs of the Finalists and allocate them across the sites.

Under the guidance of Expert Mentors, Participants shall tailor their Designs to the locations selected by the Organizing Committee.

**Stage 2.** Submission by the Finalists of the Contest Entry Implementation Documents and their approval by the Organizing Committee.

The Finalists shall develop their Contest Entry Implementation Documents and coordinate them with the Organizing Committee, make adjustments, if necessary, and prepare the designs for implementation.

The Organizing Committee shall conclude agreements with the Finalists in the Professional and Student categories for the implementation of the Contest Entries.

Implementation of the Contest Entries by the Organizing Committee with the participation of the finalist in the designer supervision and personal management of the planting.

### **Stage 3.**

Evaluation of the implemented designs of the Finalists by the Jury according to the criteria recommended by the Organizing Committee at the in-person meeting of the Jury, and selection of the Winner, the first place holder in the respective category.

3.2. The Contest schedule is set forth in Appendix 1 to the Regulations.

3.3. Submission by Contestants of Applications for Participation in the Contest:

3.3.1. The composition, content, and format requirements for an Application are set forth in Appendix 2 to the Regulations.

3.3.2. Acceptance of Applications for Professional and Student categories shall begin from the date of publication on the official website of the Contest of the announcement of the Contest. The Application must be submitted, after the registration of the Contestant on the official website of the Contest, in electronic form to the e-mail address provided.

3.3.3. The Contestant shall have the right to make amendments to their Application by submitting a notice of amendment of the Contest Application, with the amended documents attached, not later than 3 (business) days before the deadline for submission of Applications.

3.3.4. If one Contestant submits multiple Contest Entries for different Contest categories, the Organizing Committee shall decide on admitting one or several Contest Entries for the

implementation and participation in the second stage of the Contest to select the Winner, the first place holder in the respective category.

### 3.4. Disclosure of Information

#### 3.4.1. Grounds for a Potential Conflict of Interest

If the Contestant/Participant/Finalist (official, employee, or representative of the Contestant/Participant/Finalist) (if the Contestant/Participant/Finalist is a Consortium, any Consortium Member (official, employee, or representative of the Consortium Member)) is an affiliated party:

- in relation to a member of the Jury or an individual who is subordinate, in their official position, to a member of the Jury;

- in relation to a party performing the functions of the sole executive body, or a member of the collegial executive body of the Organizing Committee (including each coactor, subcontractor, and consultant within the framework of the Contest), or an individual who is subordinate, in their official position, to such party (for the purposes of this clause, an individual shall not be deemed subordinate, in their official position, to a particular party, if the job function of such party involves solely the performance of scientific, teaching, or other creative activity), which, for the purposes of this clause, is deemed capable of influencing the results of the Contest, such Contestant/Participant may be deemed capable of influencing the results of the Contest.

#### 3.4.2. Disclosure Letter

3.4.2.1. If there are grounds for a possible conflict of interest, the Contestant/Participant/Finalist shall be obliged to submit a Disclosure Letter to the Organizing Committee, depending on when such grounds arise:

- if the grounds are present at the time of submitting the Application, as part of the Application;

- if the grounds arise after the submission of the Application, immediately after their emergence.

The Disclosure Letter shall be composed in free form and must contain:

- an indication of the basis on which the Contestant/Participant/Finalist may be deemed capable of influencing the outcome of the Contest, including an indication of the party with which the Contestant/Participant/Finalist is affiliated;

- the nature of the relationship – the basis on which the Contestant/Participant/Finalist is or may be recognized as an affiliate of the respective party;

- the particulars of the relationship – any additional information about the relevant relationship, which, in the opinion of the Contestant/Participant/Finalist, may be useful in assessing the actual capability of the Contestant/Participant/Finalist to influence the outcome of the Contest.

