GOOD DESIGN EXHIBITION 2019
Installation and
dismantlement guide
GOOD DESIGN AWARD 2019 Schedule

Entry – First screening period

| April 3    | Open for Entries                        |
| May 23     | Entry Deadline                          |
| May 24 - June 26 | First screening period                 |
| June 18    | Deadline for payment of first screening fee |
| June 27    | Notification of the first screening results |

Second screening period

| June 27 - July 4 | Registration Period of the Second Screening information |
| July 5 - September 3 | Second screening period                  |
| July 30 - August 1 | Japan: Second screening panel (venue: Makuhari Messe, Chiba) |
| August 6 - 8      | Hong Kong (China): Second screening panel (venue: AsiaWorld-Expo, Hong Kong) |
| August 8 - 9      | Korea: Second screening (Venue: Korea Design Center) |
| August 13 - 15    | Taiwan: Second screening panel (venue: Songshan Cultural and Creative Park) |
| August 22         | Deadline for payment of second screening fee |
| September 4       | Notification of the second screening results (Good Design Award and Good DesignBest100) |

Announcement / Promotion

| September 4 - 11  | Registration Period of the award acceptance information |
| September 19      | Deadline for Letter of Consent (if applicable) |
| October 2         | Announcement of award winners |
| October 2 - November 4 | Good Design Award PR period |
| October 9         | Good Design Best100 Designer's Presentation, Special Award screening Panel (venue: Tokyo Midtown) |
| October 19        | Deadline for payment of Award package fee |
| October 31        | Good Design Award Ceremony, Grand Award Election, Announcement of Special Awards |
| October 31 - November 4 | GOOD DESIGN EXHIBITION 2019 |
| December 4        | Good Design Special Awards Ceremony (if applicable) |
| March 2020        | Publication of the Yearbook |

*The above schedule might be changed depending on the situation.*
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Congratulations on winning a Good Design Award 2019. Once again this year, we appreciate all the wonderful entries of design submitted to the program.

As usual, GOOD DESIGN EXHIBITION 2019 will be held to showcase this year’s rigorously screened award-winning objects and introduce what makes them significant, as a platform to spread the value and the meaning to the society.

GOOD DESIGN EXHIBITION 2019 is Japan’s foremost design event, where the design trend of this year can be grasped through the newly award winning designs. The vibrant exhibition will be held at areas around Tokyo Midtown, introducing all the Good Design Award winning objects of the year 2019.

With the theme of GOOD DESIGN MUSEUM, the exhibition of this year holds the concept that people meet the latest award-winning objects after they look over the history and transition of the Good Design Award over the past 60 years. Besides, the exhibition also features talk events and seminars delivered by jury members and award-winning designers from Japan and overseas. Once again, the pop-up Good Design Store will be available, where the visitors can purchase some of the fresh good designs. Meanwhile, in GALLERY 3 of 21_21 DESIGN SIGHT, the exhibition of Good Design Long Life Award will be held, which recognizes the excellent longtime best sellers. In short, this five-day event aims to let as many people as possible enjoy the good designs that are closely related to our lives. We hope that the award winners can take advantage of this opportunity to join us in the exhibition.

On the first day of the exhibition, Award Ceremony will be held not only to celebrate Award Winners’ achievement, but also to select the Grand Award Winner. All award winners are encouraged to cast your vote, as you, together with the jury members, will determine the Grand Award Winner of this year. We welcome all who are involved in the award winning entry.

Japan Institute of Design Promotion

Title: GOOD DESIGN EXHIBITION 2019

Schedule:
- October 31 - November 4
  - October 31 - November 3 11:00 - 20:00
  - November 4 11:00 - 18:00
- *Stop entrance at time of 30 minutes before closing

[Good Design Award Ceremony, Selection of the Grand Award winner] *Award Winner Only
- October 31 13:30 - 17:00
- Venue: GRAND HYATT TOKYO (Roppongi Hills)

[Grand Award, Finalist, Gold Award, Good Focus Award Notification]
- October 31 Announcement of Special Awards Results 18:30 - 19:00
- *At Tokyo MidTown, Public open
GOOD DESIGN EXHIBITION 2019

Organizer
Japan Institute of Design Promotion (JDP)
Ministry of Economy, Trade and Industry / Small and Medium Enterprise Agency / Tokyo Metropolitan Government / Japan Chamber of Commerce and Industry / Japan External Trade Organization (JETRO) / ASEAN-Japan Center / NHK / Nikkei Inc. / The Yomiuri Shimbun

Venue
Tokyo MidTown [Roppongi] (Akasaka9-7-1, Minadoku, Tokyo)
• Hall [Special Awards, BEST100, Stage Event, Superior company, Asian Design]
• Conference, Design Hub [GOOD DESIGN EXHIBITION]
• Canopy Square [BEST 100]
• Atrium [GOOD DESIGN STORE TOKYO by NOHARA pop-up store]

Numbers
About —— Companies (1,400 Award items)

Visitor
The relationship between manufacturing and distribution industries, sales managers, designers, engineers, journalist, government officials, and customer

Estimates
About 200,000 people (visitors in 2018: 256,313 people (5 days)

Admission
Free

Director
Fumie Shibata (Chair of the GOOD DESIGN AWARD 2019)
Seiichi Saito (Vice Chair of the GOOD DESIGN AWARD 2019)

Planning
ADK Marketing Solutions

Venue Design
Naruse · Inokuma Architects

Graphic
Yoshiaki Irobe (Irobe Design Institute, Nippon Design Center)

Construction
NOMURA Co., Ltd.

Related Events
My favorite GOOD DESIGN AWARD 2019 exhibition
Period: October 2 to 25 | Venue: Tokyo Midtown Design Hub
At these exhibition events, 2019 Good Design Award jury members introduce their favorite winning design of this year. Those representing entries selected for these talks will be contacted separately.

