1. RULES & REGULATIONS

• Awards will be given in the following categories:

  Construction International Awards:
  1 for Best Original Design
  1 for Structural Ingenuity
  1 for Best Meal
  1 for Most Cans
  1 for People’s Choice

  Construction New York Awards:
  1 for Cheri C. Melillo Award
  2 for Honorable Mention

Local winners go on to compete internationally through submission of photography to a panel of jurors. The winners are announced at the AIA and SDA conventions in Spring 2019. The international jury may give additional awards.

• Maximum size of structure is 8’L x 8’W x 8’H.

• Provide a detailed drawing or computer image with exact dimensions (L, W, H) of your structure in either JPG or PDF format. Include the views from which you wish the structure to be seen. Indicate the primary side and the secondary side or backside. This is used to determine the optimum location and layout of structures at the site, and to inform the press prior to build-out. Email to email@canstructionny.org with subject line “Structure Submission.” If the design changes significantly after submission, the new design MUST be submitted as the location of the structure may need to be changed.

• Maximum size of the official build team is five (5) people in the structure footprint at one time. You may have additional team members outside the footprint to unpack cans, etc. Those additional team members cannot interfere with other teams or spill over into the building foot traffic/egress paths. Teams may swap out members in shifts throughout the evening.

  Five people must be selected as the official team. They will receive name tags at the Gala. Their names will appear on the signage accompanying the structure. Others from the firm who participate may be included in the “Thank You” section of your entry’s signage.

• Each structure must have a plywood or masonite base to protect the floor and create a flat and level base. The plywood or masonite may be painted but must be fabricated and painted prior to pick up. They are to be included with the pick up and delivery of the canned foods.
• Aluminum food cans of all sizes may be used. Some food manufacturers are switching to plastic; however, plastic may not be able to handle the weight pressure of cans layered above, may not last through the event, and may not remain in good condition to donate to City Harvest at the close of the event.

• No glass containers allowed.
• No pet food allowed.
• No alcoholic beverages allowed.
• Use of soda, water, junk food, plastic bags of food, decorations or boxes is strongly discouraged. Do not choose cans purely for the design effect.
• Cans must be full and unopened. No exposed food allowed.
• Labels must be intact and legible. They may not be covered, removed or altered in any way.
• Structures MUST be structurally self-supporting. 2x4s, plywood greater than ¼” thick, tubing or sheet metal are not allowed.
• No permanent adhesives allowed.

Permissible:
• ⅛” thick foam-core, cardboard, masonite, plywood or Plexiglas may be used for leveling or balancing materials, but not for load bearing. Cardboard tubes used as guides are also limited to ⅛” inch thick.
• Velcro, clear and double-faced tape may be used.
• High-tension rubber bands, nylon string, wire, tie-backs and threaded rod (maximum ¼” diameter) are permissible. It is best design practice for these not to be visible.

2. Acquisition of Canned Goods

• Participating firms are responsible for obtaining their own supply of canned goods. Discounted canned goods are available through HYCO/JETRO and Goya.

• Firms may solicit canned goods or financial donations from manufacturers, grocery stores, consultants, vendors and contractors, or conduct employee food drives.

• If a team has a large amount of food donated to them, i.e., from a supermarket, Costco, Whole Foods, Trader Joes, etc., City Harvest can provide a donation acknowledgement letter upon request.

• If the team’s firm pays to purchase the food, City Harvest can provide the firm a donation acknowledgement letter. City Harvest cannot provide individual donors with donation acknowledgement letters.

• Cans are to be packed in sturdy cartons and labeled with your firm name and site location number.
HYCO/JETRO

HYCO RESTAURANT SUPPLY is a subsidiary of Jetro Cash & Carry. They will handle the process of food ordering and purchasing at JETRO and will deliver the food to your office.

Kim Robinson at HYCO will handle all the orders. At least one team member must go to Jetro/Hyco to choose the cans with Kim on site. That way, if the specific can(s) you need are not in stock, you can immediately determine if another can in stock can be substituted. All ordering through Hyco/Jetro must be completed by September 24, 2018. All orders must be placed in person.

To Get Your Order from Hyco/Jetro

- Call Kim to arrange a time and date to escort you and process your order. Each team may make multiple visits to Hyco/Jetro, just prearrange those visits with Kim. The deadline for ordering the cans from Hyco/Jetro is **Monday, September 24, 2018**, so plan accordingly.

- Prior to your visit, email the following information to Kim: firm name, your name, phone number and all other contact information. Include instructions for delivery to your office with freight elevator address and hours of operation/closures for lunch, etc.

- Hyco can only handle a single order per team and only provide what is immediately available at the warehouse at time of order.