### 3.5. Participation in the Contest by a Consortium Contestant/Participant/Finalist

#### 3.5.1. Consortium:

- legal entities or individual entrepreneurs wishing to participate in the Contest may unite in Consortia;

- legal entities united in a Consortium shall submit a single Application on behalf of the Consortium and shall be considered, for the purposes of the Contest, a single Contestant/Participant/Finalist;

- a Contestant wishing to participate in the Contest in the form of a Consortium shall submit a Consortium Declaration (Appendix 6) as part of the Application;

- a Consortium Member may not apply for participation in the Contest individually or as part of another Consortium.

#### 3.5.2 Consortium Leader

- Consortium Members shall appoint a Consortium Leader;

- a Consortium portfolio must contain at least one design by the Consortium Leader;

- in relations with the Organizing Committee within the framework of the Contest, the Consortium Leader shall be deemed to represent the interests of all Consortium Members;

- for the purpose of communicating on issues related to the Contest, the Consortium Leader shall provide information about themselves and their representative, their contact details, and information about engaging subcontractors and consultants, in the form of the completed Consortium Declaration.

### 3.6. Technical Screening and Registration of Contestants as Contest Participants

3.6.1. Registration of Contestants shall take place on the official website of the Contest.

Practicing landscape designers, environmental designers, garden designers, architects, landscape construction engineers, and students of specialized universities are invited to participate in the Contest; participation may be individual or as part of a creative team.

3.6.2. It is permissible to submit designs that previously participated in other contests but were never implemented.

Design authors who wish to participate in the Contest shall register on the Contest website, then submit their Application, portfolio, and design (see Contest Regulations) to the Contest Organizing Committee.

3.6.3. A Contestant who has passed the Technical Screening shall become a Participant and shall proceed to perform the design work in accordance with the Technical Specifications of the Contest. The Organizing Committee shall have the right to refuse registration of a Contestant as a Participant for the following reasons:

- the Application does not meet the requirements of these Regulations;

- the Application is filed after the deadline for submission stipulated by these Regulations.

3.6.4. The Organizing Committee shall, not later than ten (10) business days from the completion of acceptance of Applications, inform all Contestants about registering them as Participants or refusing registration by sending them a letter via electronic communication to the address indicated in the Contestant's Application.

3.6.5. After the selection of the Finalists based on the rankings of the Expert Council, the authors of the selected designs shall finalize them, with the participation of Expert Mentors, based on the recommendations, comments, and suggestions of the Expert Mentor, and provide additional design documentation.

3.7. Theme of the Contest assignment for 2019: "Summer Gardens of Moscow."

The Contest designs should be long-blooming gardens, demonstrating changes in the shape, volume, and color over the course of several months – from early June to mid-September, while maintaining a strong decorative effect over the entire period.

3.8. Requirements for the Temporary Exhibition Garden Designs in the Urban Environment

The design should correspond to the theme of the Festival 2019 – "Summer Gardens of Moscow."

The garden must be built above the surface of the urban paving.

The garden may not contain open bodies of water.

In developing a design, the Contest participants are free to choose the range of plants for their garden. However, the Organizing Committee reserves the right to replace the plants at the stage of implementation of the designs that reach the final.

Height of woody plants:

- Trees not higher than 4 m (for large and mid-size gardens, as well as gardens in the social and student categories); trees not higher than 3 m (for small gardens); the diameter of the root ball must not exceed 50 cm.
- Shrubs (including roses and hydrangeas) from S5 to S35 or in blocks of 40x100 cm
- Perennials S2–3, S5
- Annual plants in containers S2–3
- Hedges of coniferous and deciduous blocks from 1.2 m to 2 m.

Structural designs of the gardens must meet safety requirements; in open gardens, mounting hardware must withstand increased anthropogenic stress.

If necessary, the design should indicate the connection points of the electricity and water supply.

### 3.9. Selection of the Finalists

3.9.1. The decision on the selection of the Finalists in Professional and Student categories shall be made by the Organizing Committee based on the recommendations of the Expert Council.

3.9.2. Participants who are deemed by members of the Organizing Committee or the Jury to have a substantial capability to influence the result of the Contest shall not be allowed to participate in the Contest.

3.9.3. The Finalists shall be those Participants whose designs will be implemented at the sites of the city of Moscow (clause 2.3 of the Regulations).

