



GREEN BUILDING SHOWCASE

PROJECT SUBMISSION GUIDELINES

This guide will help you better understand the submission process for Green Building Showcase, particularly with submission requirements, showboard information, and important deadlines. Once you feel confident about the submission requirements, please register and pay for your showboard(s) through Eventbrite and submit the project's information to our Google Form. Links to these pages will be given under the "Basic Rules."

Have any questions or run into any problems? Please reach out at communications@usgbcma.org or call the office at 617-370-8355.

SUBMISSION GUIDELINES

BASIC RULES FOR THE AWARDS GALLERY

In order for your submission to be eligible for entry into the **Awards Gallery**, your submission...

- must be **registered through Eventbrite by October 9th, 2019, by 4:00 PM** (<https://www.eventbrite.com/e/green-building-showcase-19-project-gallery-entry-registration-69075240905>).
- must **complete our project submission form** (<http://bit.ly/GBS2019Form>) **by October 9th, 2019, by 4:00 PM.**
- all boards must also be created as a 24" x 36" poster and **delivered to the first floor lobby of the Innovation and Design Center on October 22nd, 2019, from 12:00 - 4:00 PM.**

BASIC RULES FOR GENERAL SUBMISSIONS

If you are just submitting a General Submission, your submission...

- cannot be an advertisement.
- must be **registered through Eventbrite by 4:00 PM on October 22nd** (<https://www.eventbrite.com/e/green-building-showcase-19-project-gallery-entry-registration-69075240905>).
- must also be created as a 24" x 36" poster and **delivered to the first floor lobby of the Innovation and Design Center on October 22nd, 2019, from 12:00 - 4:00 PM.**

We do not need PDF files of General Submissions, just Awards Submissions.

USGBC MA reserves the right to reject a board if it does not follow our specifications. Submission fee will not be returned if board is rejected.



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SUBMISSION INFORMATION FORM

When filling out our submission form for any project, regardless of the submission category you are entering into, you will need to provide the following information about your project:

- The submission's Eventbrite order number (this can be found at the bottom of your digital Eventbrite receipt)
- The submitter's...
 - > first and last name
 - > email address
 - > phone number
 - > company (must be the same answer listed on the Eventbrite)
- The submission's project title (must be the same answer listed on the Eventbrite order)
- The project's team.
- The project's full address (may be the company's address)
- A description of the project (300 words max)
- A link to the project page (if available)
- The project's completion date
- Any energy and water savings data

SHOWBOARDS

SHOWBOARD REQUIREMENTS

- Entries will be presented on a single 24" x 36" board. We prefer recycled material.
- Boards must be in portrait orientation.
- Content may be in text, diagrams, photos, or other graphic format.
- Must include the following:
 - > Name and location of the project/product
 - > The basic green/sustainability features
 - > Project team
 - > Other recognition(s) earned
 - > Information on LEED, WELL, Passive House, LBC, etc.

SHOWBOARD DROP-OFF & PICK-UP POLICIES

Drop-Off:

The physical boards, registered and digitally submitted before October 4th, will need to be hand-delivered to the first floor lobby of the Innovation and Design Center, at 19 Dry Dock, on October 22nd, the day before Green Building Showcase. Drop-offs will be accepted from 12:00 PM to 4:00 PM.

Pick-Up:

Showboards can be taken or left at the event. If left behind, the showboards will be disposed of.



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AWARD SUBMISSION GUIDELINES

AWARD SERIES RULES

All submissions for the Award Series **MUST** be registered through Eventbrite and the PDF of the poster must be uploaded to our submission form by **October 9th, 2019 by 4:00 PM**. The specific rules for the Award Series is as follows:

Market Leader Award Series

- You may only apply to one category per submission:
 - > Health and Wellness
 - > Site
 - > Energy and Water Efficiency
 - > Resilience
 - > Innovation
- Submitted projects can be partially completed or completed projects, innovative products, designs, and programs.
- Submissions can also be submitted to the Green Building of the Year, however, a new application and corresponding fee will need to be completed.

Green Building of the Year

- Must be a completed project.
- Must be built within the last 5 years.
- Must be designed or built by a Massachusetts company.
- Cannot re-submit a submission that won in any previous Green Building Showcases.
- Submissions may also be submitted to the Market Leader Award Series, but a new application with a corresponding fee will need to be completed.

AWARD SERIES JUDGING CRITERIA

Both series require answers to the following questions on the submission form:

- How innovative is your entry – does it break new ground?
- What is the significance of the entry’s positive impact on the environment, social equity, and the economy? How much good does it do?
- How replicable is your project? Is the entry something that can be used as a model for others?
- Please name recognition and awards earned for this project.