- Purchases are by the case. Please take business cards and tape to affix to each case.

- Payment can be by company check payable to Hyco Restaurant Supply or by a charge card (Visa, Master Charge and Discover only).

- All orders will be delivered to your office, NOT to Brookfield Place.

- You need to provide a copy of your office building’s Certificate of Insurance requirements to Hyco.

HYCO RESTAURANT SUPPLY

Ms. Kim Robinson  
718-292-6800 Ext. 102  
Email: KRobinsonHyco@gmail.com

100 Oak Point Avenue  
Bronx, NY 10474  
718-292-8171 fax
GOYA

Goya will supply all teams with GOYA canned products at reduced cost. GOYA will provide canned products free to ONE team designing with 100% GOYA products. If multiple teams are designing 100% from GOYA, GOYA will choose which design to underwrite. Select the items you want to order from the website below, only chose from canned goods.

- Fill out an order form and send to the GOYA representative, Samanta Tipan, contact info below. Samanta will then get back to you with prices. Make sure all your contact information is included.
- Fax or email final order form to Samanta Tipan and cc to Isabel Comp.
- After finalizing your order, remit payment via company check payable to GOYA. Send check to GOYA at the below address.
- **GOYA WILL NOT DELIVER THE ORDER.** You will need to make arrangements to pick up the order. RDS Delivery Service can make the pick-up through the Canstruction New York account. However, the team is responsible for the delivery charge. If RDS Delivery Service is picking up the Goya order for your office, you will need to provide RDS Delivery Service your office with freight elevator address and hours of operation/closures for lunch, etc. and your office building’s Certificate of Insurance information.
- The deadline for ordering the cans from GOYA is **Monday, September 24, 2018**, so plan accordingly.

GOYA Foods, Inc.

Samanta Tipan
Samanta.Tipan@goya.com
201-348-4900 x 2747
and
Isabel Comp
Isabel.Comp@goya.com
350 County Road
Jersey City, NJ 07307
201-349-1004 fax

**Product Information:**
www.goyaintranet.com
Email Login: isaiass@live.com
Password: 1234
3. CRITICAL DATES - DEADLINES/SUBMISSIONS

Please Note: Dates may be subject to change. Please check team website (listed on page 1) to confirm.

- **August 13, 2018** - Call for Entry Deadline
- **August 20, 2018** - Team Kick-Off Meeting - Attendance is mandatory
- **September 10, 2018** - Design Submission due – detailed drawing or computer image with exact dimensions (L, W, H) of your structure in either JPG or PDF format. **DO NOT** send CAD files. Email to email@canstructionny.org with subject line “Structure Submission.”
- **September 10, 2018** – GOYA Sponsorship due. If your team’s structure is built with 100% Goya products and you wish to be considered for the GOYA sponsorship, email to email@canstructionny.org with subject line “GOYA Sponsorship Submission.”
- **September 17, 2018** – Submit Office Building’s Certificate of Insurance template
- **September 24, 2018** – GOYA and HYCO/JETRO order deadline
- **October 1, 2018** – Mission Boards/Information due
- **October 1, 2018** – Moving Manifest due
- **Week of October 15, 2018 (date and location to be announced)** - Site & Logistics Meeting – Attendance is mandatory
  
  Teams will receive site location assignments at this meeting. Teams are responsible to immediately determine if there will be any problem positioning their entry in the space assigned and must notify the Canstruction Committee immediately if there is any problem with the location.
  
  Raffle tickets will be distributed at this meeting.
- **October 22 - 26, 2018** – Food pick-up
- **October 29 - 31, 2018** – Food delivery to Brookfield Place
- **October 26, 2018** – Build Out Night Team List due
- **October 26, 2018** – Build Out Night Team Dinner Order due for boxed dinner
- **November 1, 2018** – Build Out Night
- **November 2, 2018** – Submit Gala Night Attendee Form
- **November 2 – November 15, 2018** – Canstruction New York open to the public
- **November 5, 2018** – Gala Night
- **November 15, 2018** – DeCanstruction
- **November 15, 2018** – Return Raffle Money and Tickets
- **November 19, 2018** – Raffle drawing: Location To Be Determined
4. **MISSION BOARDS/INFORMATION**

Each entry will have a Mission Board that sits adjacent to the entry. There will be only one Mission Board per team. Do not bring additional boards or material that is not part of your structure.