3.9.3.1. For Professional categories:

- **Large Exhibition Garden – not more than ten (10) Finalists;**

Size: 200–300 square meters.

- **Mid-size Exhibition Garden – not more than ten (10) Finalists;**

Size: 100-200 square meters.

- **Small Exhibition Garden – not more than twenty (20) Finalists;**

Size: 50-100 square meters.

- **Landscape Design for Social Areas – not more than three (3) Finalists;**

Size: from 70 square meters.

3.9.3.2. For the Student category “**Student Design Contest**” – **not more than three (3) Finalists.**

Size: 50–70 square meters.

3.9.4. Contest Finalists must confirm their further participation in the Contest by notifying the Organizing Committee accordingly within three (3) days from the time of announcement of the list of the Finalists by e-mail (clause 2.15.1 of the Regulations).

3.9.5. The design proposals of the Participants who do not qualify as Finalists, by the decision of the Expert Council and the Contest Organizing Committee, shall not be marked up or returned to the Participants.

### 3.10. Conclusion of Agreements with Finalists

After the selection of the Finalists in the Professional and Student categories is completed, the Contest Organizing Committee shall conclude with each of them an Agreement aimed at the implementation of the Contest Entry.

The following documents shall be required for the conclusion of an agreement:

***For Consortia and legal entities:***

- Copy of Certificate of Incorporation (with legal and actual address, manager name included)
- Document confirming the authority of the Head of the legal entity or representative (decision/minutes of the appointment of the General Director);
- Power of attorney for the right to conclude the agreement, if the signatory to the Agreement is not the head;
- Disclosure Letter (if the Contestant may be recognized as an affiliated party and has a relationship with a party capable of influencing the outcome of the Contest, to be prepared in free form, taking into account the items specified in the “Terms of Participation” document) (the document must be provided if necessary);
- Consortium Declaration (if participating in the form of a consortium) (Appendix 6 of the “Terms of Participation” document);
- Bank account details.

***For legal entities:***

- Copy of Certificate of Incorporation (with legal and actual address, manager name included)
- Bank account details

***For individuals:***

- Copy of the passport
- Personal bank account details
- Personal address and ZIP-code

The documents must be provided as PDF files, the size of each not to exceed 25 Mb

The Agreement provides for remuneration for the Finalist, the amount to be determined by agreement with the Customer. The amount of remuneration for the Finalist, stipulated by the Agreement concluded therewith, shall include remuneration for the alienation, in favor of the Customer, of the exclusive rights to the final result of the work, provided for by Art. 1229 and 1270 of the Civil Code of the Russian Federation.

If the Finalist fails to provide the documentation for the implementation of the Contest Entries in accordance with the Contest Schedule (Appendix 1), it may be excluded from participation in the Contest by decision of the Organizing Committee.

**3.11. Submission of Contest Entry Implementation Documents**

3.11.1. The composition, content, and other requirements for Contest Entries shall be published on the official website of the Contest. The form and composition requirements for Contest Entry Implementation Documents are set out in Appendix 4 to the Regulations. Contest Entry Implementation Documents for Professional categories must conform with the Technical Specifications listed on the official website of the Contest. Only Contest Finalists shall be entitled to submit Contest Entry Implementation Documents.

3.11.2. Contest Entry Implementation Documents must be submitted by a Contest Finalist in electronic form. The Contest Finalist must submit an electronic version of the sketchbook with a description of the Contest Entry to the e-mail address of the Organizing Committee.

3.11.3. A Finalist shall have the right to make amendments to the Contest Entry Implementation Documents by submitting an appropriate notice, with the amended documents attached, not later than 3 (business) days before the expiration of the deadline for submitting Contest Entry Implementation Documents.

3.11.4. Finalists must provide the Organizing Committee with Contest Entry Implementation Documents, conforming with these Regulations, in accordance with the Contest Schedule (Appendix 1).