GOOD DESIGN PRESENTATION –Good Design Award special awards Selection Panel–
First session: Best100 presentation screening (open to the public)
Held 11:00–15:00 on October 9 at Tokyo Midtown Conference
Jury members observe the Best100 designer presentations and may ask presenters questions at this public event.
Second session: special award screening (not public)
GOOD DESIGN EXHIBITION 2019
Venue Construction

**A Gallery A/B [MIDTOWN EAST B1F]**
BEST100, Special Exhibition & Stage
1) Special Awards & BEST 100
2) tage
3) Superior company 2019
4) Asian Design
   [Thailand / India / Indonesia]
5) Award Winner Gallery
6) Reception
7) Organizer Office

**B GALLERIA B1F**
GOOD DESIGN STORE
1) GOOD DESIGN STORE TOKYO
   by NOHARA pop-up store

**C 21_21 Gallery 3**
Long Life Design Exhibition

**D キャノピー・スクエア [PLAZA 1F]**
BEST100 Exhibition
1) BEST 100 (Mobility)

**E MIDTOWN TOWER 4F**
Awards Exhibition
1) GOOD DESIGN EXHIBITION
2) Event Space (Seminar, etc)

**F MIDTOWN TOWER 5F**
Awards Exhibition & Seminar
カンファレンス

**G デザインハブ [MIDTOWN TOWER 5F]**
Awards Exhibition & Seminar
Venue: Tokyo Midtown [Roppongi] (9-7-1, Akasaka, Minato-ku, Tokyo, 107-0052 Japan)

By Subway
Toei Oedo Line: Direct link from Roppongi Station [Exit 8]
Tokyo Metro Hibiya Line: Direct link via underground passageway from Roppongi Station [Exit 4a]
Tokyo Metro Chiyoda Line: A 3-minute walk from Nogizaka Station [Exit 3]
Tokyo Metro Namboku Line: A 10-minute walk from Roppongi-itchome Station [Exit 1]
   Passengers taking Tokyo Metro Hibiya Line with wheelchairs or strollers are encouraged to go up to the ground level from Roppongi Station [Exit 4a].

By Bus
Toei Route 01: A 2-minute walk from "Roppongi-ekimae" bus stop
Community Bus "Chi-i-bus" : A 1-minute walk from "Roppongi 7-chome" or "Hinokicho Koen" bus stop

By Car
Access from the Interchange (I.C.)
From Meguro : 890m after taking the Iikura Exit on the Inner Circular Route
From Ikebukuro : 2,080m after taking the Kasumigaseki Exit on the Inner Circular Route
From Shinjuku : 2,270m after taking the Gaien Exit on Route 4 Shinjuku Line
GOOD DESIGN AWARD 2019 Ceremony

GOOD DESIGN AWARD NIGHT 2019 will be held on the first day of GOOD DESIGN EXHIBITION 2019. You can receive the award certificate there and join the selection of Good Design Grand Award winners with jury members. For the participation, please register requested information on your Entry Site account. Please join us, celebrate and enjoy!

Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:00</td>
<td>Venue Opening</td>
</tr>
<tr>
<td>13:30</td>
<td>Opening</td>
</tr>
<tr>
<td></td>
<td>Congratulations</td>
</tr>
<tr>
<td></td>
<td>Commendation ceremony</td>
</tr>
<tr>
<td></td>
<td>Announcement of Good Focus Award, Gold Award, Finalist</td>
</tr>
<tr>
<td></td>
<td>Selection of the Grand Award</td>
</tr>
<tr>
<td>17:00</td>
<td>Closing</td>
</tr>
<tr>
<td>17:30</td>
<td>Venue Closing</td>
</tr>
</tbody>
</table>

*You can get certificate at this day.

Venue

GRAND HYATT TOKYO
6-10-3 Roppongi, Minato-Ku, Tokyo, Japan

3F GRAND BALL Room (Main venue)
FOYER (Cocktail Ground)
TARRAGON (Certificate)

*We will issue invitation to whom applied attendance ceremony via Entry Site during Oct 2 - Oct 10. (One account can apply for at most five attendees.)
*Please print-out invitation or display with smartphone to the reception on the ceremony day.
*Party will be Cocktail style.
Installation & Dismantlement

Installation & Dismantlement flow
Please specify "Transportation method" of your entries
- Come to the venue with your products and install/ dismantle by yourselves.
- Request assigned forwarder by organizer to install and dismantle your products at your cost. (YAMATO LOGISTICS)

Exhibition Display Info. fill-in: Entry Site during: September 4 - 11

Come to Japan and bring your entries to / from the venue
Place order to Yamato Global Logistics
Order Deadline: September 20

Installation: October 30 13:00 - 19:00

Good Design Award Ceremony, Selection Grand Award winner: October 31, 13:30-17:00

GOOD DESIGN EXHIBITION 2019
October 31 - November 3 11:00 - 20:00
November 4 11:00 - 18:00

Dismantlement: November 4 18:30 - 21:00
November 5 10:00 - 13:00

Send Back by Yamato Global Logistics
Installation & Dismantlement Schedule

Installation & Dismantlement by Yourself [4F : Conference / 5F : Design Hub]

**Installation:**  October 30  13:00 - 19:00  
**Dismantlement:**  November 4  18:30 - 21:00  
November 5  10:00 - 13:00  

*Organizer decide the exhibition hall. Details will be advised via email at the middle of October.*  
*Please punctuality to doing Installation & Dismantlement.*

1) Installation & Dismantlement management responsibility will carry to exhibitor. Please DO NOT send product directly to venue or G Mark office. If you want to send, please place order to Yamato Global Logistics Japan  
2) If coming by car, please use public parking area and carry-in by yourself.  
3) All of Venus of Tokyo Midtown[Roppongi] (Public roud / Space) would not allow carry-in with cart.

[About Yamato Global Logistics Japan Service]  
Yamato Global Logistics Japan, the assigned forwarder by organizer to install and dismantle your products at your cost. Please note necessary cost such as carriage, insurance, (custom) etc. will be also at your cost. Please check the details at the end of this guide book about how to using forwarder by organizer for your reference.
Installation & Dismantlement Line

*In Tokyo Midtown there have 2 parking zone, if all full, please using coin parking service around Midtown.