- **Location Number**
- **Firm Name** - *officially*, as it will appear in the program - confirm with a firm Principal.
- **Title of Entry** - If any word in the title is to be italicized, do so.
- **Mission Statement/Description** - One or two short paragraphs. The name of your firm and/or city **CANNOT** be in your description. All entries are anonymous. These descriptions are most helpful in drawing the jurors’ and public’s eye to the rich detail in each design, play on words, double entendres with the label names, etc. Describe the choices you made in cans and labels to articulate your theme. How was it constructed? If your structure is selected to compete internationally, then the Mission Statement/Description is extremely important, because the international judging is done from only a single photograph of the structure.
- **Number of Cans**
- **Ingredients** – very important for Best Meal category.

**SAMPLE MISSION BOARD INFORMATION:**

*Location Number:* 13

*Firm Name:* Butler Rogers Baskett

*Title of Entry:* unBEARable Truth

*Mission Statement/Description:*  
It’s unBEARable to let our planet remain in peril from global warming if we do nothing.  
It’s unBEARable to let millions of people go hungry each day if we do nothing.  
It’s unBEARable to not share the world’s resources in peace if we do nothing.  
It’s BEARable to find alternative energy sources, recycle and conserve energy.  
It’s BEARable to actively volunteer our time and money to help those in need.  
It’s BEARable to change our hearts and minds to live in a world at peace.  
Adrift on a sea of indifference, these Bears won’t make it alone. Everyone must be willing to do something to ensure their safe passage home. If saved, our bears will be able to hibernate for many months with the nutritious complete meal we have provided made from tuna, peas, beans, pineapple, and coconut milk. Now we must ensure that they make it to dry land and a cozy cave.

*Number of cans:* 10,000

*Ingredients:* Beans and tuna
• **Team Members** – limit of five team members, including the captain.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>COMPANY</th>
<th>Captain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph</td>
<td>Zappulla</td>
<td>Butler Rogers Baskett</td>
<td>Captain</td>
</tr>
<tr>
<td>Margaret</td>
<td>Matz</td>
<td>Butler Rogers Baskett</td>
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<tr>
<td>Justin</td>
<td>Latham</td>
<td>Butler Rogers Baskett</td>
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<td>Yuan</td>
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<td>Purbasha</td>
<td>Saha</td>
<td>Butler Rogers Baskett</td>
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</tbody>
</table>

5. **MOVING MANIFEST / CAN INFORMATION**

• **Certificate of Insurance Requirements**
  If your office building requires a Certificate of Insurance from the Mover, please mail certificate request by **Monday, September 17th**, to email@canstructionny.org with subject line “Certificate of Insurance.” Please include a sample Certificate of Insurance from your building owner.

  If your building does NOT require a Certificate of Insurance, please send an email with the subject “COI Not Required”.

• All items to be picked-up and delivered must be labeled with your firm name and site location number.

• Each team captain will be given an Excel Spreadsheet to complete, which will include firm’s contact information, site location, and columns with the following required information to be completed:
  - ✓ Location of your canned goods for pickup. If the cans are being picked up at your office, **include freight elevator information**: address and cross streets; hours of operation (include closing time such as lunch). If cans are at a grocery store, state address and name of manager/contact person at the store with telephone number. If at Hyco/Jetro, state as such. If being delivered by an independent mover/delivery service, state by whom, telephone number, contact person and expected delivery date/time.
  - ✓ Detailed “shopping list” of all cans
  - ✓ Name of each product, e.g., Bumble Bee Albacore Tuna in Spring Water
  - ✓ Quantity of cans for each food product, e.g., 500
  - ✓ Size of each can, e.g., 6 oz.
  - ✓ Total number of cartons/boxes
  - ✓ Total number of cans
  - ✓ Total cost whether purchased or donated – it is very important that we have the estimated cost of all donated cans and other food items.
  - ✓ Detailed list of adjunct materials: base, foam core boards, material boxes, ladders, etc. to be picked up by the Movers.

• Site delivery date. Canstruction movers will **only** pick up at sites around Manhattan.
6. BUILD-OUT – Wednesday, November 1, 2018

- **Build-out begins at 6:30 pm – Be on Time. You cannot start earlier.**
- **Provide your own meal for build-out night.** Take-outs/deliveries are available until 10:30 PM. You must give the delivery service your cell phone number as they will not be allowed past the lobby. You will need to meet them in the lobby to accept delivery. **Bring Cash.**
- Canstruction Contributors may drop by your site to say hello. Please be courteous. Without their financial and in-kind donations we would not be able to produce Canstruction.
- If you have a chance to practice building in your office, take that opportunity.
- Prefabricate foam core or other materials you require prior to Build-Out.
- **No saws** (hand or electric) are allowed at the site.
- **Box cutters, scissors can** be used the night of the build-out.
- Bring extra supplies (tape, scissors, foam-core, cardboard, tape measures, cutting guides).
- Only items that can fit into a carry bag will be allowed on the night of build-out. You will not be allowed to walk in with ladders, large objects or dollies with boxes of food, etc. **If you need large items such as ladders to build your structure; you must provide these items and send with the truck along with the cans and labeled with firm’s name and site location.**
- Upon structure completion and clean up, all unused cans must be neatly stacked in boxes and moved to the designated area.
- Teams are responsible for leaving their site “broom-clean.”
- Upon structure completion, clean up and move the extra cans and storage materials to assigned locations. Then send a representative to the onsite Canstruction manager for sign out.
- If your structure is sagging or falls during the two week exhibition, you will be called ASAP. Be prepared to fix it immediately. If rebuilding is impossible, then you will need to pack cans up immediately.
7. PHOTOGRAPHY