### 3.12. Implementation of Contest Entries

3.12.1. Contest Entries shall be implemented in accordance with the Contest Schedule (Appendix 1).

3.12.2. For the implementation of the Contest Entries, the Customer shall bear the cost of:

- plant materials;
- structures;
- labor;
- if possible, provision of utility systems to connect water and electricity;
- accommodation of the Contest Participants (by decision of the Customer);
- travel to Moscow (by decision of the Customer).

3.12.3. Each Finalist shall grant to the Organizing Committee and the Customer the following rights to use the intellectual property on the basis of a simple exclusive license in respect of the works included in the submitted Contest Entry, including:

- sale, reproduction, and distribution;
- public display;
- broadcasting;
- broadcasting on cable television;
- translation;



- making available to the public by any possible means of disseminating information.

These rights shall be transferred by the Finalists to the Organizing Committee and the Customer for an unlimited period, without territorial restriction of use.

3.12.4. If a Finalist fails to fulfill the conditions stipulated by these Regulations (timely submission of the necessary documentation, adaptation to the location based on the recommendations of the mentor, designer supervision, etc.), it shall be deemed to have withdrawn from the Contest.

#### **4. Grounds for Disqualification of Finalists**

4.1. A Finalist shall be unable to participate in the Contest due to disqualification on the following grounds:

4.1.1. The Contest Entry submitted does not conform with the requirements of these Regulations;

4.1.2. The Contest Entry is submitted in violation of the Contest Schedule deadlines (Appendix 1).

4.2. The decision on disqualification shall be made by the Organizing Committee.

#### **5. Operation of the Contest Jury**

5.1. The Jury shall consider the implemented Contest Entries submitted by the Finalists taking into account the Contest Criteria (Appendix 5).

Decisions on the selection of the Winners, the first place holders in the Professional and Student categories, shall be made in the following order:

- Jury decisions shall be taken by an open, simple majority vote of the Jury members present at the meeting, unless a different decision-making procedure is prescribed by these Regulations.

- The Jury decision shall be recorded in the minutes, signed by each member of the Jury who attended the meeting and participated in the voting.

- The announcement of the Winners, the first place holders in the respective categories, shall be posted on the official website of the Contest within fourteen (14) business days from the date of the Jury's decision.

#### **6. Prizes for the Contest Winners, the First Place Holders in the Respective Categories**

6.1. The Customer shall present the prizes to the Winners, the first place holders in the respective Professional categories, and the Winner, the first place holder in the Student Contest, in accordance with Appendix 7 to the Regulations.

6.2. The prize money for a Contest Winner, the first place holder in the respective category, includes remuneration for the alienation, in favor of the Customer, of the exclusive rights under Art. 1229 and 1270 of the Civil Code of the Russian Federation, including the right to revise the design.

6.3. Prize money shall be paid in rubles by transferring the funds to the settlement account specified by the recipient, with taxes withheld in accordance with the applicable tax laws of the Russian Federation

6.4. If a Contest Winner, the first place holder in the respective category, is a citizen or a legal entity of a foreign state, the relevant prize money shall be paid in the currency of the state of which they are a resident, at the exchange rate of Bank VTB 24 (Public Joint-Stock Company) as of the day of payment, in the manner stipulated by these Regulations.

6.5. The prize (valuable gift, souvenirs) shall be presented to the winner of the Amateur Flower Beds Contest at the district site upon completion of the Contest.

## **7. Invalidation of the Contest**

7.1. The Contest shall be deemed invalid by the Customer if fewer than twenty-eight (28) Contestants are registered to participate in the Contest.

7.2. Once the grounds for the invalidation of the Contest are present, the Organizing Committee shall publish an announcement on the invalidation of the Contest on the official website of the Contest.