AWARD WINNER PASS

Please using AWARD WINNER Pass during Installation & Dismantlement. We have already sent 5 pcs to every winner. *If you need more pass, please prepare name card and Entry Number, and go to Exhibition Front (B1F, Midtown Hall / Entrance) to change more pass.
Installation & Dismantlement flow

**Installation : October 30  13:00 - 19:00**

Check-in at your display venue Reception counter

installation and Display

Report to Reception counter when install finished

Staff will check with you

Finished

Please check-in at designated exhibition hall.
We will announce your display position mid of October. Please go to your display hall and check-in at Reception counter at first.
Notice : Please observing exhibition regulation as space and other, sometimes organizer will removes your display when exhibitor do not observing exhibition regulation.

Please report to Reception counter when install finished.
Staff will check your display with you.

Notice of Installation
- In exhibition venue, no storage for package and other materials, please take all packaging and install materials out of exhibition venue. And in exhibition venue also have no disposal site.
- Please DO NOT send product to venue by yourself. If you want to send, please place order to Yamato Global Logistics Japan.
- In venue have no tools for installation, please preparing by yourself if necessary.
- For security, please consider measure of theft, using wire / acrylic cover etc. if necessary.

**Dismantlement : November 4  18:30 - 21:00 / November 5  10:00 - 13:00**

Dismantlement

Please wear AWARD WINNER Pass when enter venue.
At last day of exhibition, all visitor including exhibitor need leave venue once. Please follow staff directions to doing dismantlement.
Organizer will check AWARD WINNER Pass and allow exhibitor to carry-out.

Notice of Dismantlement
- In venue have no tools for installation, please preparing by yourself if necessary.
- Exhibition venue will stop power supply from 4 November 19:00, removal time have no power supply, please preparing tools with battery if necessary.
- Exhibition space cleaning / waste processing will responsibility by winner, please do it yourself.
- Please take away all waste and package from exhibition venue. In your display space including around, if some materials and object and package be left, organizer will charging processing fee (5,500yen) to winner.
1. About Display
GOOD DESIGN EXHIBITION 2019 propose to show winner products to society widely, share design point to all visitor even though specialist or ordinary people, please doing simple and easy understanding display to show your winner product or object.

1) About Display Space
One awarded object has 1 space (600mm x 600mm or 400 x 400 or a hanging Panel). Due to the capacity of the venue, can not apply additional space.

2) About Display Object
Place all the registered physical products of the entry in the condition visitors can try or handle freely. In the case the product has color variation without any functional difference, just representative product is required.
If the entry is architecture, heavy/large items, or projects, or every products can not be placed within 600mm x 600mm or 400 x 400mm space. One vertical type A1 size H841mm×W594mm, mounted on the 5 mm thick board graphic panel is requested as a substitute of the physical product. Please include outline of the entry and the points of the design in the panel.

2. Notice of Display
- If displaying Panel; Video; supplement materials, please arrange them simple and easy understanding, please do not posting company or product advertisement in exhibition venue.
- Please observing exhibition regulation as space and other, sometimes organizer will removes your display when exhibitor do not observing exhibition regulation.

3. About Session at exhibition space
Because of passing obstruction during exhibition session can be happen, do not stating at winner display space in exhibition venue. Winner can entry to exhibition venue each day before 30 minutes of public opening (Need AWARD WINNER Pass).
1. Entry Site application
Award winner need fill-in Good Design Exhibition Information via Entry Site from 4 September to 11 September. [Good Design Exhibition] Information (Display Type, Options). One awarded object have 1 space (600mm x 600mm or 400 x 400 or a hanging panel). Due to the capacity of the venue, no additional space is available.
At same time, please fill-in [Release Information] via Entry Site, it will relationship to Caption of your object what will display in Good Design Exhibition.

1) About Display Package
Good Design Exhibition 2019 has 4 types of display package to exhibitor. Please consider which type according to your winner object.

- **Table placement Package (600)**
The size of the award-winning products can be displayed on the table / Services, system design or activity design / Using panels instead of physical Exhibition

- **Floor placement Package (600)**
The product need to set-up on the floor / Hanging type or set-up on the wall / The special product

- **Table placement Package (400)**
Small products which can be displayed within the space.
*This method applies only for the products organizer specified.

- **Panel placement Package**
- Only for architecture, interior, space, environmental design
*This method applies only for the products organizer specified

2) About Options
Please application Panel Stand (specified) / Power Support via Entry Site from 4 September to 11 September. Video Display set can be brought by yourself. Exhibition venue have no Internet access, if product need internet, please preparing by yourself.

3) About Caption information
Please fill-in [Release Information] via Entry Site, it will relationship to Caption of your object what will display in Good Design Exhibition. As from 12 September, the Caption information can not be changed.

Caption information will fill-in:
- Award Number
- Award name / General Name + Brand Name (Japanese or English)
- Award Company Name (Japanese or English)
- Producer, Director, Designer
2. About Display venue arranged by organizer

1) Display position
Good Design Award 2019 winner will display in Midtown conference (4F), Design Hub (5F). Individual position and Display package type will be decided by organizer, notice around middle of October. Please notice that cannot arrange award products together display such as company award display zone.

2) Space and Display Package
Organizer will reserves space and display package (Including Option), Power supply etc. for award winner follows Good Design Exhibition Information via Entry Site. Options will preparing to award objects space.

3) About Light of Venue
Organizer will adjusts illumination suitable for an inspection with the award object in the venue.

4) Caption
Organizer will preparing Caption for each award object base on [Release information] via Entry Site, and cannot be change after 12 September.

About Exhibition please go to [FAQ] for your reference
http://www.g-mark.org/guide/2019/guide6.html#prom7-1
**Table placement (600) Package**

**Object**
- The size of the award-winning products can be displayed on the table.
- Using panels instead of physical Exhibition.

**Size**
- Area: W600mm x D600mm
- Height: 758mm

**Price**
- included in “Award package fee”

**Observe restrictions exhibition space.**
**Not allowed to show the other display project (except safety lock, supplement etc.).**

**Possible display space region**
- Display area is W540mm x D450mm x H850mm.
- Only allow to show award product and safety lock, explain panel or video display project
- Please keep the display space around table are open (Do not making closing display space for the product).
- For display effect, please arrange safety lock and back surface of panel looks suitable for display.

