

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.

Item	Permanent Import	ATA Carnet
Invoice	4 copies	
ATA Carnet Document		Original 1 set
Packing List	4 copies	4 copies
Insurance Policy (Debit Note)	1 copy	1 copy
Catalogue	1 copy	1 copy

* 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.

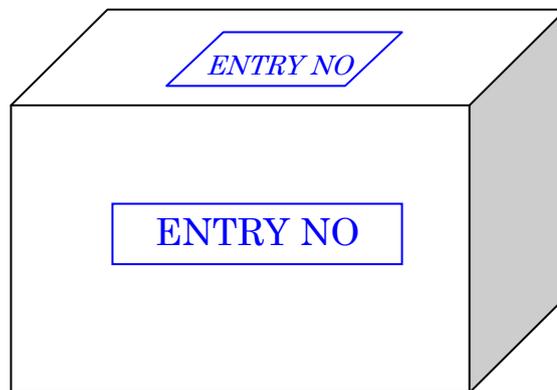
(Pharmaceutical Affairs Law) Goods, which are subjected to the Pharmaceutical Affairs Law in Japan, that is medical instruments, perfumery, Cosmetics or toilet preparations, Soap, Oral Dental Preparation and the like, are Health, Labor and Welfare (MHLW).

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



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.

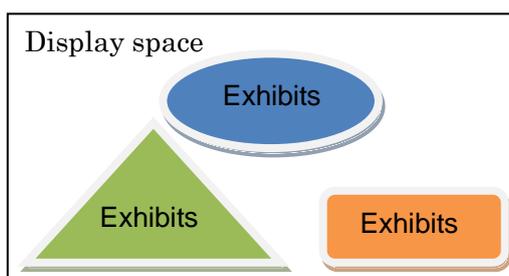
- *If it needs any tools for display, please put the package.

(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.