7.3. The Contest shall be deemed invalid from the date of publication of such announcement.

## CONTEST SCHEDULE

### 1st Stage

#### November–February

- Acceptance of contestant applications for participation in the Contest in the professional and student categories (November 20, 2019 – December 20, 2019)
- Acceptance of exhibition garden designs from Contestants (November 20, 2019 – January 15, 2020)
- Announcement of the finalists approved for design implementation

### 2nd Stage

#### March–May

- Allocation of the finalists' designs across the locations
- Finalization of the finalists' designs with expert mentors
- Preparation for implementation of the designs
- Implementation of the Contest designs

### 3rd Stage

#### June–August

- Implementation of special designs
- In-person work of the Jury – evaluation of implemented designs and selection of winners

#### August

- Opening of the festival

#### September

- International forum
- Amateur Contest
- Announcement of the Contest results in the professional and amateur categories

## APPLICATION COMPOSITION, CONTENT, AND FORMAT REQUIREMENTS

### FOR PROFESSIONAL CATEGORIES:

An application for participation in the Contest must be submitted after registration on the official website of the Contest and indicates acceptance of these Regulations.

#### **1. Information about the participant (the individual participant or, in the case of a consortium, the leader of the consortium):**

- Information on the form of participation – individual participation / participation in the form of a Consortium / individual / legal entity / individual entrepreneur.
- *For legal entities:*
- Full corporate name of the Contestant in accordance with the constituent documents.
- E-mail address of the Contestant.
- Phone number of the Contestant (with city code).
- *For Individual Entrepreneurs and individuals:*
- Last name, first name, and patronymic of the Contestant.
- Phone number of the Contestant (with city code).
- E-mail address of the Contestant.

#### **2. Documents to be provided by the Contestant with the Application:**

(if the Contestant is a Consortium, the documents must be provided by the Consortium Leader)

- Copy of Certificate of Incorporation
- Document confirming the authority of the Head of the legal entity or representative (decision/minutes of the appointment of the General Director) (the document is not included in the list of documents provided by Individual Entrepreneurs).
- Disclosure Letter (if the Contestant may be recognized as an affiliated party and has a relationship with a party capable of influencing the outcome of the Contest, to be

prepared in free form, taking into account the items specified in the “Terms of Participation” document) (the document must be provided if necessary).

- Consortium Declaration (if participating in the form of a consortium) (Appendix 6 of the “Terms of Participation” document).

***For Individual Entrepreneurs:***

- Copy of the passport.
- Copy of Certificate of Incorporation

***For individuals:***

- Copy of the passport.

The documents must be provided as PDF files, the size of each not to exceed 25 Mb.

**3. Contestant’s portfolio or link to a website or Facebook page with the Contestant’s work**

Information on not more than 4 relevant projects over the past 5 years: design and implementation of landscaping projects, gardens, flower beds, small architectural forms, functional art objects (SAF) with the use of flowers. Project information:

- name of the project;
- year of completion;
- location;

- visual materials – not more than 3 images per project in JPEG format (A4, landscape orientation). The size of each JPEG file must not exceed 5 Mb.

**4.1. Requirements for the design composition and submission of drawings:**

1. Explanatory note

2. Master plan

a. 2D color plan showing the garden from above.

b. The plan must be drawn to scale.

c. The plan must fully identify the key elements of the structure, such as boundaries, dimensions, planting areas, materials, etc.

3. Visualization of the garden

a. These can be either axonometric or perspective drawings with a view of the garden, including two main ones presenting the angles from which visitors will see the garden, as well as a view from above.

b. This drawing must be in full color.

c. We recommend that these drawings give an artistic impression. This helps the Experts understand the “sensation” triggered by the garden.

#### 4. Planting plan

a. This plan should be similar to the master plan and show the location of the main plants and the planting patterns.

b. The plan must be accompanied by a separate list of the plants.

c. You may also include in the plan a sheet with photos of the plants, but do not present only a sheet with photos.

#### 5. Construction drawings (optional for participants but required for Contest finalists).

a. The construction drawings should clearly show how the walls, small architectural forms, and other structures are built.

b. Engineering design drawings are required for finalists only.

Clearly mark each drawing with the number and type of the drawing, your name, and the category. Each file should be saved in the following format:

2, Master\_plan, Your\_Name, category.JPG, PDF or other similar format.

If you are submitting more than one picture, please mark them as 2a, 2b, 2c, i.e., “2a, Master Plan”, “2b, Perspective”, etc.).