**Weight Limit**
Display product’s weight: MAX 50kg.

**Using Panel / Video Display**
- If explain panel is necessary, please using one A1 size vertical panel, and please using panel stand what providing from JDP.
- Panel need hard back can stand by itself, do not making panel frame. Please using thickness of 5mm pearl plate as the back hold.
- Please using the Video Display system what size can not overstep display area.
Floor placement (600) Package

Object
- The product need to set-up on the floor
- The product need to Hanging type or set-up on the wall. Please preparing tools necessary by your self.

Size
Area: W600mm x D600mm
Height: 24mm
Price included in "Award package fee"

Observe restrictions exhibition space.
Not allowed to show the other display project (except safety lock, supplement etc.).

Possible display space region
- Display area is W540mm x D450mm x H1,600mm.
- Only allow to show award product and safety lock, explain panel or video display project.
- The product which High is below 2,300 can be show.
- Please keep the display space around table are open (Do not making closing display space for the product).
- For display effect, please arrange safety lock and back surface of panel looks suitable for display.

Weight Limit Display product’s weight: MAX 70kg.

Using Panel / Video Display
- If explain panel is necessary, please using one A1 size vertical panel, and please using panel stand what providing from JDP.
- Panel need hard back can stand by itself, do not making panel frame.
- Please using thickness of 5mm pearl plate as the back hold display area.
- Please using the Video Display system what size can not overstep display area.

Entering Door size minimum: W1,470 x H2,300

Included in "Award package fee"
Table placement (400) Package

Object
- Small products which can be placed within the space.
*This method applies only for the products organizer specified.

Size
Area: W400mm x D400mm
Height: 758mm

Price
included in "Award package fee"
(Only for this package, Award package fee=121,000JPY)

Observe restrictions exhibition space.
Not allowed to show the other display project (except safety lock, supplement etc.).

Possible display space region
- Display area is W360mm x D300mm x H240mm
- Please keep the display space around table are open (Do not making closing display space for the product).
- For display effect, please arrange safety lock and back surface of panel looks suitable for display.

Weight Limit Display product's weight : MAX 25kg.

Using Panel / Video Display
- If explain panel is necessary, please using one A4 size landscape panel, and please using panel stand what providing from JDP.
- Panel need hard back can stand by itself, do not making panel frame. Please using thickness of 5mm pearl plate as the back hold.

Area: W400mm x D400mm
Height: 758mm
included in "Award package fee"
Panel placement Package

Object
- Only for architecture, interior, space, environment design
*This method applies only for the products organizer specified.

Size
A1 Vertical panel: W594mm x H841mm

Price
included in "Award package fee"

Observe restrictions exhibition space.
Not allowed to show the other display project (except safety lock, supplement etc.).

Panel Style

Panel: please using thickness of 5mm pearl plate as the back hold.
Layout:
- Can not use border.
- Upper half of the picture may be combination of multiple photos.
- Please using easy understanding layout to show design point.
- One side display only.
## Display Options

For effect of exhibition, display options and event options prepared by organizer. If necessary, please visit the website on the selecting on entry site, till September 11.

<table>
<thead>
<tr>
<th>Display Options</th>
<th>Price (Tax-in)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) Panel stand for display on table (L)</strong></td>
<td>Free</td>
<td>- For A1 size MAX&lt;br&gt;- For hard back board panel only</td>
</tr>
<tr>
<td><strong>2) Panel stand for display on table (S)</strong></td>
<td>Free</td>
<td>- For A3 size MAX&lt;br&gt;- For hard back board panel only</td>
</tr>
<tr>
<td><strong>3) Panel stand for display on floor</strong></td>
<td>2,300 JPY</td>
<td>- All install on floor panels need use this panel.&lt;br&gt;- For hard back board panel only&lt;br&gt;- Frame is white painting.&lt;br&gt;- Magic Sticker is attached.</td>
</tr>
<tr>
<td><strong>4) 20 inch Display screen + DVD set</strong></td>
<td>46,000 JPY</td>
<td>- You can bring your own video system.&lt;br&gt;- Power outlet and electric not include.&lt;br&gt;- A limited number, available in order of arrival.</td>
</tr>
<tr>
<td><strong>5) Shelving for the table [For 600 / 400]</strong></td>
<td>Free</td>
<td>- It is not using for Display and stock.&lt;br&gt;- Using as space for setting Video set (Can not put on the floor)&lt;br&gt;- Size: D290mm&lt;br&gt;- Cable gap size: The details will be advised further.&lt;br&gt;- Top board gap: 332mm</td>
</tr>
</tbody>
</table>

*The shelving will be included in the electric power supply application.*
About Electricity Using

1. Power distribution
If the product is using in plug-in for normal, please display them for plug-in situation. All products need power outlet and electric, please apply to organizer. Please apply in Entry site to doing the application till September 11.

Calculating electricity
As the venue of Tokyo Midtown conference hall and Design Hub, for reasons of environmental facilities, power consumption is limited. In order to provide a stable electrical environment for exhibitors who need to count every exhibits demonstrate the required electricity, please apply in Entry site as soon as possible.
*General product specification will be described in power consumption. \((V: \text{voltage}) \times (A: \text{current})\) were calculated. Also, 20-inch LCD monitor + DVD package total power consumption are 60W.

Construction costs and Electricity costs
For preparing power of display items (including award product, display PC, monitor, DVD set, and others), please apply via entry site, cost will be different. Please make sure power consumption over 50W, application need to be 100W.

ex.) If all display items total power consumption will be 80W, application need to be 100W.

<table>
<thead>
<tr>
<th>Total electrical capacity</th>
<th>Cost (Tax-in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>0 JPY</td>
</tr>
<tr>
<td>less than 50W</td>
<td>7,300 JPY</td>
</tr>
<tr>
<td>less than 100W</td>
<td>8,800 JPY</td>
</tr>
<tr>
<td>less than 200W</td>
<td>9,800 JPY</td>
</tr>
<tr>
<td>less than 300W</td>
<td>10,800 JPY</td>
</tr>
</tbody>
</table>

- If total electrical capacity over 300W, please contact organizer before 11 September.
- No 200V Power.