- If you wish to take time lapse images of your build out, please bring and use a tripod. All tripods must remain clear of the path of egress. Brookfield Place does not supply electrical outlets – make sure you bring extra battery packs.
- Professional photographs will be taken of each entry.
- Winning teams will have their photos taken at the awards presentation.
- Take your own digital pictures the night of the build-out. Take digital images at highest resolution possible. Remove all signage and stanchions so they are not in the pictures. These personal digital shots are an excellent resource and may be used for the national competition and the media.
- Images will be on view at the www.canstructionny.org website, our Facebook page, https://www.facebook.com/CanstructionNY/, and on Google+, https://plus.google.com/u/0/104136895583004662606

8. JUDGING

- Judging is done anonymously.
- Team members cannot be at the site at the time of judging.
- Signage will be turned so that the jurors cannot see firm or team names.

9. THE GALA – Monday, November 5, 2018

- Invitation Only. Each team will receive 6 invitations to the Gala: 5 for the official team members and 1 for a Principal. See Raffle Tickets section regarding additional tickets.
- Official team members must be on team list for verification.
- Please be in the Gala venue by 6:30 PM to sign-in and pick up your name tags. Presentation begins at 7 PM sharp.
- Beer, wine, soda and hors d’oeuvres will be served after the presentations.
- Food and drink cannot leave the Gala Room.
- Business Attire Dress Code - coat check available.
- Please wear your name tags at gala.
- Greet the CONTRIBUTORS who will be wearing nametags with ribbons. Introduce them to your Principals. Let them know how much their contribution means to the event.
10. **CANSTRUCTION - MEETING THE PUBLIC – November 2 – 15, 2018**

   - This is an opportunity for your structure to be seen by thousands of people, including visitors from around the world and all the tenants in the building. On the weekends, having representatives at your site to engage the public gives both your firm and the A/E/C industry a great public relations opportunity.
   
   - There is an Information Center for visitors and groups to check in when they visit. This is another great opportunity to showcase your firm and the industry. There are hourly timeslots for volunteers. Reach out to everyone at your firm; there may be staff that want to give in some way and this would be a terrific contribution. Email to email@canstructionny.org with subject line “Volunteer.”

11. **DeCANSTRUCTION – Wednesday, November 15, 2018**

   - DeCanstruction begins at 6:30 pm – Be on Time. You cannot start earlier.
   
   - Retrieve your boxes and ladder at the designated area.
   
   - Pack cans into bins provided by City Harvest.
   
   - Teams are responsible for leaving their site “broom-clean”, with all trash moved to designated areas.

12. **RAFFLE TICKETS – due Wednesday, November 15, 2018 - MANDATORY**

   - Wonderful prizes are donated for our fundraising efforts, which enable us to produce the Canstruction competition each year. Each team is required to sell 250 raffle tickets at the Site and Logistics Meeting. Feel free to request additional raffle tickets. Sell the raffle tickets to fellow employees, friends and relatives.
   
   - For every 250 additional raffle tickets sold, you will receive an extra ticket to the Gala. You can have another team member attend the Gala, add a principal from your firm, or invite a generous sponsor.
   
   - Teams must fill out the Raffle Sales Form provided by the organizers and return the form via email, no later than **Wednesday, November 15, 2018**
   
   - Any unsold raffle tickets and all collected money (company checks and larger denomination bills preferred) **must** be turned in on **Wednesday, November 15, 2018**, to Pat Leyden at DeCanstruction Night.
   
   - Drawing will take place **Monday, November 19, 2018**. All teams are welcome to attend the drawing.
   
   - The ticket holder does not have to be present to win.
   
   - If you or your office has raffle prizes to donate or if you have any questions regarding the raffles, email: email@canstructionny.org with subject line “Raffles.”

You are participating in an incredibly unique event specifically geared to the A/E/C industry. Be proud of your contribution to help those in need, and enjoy displaying the creativity and skills of our field. Our visibility grows every year thanks to your enthusiasm and breathtaking designs. Thank you for contributing and taking part!

**Good Luck!**