#### **4.2. Requirements for the format of the materials:**

The requirements for the composition and format of the materials provided by Contestants may change; up-to-date information is listed on the official website of the Contest.

#### **FOR THE STUDENT CATEGORY:**

##### **Documents provided by the Contestant as part of the Application:**

- Copy of the passport of the citizen of the Russian Federation.
- Disclosure Letter (if the Contestant may be recognized as an affiliated party and has a relationship with a party capable of influencing the outcome of the Contest, to be prepared in free form, taking into account the items specified in the “Terms of Participation” document) (the document must be provided if necessary).
- Copy of the Student ID.
- Name of the educational institution and the department.
- Name of the department head or academic advisor.

When submitting an Application in electronic form, the Contestant must provide PDF files, the size of each not to exceed 25 Mb.

## **GENERAL REQUIREMENTS FOR ALL INSTALLATIONS**

- 1.1. Conceptual solution – creating a unique, memorable image;
- 1.2. Conformance of the proposed solutions with the technical specifications of the Contest;
- 1.3. Technical feasibility and ease of installation of the structures, finishing materials, and landscaping elements;
- 1.4. The elements of landscaping, lighting, and other components of the Concept should be easily replaced when damaged.

The assorted range of plants listed by the Finalist will be taken into account whenever possible in the implementation of the exhibition garden. However, the Organizing Committee reserves the right to replace plants based on their availability, at the time of implementation, at the distribution center designed for the nurturing and distribution of plants for the implementation of the Contest.

Unique artistic or architectural elements (sculptures, art objects, etc.) must be coordinated with the organizers according to a special procedure.



**COMPOSITION, CONTENT, AND FORMAT REQUIREMENTS FOR CONTEST  
ENTRY IMPLEMENTATION DOCUMENTS**

**FOR PROFESSIONAL AND STUDENT CATEGORIES:**

1. EXPLANATORY NOTE (updated version)

- 1.1. General description (justification) of the concept, textual description of the background of the design and the idea (vision) of the project (in text format);
- 1.2. General description (justification) of the landscaping solution, including the main elements (flower beds, structural elements, etc.);
- 1.3. General description (justification) of the functional art object (SAF); general description of the construct, elements of assemblies, and materials of the structure;
- 1.4. Statement of construction and planting materials.

2. Design

1. Master plan

- a. 2D color plan showing the garden from above.
- b. The plan must be drawn to scale.
- c. The plan must fully identify the key elements of the structure, such as boundaries, dimensions, planting areas, materials, etc.

2. Visualization of the garden

- a. These can be either axonometric or perspective drawings with a view of the garden, including two main ones presenting the angles from which visitors will see the garden, as well as a view from above.
- b. This drawing must be in full color.
- c. We recommend that these drawings give an artistic impression. This helps the Experts understand the “sensation” triggered by the garden.

### 3. Planting plan

- a. This plan should be similar to the master plan and show the location of the main plants and the planting patterns.
- b. The plan must be accompanied by a separate list of the plants.
- c. You may also include in the plan a sheet with photos of the plants, but do not present only a sheet with photos.

### 4. Construction drawings

- a. The construction drawings should clearly show how the walls, small architectural forms, and other structures are built.
- b. Engineering design drawings.

3. The requirements for the composition of the design submission and the drawings are listed on the official website of the Contest: [www.moscowflowerfest.ru](http://www.moscowflowerfest.ru).

The list of documents for concluding an Agreement with a Finalist whose design is approved by the Organizing Committee for implementation at the Contest is specified in Appendix 2, clause 2 of these Regulations.

## CONTEST CRITERIA

The Jury shall evaluate Contest Entries in accordance with the following criteria:

### **FOR PROFESSIONAL CATEGORIES:**

1. Conformance of the proposed solutions with the technical specifications of the Contest.
2. Conceptual solution – creating a unique, memorable image:
  - significance of the image – clarity, easily readable image;
  - overall design – unity of the spatial solution;
  - change in the appearance of the garden over time throughout the third stage of the Contest.
3. Choice of plants:
  - quality, color, texture;
  - suitability of the plants;
  - aesthetic compatibility of the plants;
  - preservation of the overall decorative effect of the garden throughout the season.
4. Technical feasibility and ease of installation of the structures, finishing materials, and plants in the urban conditions:
  - choice of material;
  - quality of material.
5. Safety.