2. Power Outlet
Please apply power outlet numbers for use.
- Each power outlet (AC100V) have 2 sockets, Max for 1500W.

<table>
<thead>
<tr>
<th>Power outlet</th>
<th>Price: 1,800 JPY (Tax-in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each power outlet (AC100V) have 2 sockets, Max for 1500W.</td>
<td></td>
</tr>
</tbody>
</table>

Electricity power supply: Electricity power will be supplied around 10:00, October 30 to 19:00, November 4.
1. Preservation of the display and responsibility

1) Award winners assume responsibility for any management-related problems such as the damage, loss and theft of the display items, during the period of Good Design Exhibition, which is open to the public (including the period of installation and dismantlement). Correspondingly, the organizer assumes this responsibility during the closed-door period.
2) The display items in the exhibition venue are supposed to be able to be freely touched by the visitors, in order to make the visitors fully experience the good design. Therefore, considering the large amount of the visitors during the exhibition period, award winners shall take necessary security and protective measures such as acrylic covers and wire installations, by themselves.
3) Award winners have half an hour to prepare before the exhibition opens each day. Please make use of it if necessary.
4) For the loss and accident caused by unavoidable force like natural disasters, the organizer assumes no responsibility.
5) Award winners shall pay close attention during the installation, dismantlement and related process of the display items to prevent accidents. Moreover, the organizer may restrict, suspend, or demand the award winners to change the operation, if the operation was judged to be risky by the organizer from the perspective of accident prevention.

2. Matters which fall under the Award Winner’s responsibility

Award winners assume responsibility for any problems which arise with regard to intellectual property rights including a design, the requirements such as quality, performance, and safety, and the sales and construction of award winning objects of the Good Design Award, for which the organizer assumes no responsibility.

3. Observance and alteration of the rules

Award winners and related parties shall observe the rules prescribed in this guide. Moreover, the organizer may make alterations in these rules under some unavoidable circumstances.

4. Other rules

Regarding the display, please observe the following items. The organizer may command the award winner to stop if his or her action was judged to be against the rules.
1) The display shall be arranged only within the space that the award winners have applied for in advance.
2) To control the overall noise in the venue, the volume of any device like speaker shall be set no higher than 60 phon.
3) During the exhibition period, the venue will be electrified 24 hours. On condition that the display items would get hot after being electrified for a long time, please inform the staff on the installation day so that the staff can prepare a switch to turn the power on and off easily.

5. Maintenance of the venue

1) Award winners shall take charge of the disposal of the waste and the cleaning of the display space in installation and dismantlement period. Award winners shall take away all the stuffs including the waste in the space. If by any chance any materials were left in the display space, the organizer will dispose of it and charge a disposal fee later.
2) Restoration of the display space
The display space shall be returned to its original condition before 13:00, November 5. If the organizer had to take care of the display space in place of the award winner due to the insufficient or late restoration of the space, the organizer will charge a restoration fee later.
The organizer will conduct the dismantlement of the display package and the power lines, which were prepared by the organizer.

6. Photo shooting in the venue (during the exhibition period)

1) Photo shooting by visitors
To broadly share the good designs with the society, the organizer does not regulate visitors’ photo shooting in the venue.
2) Photo shooting by award winners
It is recommended that if the award winners want to take photos of their own display space, they should make use of the preparation time before the exhibition opens each day. If they prefer to take photos during the exhibition period, it should not influence the visitors around.
3) Photo shooting by the press
The media recognized by the organizer will have “PRESS PASS” issued by the organizer. The cooperation during the press’s photo shooting is highly appreciated.
Guide book of Forwarding agent assigned by organizer
Group A
Award winners from Hong Kong, China, Korea and Taiwan

Good Design Award Exhibition –TOKYO MIDTOWN

Good Design Award 2019

Shipping Instruction

**Application period (start)** : September 4, 2019 (WED)~

**Deadline for operation form** : September 20, 2019 (FRI)

**Deadline for payment** : September 27, 2019 (FRI)

**Deadline for shipment arrival** : October 4, 2019 (FRI)

Venue : Tokyo Midtown : October 31 (TUE) – November 4 (MON), 2019

I. Introduction

Yamato Global Logistics Japan Co., Ltd. Fine Art Branch has been appointed by the organizer of GOOD DESIGN AWARD 2019 to be the authorized coordinator and adviser as follows.

1. Domestic transportation for inward and outward arrangement.
   (Our warehouse ⇔ the venue)
   * Basically we do not arrange transportation from your origin country to Japan.
   * Please arrange shipping by Express Shipment - FEDEX, DHL, UPS or other courier company your select.

2. Arrangement for Returning to your origin Country

3. Transport arrangement for Local Delivery upon request and disposal if required.

Please contact us for further details.

Yamato Global Logistics Japan Co., Ltd. Fine Art Branch
Contact person : Mr. Takuma Tsuiki
Email Address: gooddesignaward2019@y-logi.com

If you have any inquiry except for transportation, for example how to register information of your goods, or other General exhibition entry enquiry, kindly please send e-mail to organizer JIDP (Japan Institute of Design Promotion) directly (info-e@g-mark.org)
II. Shipping Instruction

Please arrange shipping by Express Shipment – DHL, FEDEX, UPS or any other courier company. To avoid any incidental delay or inconvenience during the transportation and customs clearance for Second Screening and to ensure the safe arrival of the cargo, please carefully follow below instruction.

1. Operation Forms

First of all please send the attached Operation Form to us upon receipt of your form, we will issue, estimate, Invoice and order form estimate by Email before September 20, 2019 (FRI)

Email Address: gooddesignaward2019@y-logi.com

And then after that please arrange shipping.

2. Ship to : Japan Institute of Design Promotion

c/o Yamato Global Logistics Japan Co., Ltd.
1-3-3 Keihinjima, Ota-ku, Tokyo, 143-0003, Japan
Tel : +81-3-3527-5431 Fax : +81-3-5755-9610
Attn.: Mr. Takuma Tsuiki

The charges of Express Shipment (Small Courier) must be paid by Free House.
* Free House means all charge including Japanese local charge - duty & tax should be paid by the exhibitor.
* We do not accept products if the payment was made in condition other than above.

3. Deadline arrival date : October 4, 2019 (FRI)

* Arrived after the Deadline, URGENT FEE (10,000 YEN) will occur.

4. Shipping Documents

The following shipping documents are required by the Japanese customs for Import/Re-export customs clearance. All documents are required to be prepared in English language and should be sent in the following quantities accompanied with Air Waybill.
* For more information : Please ask your nominated Express Shipment (Small Courier) Company. (For example DHL, Fedex, UPS)
* We can process the return, if you prepare DHL, Fedex, UPS accounts.
Required documents *It is example of necessary documents of shipping.

<table>
<thead>
<tr>
<th>Item</th>
<th>Permanent Import</th>
<th>ATA Carnet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>4 copies</td>
<td></td>
</tr>
<tr>
<td>ATA Carnet Document</td>
<td></td>
<td>Original 1 set</td>
</tr>
<tr>
<td>Packing List</td>
<td>4 copies</td>
<td>4 copies</td>
</tr>
<tr>
<td>Insurance Policy</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
<tr>
<td>Catalogue</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
</tbody>
</table>

* What is ATA Carnet …
On the condition that it must be re-imported,
It is a system which can exempt the local import tax.
If you want to use ATA Carnet, please contact your delivery company.
(For example DHL, Fedex, UPS, etc.)
About ATA Carnet, Yamato can’t support.
Also, it takes time to apply for ATA Carnet.

* Attention: material name, unit price, quantity and total price of each item are required to be clearly mentioned on the commercial invoice
*It is example of necessary documents of shipping.
Could you confirm actually documents to your nominated shipping company?
If they are not need those documents, It is correct.

(Food Sanitation Law)
It is important to understand all kinds of exhibits are being controlled by this law except for booth or decoration materials. In order to distribute a commodity and/or get the guests tasting at the fair ground, it is obliged for an exhibitor to submit “Food Import Notification” to Ministry of Health, Labor and Welfare (MHLW). However, it is not sure that MHLW’s local office (quarantine office at airport) shall release a permit without actual examination by cargo-sampling. Basically quarantine office can freely release or put examination order to any importers. In case of examination order, it takes at least 7-10 days for analyzing the sample even in the shortest case. It depends on kinds of import items in that how many days are to be required of sample examination. In this connection, if a product may not be able to get MHLW’s approval for importation on safety standard, and exhibitor can still get a provisional import approval from MHLW limitedly on condition that they shall submit to MHLW “Declaration letter” that the product is for display only, not for tasting nor free distribution and shall be disposed or to be re-exported out of Japan after the exhibition.
In case that you have an agent in Japan, it is advised that you should consult with the agent on how to deal with the exhibit for Good Design AWARD 2019. Whichever Formal Food Application or declaration for provisional import to governmental sector on the exhibit, a resident party in Japan as importer shall be obliged to do it under its name and responsibility. However, in case that an exhibitor has no agent in Japan, we can ask the exhibition secretariat to do it on their behalf. In this case, we will be able to liaison an exhibitor to the exhibition secretariat.

(Pharmaceutical Affair’s Law) Goods, which are subjected to the Pharmaceutical Affair’s Law in Japan, that is medical instruments, perfumery, Cosmetics or toilet preparations, Soap, Oral Dental Preparation and the like, are Health, Labor and Welfare (MHLW).

5. Packing
   a) Marking Entry No. **(VERY IMPORTANT !!!)**
   Please write down your ENTRY NO both on your exhibits and packages for identification. Your ENTRY NO must be marked and labelled on all exhibits and packages, in large, bold easy-to-read figures. In order to facilitate quick identification and handling, ENTRY NO should be marked at least two sides (opposite or top and side) on all your exhibits and your packages.

   *Packing image

   ![ENTRY NO]

   Also, when you send the panel, we recommend using cushioning material and thickening the package. Many of the thin packages we received in the past are damaged without cushion.

   b) Photos of Installation instruction **(VERY IMPORTANT !!!)**
   * Could you put here your products photo or Display instruction sheet,
   If you have instruction of the display.
* Please kindly put the photo or Display instruction sheet into the box with your product.
* If you don't have instruction, we will arrange the display of your artworks by our thinking.
   The installation image should be according to the size limit of your booked booth.
* If it needs any tools for display, please put the package.
   (If there are no tools, we can't display)
* If you need to use Electricity supply, DVD and monitor, please contact organizer directly. And please confirm your socket and voltage for sure. There are possibility, it does not match Japanese standard.
* Also, please confirm to GDA organizer that your DVD data can be played back on the DVD player you applied to the GDA organizer.

*Photos of Installation instruction image

GDA organizer often use glue for display on the panel.
Therefore, there is a possibility that it is damaged when we remove it.

* The exhibitor will be requested to prepare proper export packing by individual category mentioned below.
  a) Permanent Import
  b) ATA Carnet

Wooden Packing Material for import to Japan
If wooden packing material is, including with pallets, dunnage, crating, packing, block, drum, cases, load boards, pallet collars and skids, is made from raw wood without processing and treatment, these materials are prohibited to import in Japan by regulation of plant quarantine. If you send it to Japan, these packing materials must be treated necessary in your country as following method.
a) Heat treatment: Based on ISPM 15 International Regulation, marks of heat treatment should be stamped on the outside of wooden packing materials.
b) Methyl bromide fumigation: Certificate of fumigation issued by your country quarantine required.

* In case of packing by plywood veneer, these materials are not subject to the plant quarantine regulation.

6. Payment Terms and Conditions

a) The charges of Express Shipment (Small Courier) must be paid by Free House.
   * Free House means all charge including Japanese local charge - duty & tax should be paid by the exhibitor.
   * We do not accept products if the payment was made in condition other than above.
b) Advance Payment before certain date below mentioned required.
   Estimated Amount as per communication should be paid in Japanese Yen to the account of Yamato Global Logistics Co., Ltd. before September 27, 2019 (FRI) according to each invoice.
   Please remit your payment by wire transfer to our bank account!
   **Credit card is not available**
c) Please kindly write reference number we issue on invoice with your payment.
   (If it is possible.) (for example GDA-0000…etc)
d) If you want to send the exhibits back to your country by express or deliver to Japanese clients after the exhibition, please inform us and we will arrange for it.
I. Introduction
Yamato Global Logistics Japan Co., Ltd. Fine Art Branch has been appointed by the organizer of GOOD DESIGN AWARD 2019 to be the authorized coordinator and adviser as follows.