### **FOR THE STUDENT CATEGORY:**

1. Conceptual solution – creating a unique, memorable image:
  - significance of the image – clarity, easily readable image;
  - overall design – unity of the spatial solution;

- change in the appearance of the garden over time throughout the third stage of the Contest.

2. Choice of plants:

- quality, color, texture;
  - suitability of the plants;
  - aesthetic compatibility of the plants;
- preservation of the overall decorative effect of the garden throughout the season.

**FOR THE AMATEUR CATEGORIES:**

1. Conformance of the proposed solutions with the Amateur Contest Regulations.

2. Conceptual solution – creating a unique, memorable image:

- significance of the image – clarity, easily readable image;
- overall design – unity of the spatial solution.

3. Quality of the adopted solutions within the local context:

- concept of the Contest.

## CONSORTIUM DECLARATION

We, the undersigned, hereby declare the following:

1. We have prepared this Declaration in connection with our participation in the **Open International Contest in Urban Landscape Design “Flower Jam.”**
2. The terms (words and expressions capitalized in this Declaration) defined in the Contest Documents, published as of the date of this Declaration on the Contest website, are used in this Declaration within the same meaning.
3. This Declaration is an integral part of our Application.
4. We intend to participate in the Contest as part of a Consortium. For the purposes of the Contest, please refer to us as follows: [NAME OF THE CONSORTIUM].
5. This Declaration is the only document defining the composition of the Consortium, and there are no documents, obligations, or promises providing for or involving the participation of any party, not listed in this Declaration, in our work as a Participant in the Contest.
6. The Consortium Leader has the rights and powers, vested therein by us, to represent each and all Consortium Members in the Contest, including in submitting the Application and entering into the Agreement with the Participant, and in further relations with the Customer, including negotiation of the agreement and the actual conclusion thereof. All contacts with our Consortium within the framework of the Contest and after its completion, in connection with the Contest Entries developed by us, must be made through the Consortium Leader.
7. Composition of the Consortium:
  - a. Consortium Leader:

[NAME, REGISTRATION NUMBER, LOCATION OF THE LEGAL ENTITY, AND INDICATION OF THE FUNCTIONAL RESPONSIBILITIES, WITHIN THE CONSORTIUM, IN WORKING ON THE CONTEST ENTRIES]

b. Other Consortium Members:

FOR EACH MEMBER:

[NAME, REGISTRATION NUMBER, AND LOCATION OF THE LEGAL ENTITY]

[INDICATION OF THE FUNCTIONAL RESPONSIBILITIES, WITHIN THE CONSORTIUM, IN WORKING ON THE CONTEST ENTRIES]

[NATURE OF THE LEGAL RELATIONSHIP WITH THE CONSORTIUM LEADER AND OTHER MEMBERS OF THE CONSORTIUM (FOR EXAMPLE, SIMPLE PARTNERSHIP OR CONTRACT)]

[OTHER INFORMATION, AT THE DISCRETION OF THE CONSORTIUM]

Date \_\_\_\_\_

Signature/seal of each consortium representative \_\_\_\_\_

**PRIZE MONEY FOR THE WINNERS OF THE CONTEST TAKING THE FIRST PLACE IN THE RESPECTIVE CATEGORY**

**PROFESSIONAL CATEGORIES:**

Category 1. **Large Exhibition Garden – 2,000,000 rub.**

Category 2. **Mid-size Exhibition Garden – 1,000,000 rub.**

Category 2. **Small Exhibition Garden – 500,000 rub.**

Category 3. **Landscape Design for Social Areas – 1,000,000 rub.**

Student Category. **Student Design Contest – 300,000 rub.**

Amateur Category. **Amateur Contest – valuable prizes, souvenirs.**