1. Domestic transportation for inward and outward arrangement.
   (Our warehouse ⇔ the venue)
   * Basically we do not arrange transportation from your origin country to Japan.
   * Please arrange shipping by Express Shipment - FEDEX, DHL, UPS or other courier company your select.

2. Arrangement for Returning to your origin Country

3. Transport arrangement for Local Delivery upon request and disposal if required.

Please contact us for further details.
Yamato Global Logistics Japan Co., Ltd. Fine Art Branch
Contact person: Mr. Takuma Tsuiki
Email Address: gooddesignaward2019@y-logi.com
If you have any inquiry except for transportation, for example how to register information of your goods, or other General exhibition entry enquiry, kindly please send e-mail to organizer JIDP (Japan Institute of Design Promotion) directly (info-e@g-mark.org)

4. Operation Forms
   **First of all** please send the attached Operation Form to us upon receipt of your form, we will issue, estimate, Invoice and order form estimate by Email before **September 20, 2019 (FRI)**
   Email Address: gooddesignaward2019@y-logi.com
   And then after that please arrange shipping.

5. Installation instruction (**(VERY IMPORTANT!!!!)**)
   * Please confirm size limit of your booked booth.
     If your exhibits (installed at 2nd screening) size is over size limit of your booked booth, we can not install your exhibits to display booth.
     In that case please re-send us miniature exhibits or panel within size limit of your booked booth or please contact with organizer.

Ship to : Japan Institute of Design Promotion
        c/o Yamato Global Logistics Japan Co., Ltd.
        1-3-3 Keihinjima, Ota-ku, Tokyo, 143-0003, Japan
        Tel : +81-3-3527-5431 Fax : +81-3-5755-9610
        Attn.: Mr.Takuma Tsuiki

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Deadline arrival date: October 4, 2019 (FRI)
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b) **Advance Payment before certain date below mentioned required.**
   Estimated Amount as per communication should be paid in Japanese Yen to
   the account of Yamato Global Logistics Co., Ltd. before **September 27, 2019 (FRI)**
   according to each invoice.
   Please remit your payment by wire transfer to our bank account!
   **Credit card is not available**

c) Please kindly write reference number we issue on invoice with your payment.
   (If it is possible.) (for example GDA-0000…etc)

d) If you want to send the exhibits back to your country by express or deliver to
   Japanese clients after the exhibition, please inform us and we will arrange for it.
# OPERATION PRICE LIST

Group A,B: Good Design Award Exhibition - TOKYO MIDTOWN

## Carry in

1. **Delivery to Site and Installation** (carry in, unpack, display)
   1) Minimum Charge (25kgs/0.15m³)
   
   ¥5,625

2. **Handling Fee** (administration, correspondence)

   ¥14,000

## Carry out

3. **Delivery to Warehouse and De-installation** (dismantle, re-pack, carry out)
   1) Minimum Charge (25kgs/0.15m³)

   ¥5,625

4. **Handling Fee** (administration, correspondence)

   ¥14,000

## Others

5. Handling Fee for return (document preparation fee, repacking fee, etc.)

   ¥3,000

6. **Destruction Fee** (after Good Design Award Exhibition)
   1) Minimum Charge (25kgs/0.15m³)

   * In the case of products requiring special disposal processing, disposal costs will be announced separately.

   ¥2,000

7. **Delivery Fee within Japan after the exhibition** (if required)

   ※ This price is for the packages until 0.15m³
   If the total package size exceeds 0.15m³, please consult with us.

   ¥3,000

8. **Urgent Fee** (Applicable for Shipment Arrived after the Deadline.)

   ¥10,000

9. **Insurance Fee (Transportation in Japan)** (*Not include the exhibition.*)

   *It is necessary, If your work is higher than JPY 500,000.

   * Your artworks value (JPY) x 0.5% = Insurance Fee (JPY)  
   (Minimum ¥1000 x 2)

   * Minimum Charge (JPY 1000)
   carry-in (min ¥1000) + carry-out (min ¥1000) = your Insurance Fee

   Note: Delivery fee over minimum (25kgs/0.15m³) will be separately estimated and will ask you each for your confirmation.

## Exceptions

This price list excludes any charges or services below

1) Duty, Import Consumption tax and other tax
2) Airport/Seaport terminal charges  
   (Bonded Transport for Inspection etc.)
3) Application Fee for import procedures  
   (Food Sanitation Law, Quarantine Law for animal, plant & etc.)
4) Extra Packing Charge
5) Special labor and Equipment Charge
6) Air Freight, and Courier fee
7) Any other special handling requirement for the exhibitor
8) Return Cost

Yamato Global Logistics Japan Co., Ltd. Gallery service, Tokyo
Good Design Award Exhibition - Tokyo Midtown

Exhibitor's Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Zipcode</th>
<th>Country</th>
<th>Contact Person</th>
<th>Signature</th>
<th>Tel.No.</th>
<th>Fax.No.</th>
<th>Email</th>
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</table>

Exhibit's Information

GDA Entry No. = VERY IMPORTANT !!

<table>
<thead>
<tr>
<th>GDA Entry No</th>
<th>Award No</th>
<th>Description</th>
<th>Quantity</th>
<th>Currency</th>
<th>Value(FOB)</th>
</tr>
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<tbody>
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Shipping Information

In case of Express Shipment / Small Courier

<table>
<thead>
<tr>
<th>Waybill No.</th>
<th>Flight Schedule</th>
</tr>
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<tbody>
<tr>
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</table>

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<thead>
<tr>
<th>Number of Packages</th>
<th>Total Weight(kg)</th>
<th>Total Measurement(m3)</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

*Please send Photos of Installation instruction with your exhibits (VERY IMPORTANT !!!)

For more information: Please confirm shipping instruction

**Please put sizes on below Special Request column if above spaces are not enough.

Return Shipment Instruction (after Good Design Award Exhibition, November 6)

**If you need return shipment, we will send in collect basis

( ) Required → Destination ( )

**Your nominated courier (DHL, Fedex, UPS…etc.) ( )

***Your nominated courier's account number (*It is necessary, if you need return.) ( )

Do you need insurance on return? *The shipping company’s additional charge will be charged.

( ) I would like to arrange insurance.

*Please make account number if you don’t have account number.

( ) Not Required → ( ) Delivery within Japan after exhibition

( ) Destruction after exhibition

Special Request (if any)

(PLEASE INSERT 2 COPIES OF INSTRUCTION WITH THE EXHIBITS, IF ANY)

PLEASE SEND OPERATION FORM UNTIL THE DEADLINE DATE ABOVE MENTIONED !!
Could you send your reply to me except scan data?
Also, Please kindly add extra pages if column is not enough for each shipment.

**Operation Form**

**Exhibitor's Information**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Zipcode</th>
<th>Address</th>
<th>Country</th>
<th>Contact Person</th>
<th>Signature</th>
<th>Tel.No.</th>
<th>Fax.No.</th>
<th>Email</th>
</tr>
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<th>Description</th>
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</table>

**Shipping Information**

In case of Express Shipment / Small Courier

<table>
<thead>
<tr>
<th>Waybill No.</th>
<th>Flight Schedule</th>
<th>Number of Packages</th>
<th>Total Weight(kg)</th>
<th>Total Measurement(m³)</th>
</tr>
</thead>
</table>

*Please send Photos of Installation instruction with your exhibits ((VERY IMPORTANT !!!))*

For more information: Please confirm shipping instruction  
...ctn = number of your packages,

<table>
<thead>
<tr>
<th>Size of the Packages (cm)</th>
<th>x x x ctn</th>
<th>x x x ctn</th>
<th>x x x ctn</th>
</tr>
</thead>
<tbody>
<tr>
<td>L x W x H x ctn</td>
<td>x x x ctn</td>
<td>x x x ctn</td>
<td>x x x ctn</td>
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<tr>
<td></td>
<td>x x x ctn</td>
<td>x x x ctn</td>
<td>x x x ctn</td>
</tr>
</tbody>
</table>

**Please put sizes on below Special Request column if above spaces are not enough.**

**Return Shipment Instruction (after Good Design Award Exhibition, November 6)**

※ If you need return shipment, we will send in collect basis

( ) Required → Destination ( )

**Your nominated courier (DHL, Fedex, UPS…etc.)** ( )

***Your nominated courier's account number (*It is necessary, if you need return.)* ( )

Do you need insurance on return? *The shipping company's additional charge will be charged.

( ) I would like to arrange insurance.

*Please make account number If you don't have account number.

( ) Not Required → ( ) Delivery within Japan after exhibition

( ) Destruction after exhibition

**Special Request (if any)**

(PLEASE INSERT 2 COPIES OF INSTRUCTION WITH THE EXHIBITS, IF ANY)

PLEASE SEND OPERATION FORM UNTIL THE DEADLINE DATE ABOVE MENTIONED!!
**Exhibitor's Information**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Yamato Good Design Company Co.,Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zipcode</td>
<td>12345</td>
</tr>
<tr>
<td>Address</td>
<td>1-3-3 keihinjima Ota-ku Tokyo Japan</td>
</tr>
<tr>
<td>Country</td>
<td>Japan</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Taro Yamato</td>
</tr>
<tr>
<td>Tel.No.</td>
<td>+81-3-3527-5431</td>
</tr>
<tr>
<td>Fax.No.</td>
<td>+81-3-3529-9610</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:gooddesignaward2019@y-logi.com">gooddesignaward2019@y-logi.com</a></td>
</tr>
</tbody>
</table>

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<th>Description</th>
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<th>Currency</th>
<th>Value(FOB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G00000000</td>
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<td>JPY</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Express Shipment / Small Courier**

<table>
<thead>
<tr>
<th>Waybill No.</th>
<th>(could you write, if you know already)</th>
<th>Flight Schedule</th>
<th>(could you write, if you know already)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Packages</td>
<td>1</td>
<td>Total Weight(kg)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total Measurement(m3)</td>
<td>0.125</td>
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</table>

**Size of the Packages (cm) = number of your packages, x x x ctn x x x ctn x x x ctn x x x ctn**

**Please put sizes on below Special Request column if above spaces are not enough.**

**Return Shipment Instruction (after Good Design Award Exhibition, November 6)**

- If you need return shipment, we will send in collect basis

  - [ ] Required → Destination (1-3-3 keihinjima Ota-ku Tokyo Japan)

  - **Your nominated courier** (DHL, FedEx, UPS… etc.)

  - **Your nominated courier’s account number** (*It is necessary, if you need return.)

Do you need insurance on return? *The shipping company’s additional charge will be charged.*

- ( ) I would like to arrange insurance.

- *Please make account number If you don’t have account number.

- ( ) Not Required → ( ) Delivery within Japan after exhibition

- ( ) Destruction after exhibition

**Special Request (if any)**

(Please insert 2 copies of instruction with the exhibits, if any)

**Operation Form Should be sent by email until September 20, 2019 (FRI)**
Display instruction sheet

* Please kindly put this sheet into the box with your product.

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GDA Entry No.</td>
<td>Award No.</td>
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</tbody>
</table>

* Could you put here your products photo, If you have instruction of the display.

* Please kindly put this sheet into the box with your product.

* If you don't have instruction, We will arrange the display of your artworks by our thinking.

* There won't change in the examination result by any display.
* You can't exhibit anything beyond the size of the exhibition space you have applied for. (It will be removed by GDA organizer.)
* When you put any products in one box, please kindly put each photo.
* Please kindly tell me when one product is divided into any packages.
* If it needs any tools for display, please put the package.
(If there are no tools, we can't display)
* We strive to exhibit by your instruction. However, we can't promise that we can reproduce it completely.
Inquiry about Good Design Award
Japan Institute of Design Promotion  Good Design Award Office
5th floor, Midtown Tower, 9-7-1 Akasaka, Minato-ku, Tokyo 107-6205 Japan
URL  http://www.g-mark.org  E-mail info-e@help.g-mark.org