## GOOD DESIGN AWARD 2020 SCHEDULE

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<th>Entry</th>
<th>1st Screening</th>
<th>2nd Screening</th>
<th>Announcement - Promotion</th>
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<td>April 2</td>
<td>Open for Entries</td>
<td>June 3 - July 1</td>
<td>October 1</td>
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<td>June 2</td>
<td>Entry Deadline</td>
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<td>July 2</td>
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<td>Deadline for payment of award package fee</td>
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<td>March 2021</td>
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<td>Publication of the yearbook</td>
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- *Customer survey: Available for the participants.*
- *The above schedule might be changed depending on the situation.*
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About 2nd screening

Good Design Award implements the screening by the first screening, which is based on the information provided by the applicants, and the second screening, which is based on the actual physical items of the entries together with the registered information.

During the second screening, the physical items of the entries are displayed at the exhibit hall, where the Judging Committee carefully examines each individual entry to identify its values and whether the physical item matches the registered information, by observing, operating and experiencing it, even for such entries as architecture and services that use graphic panel or other materials to substitute for the physical items. Besides, on the second day of the second screening, the "Hearing Screening", where applicants could have direct communication with jury members will be implemented. Through all these processes, the Judging Committee will examine the entries from various viewpoints, and decide the winners after heated discussion within each screening unit.

For subject entries that have passed the first screening, the applicants shall abide by the following instructions to present the subject entries at their best to the jury members. Your cooperation will be highly appreciated.

Japan Institute of Design Promotion
Good Design Award Office
[Outline of the 2nd Screening Implementation in Japan]

Venue: AICHI SKY EXPO  B, C, D Hall  
Installation: August 17 10:30 - 19:00 ※
2nd screening panel: August 18-20 (Closed)  
Dismantlement: August 21 09:00 - 17:00 ※

*In order to prevent intensive contact in the venue, GOOD DESIGN AWARD Office will divide the time zone for carry-in and carry-out in advance.
*Applicants who select the screening for undisclosed entries, will be informed of the date for installation and dismantlement separately.

[Inquiry]
GOOD DESIGN AWARD Office (Japan Institute of Design Promotion)
E-mail: info-e@help.g-mark.org

Contact during 2nd Screening  C Hall  Organizer Room
E-mail: info-e@help.g-mark.org
[Process of the 2nd Screening]

Applicants are requested to carry in/out their subject entries on the Installation/Dismantlement date of the second screening panel by themselves or requesting the forwarder assigned by Good Design Award Office to install and dismantle the entries.

*To use the forwarder, application in advance is necessary. Please submit the "Quotation Request Form" before July 17, and be sure the cargo will arrival at the destination port before August 3.

*The forwarder can only accept the request for the service for both installation and dismantlement. The request for only installation service or only dismantlement service is unacceptable.

Undisclosed Screening

Applicants who wish to ensure safety of confidential information of their undisclosed entries can select the Undisclosed Screening. This screening will be held by August 18, and GOOD DESIGN AWARD Office will notice the details at the end of July, please come to the venue according to the specified time.
About the Materials to be displayed

During the second screening, the physical items of the entries are displayed at the exhibit hall, where the Judging Committee carefully examines each individual entry to identify its values and whether the physical item matches the registered information, by observing, operating and experiencing it. Please check the necessity for the category that your entry belongs to, and present it in the second screening. Supplementary material is optional.

1. About the display items

- ▼ Product / Service / System / Activity etc. (Anything NOT applicable to below mentioned specific category)
  
<table>
<thead>
<tr>
<th>Obligatory</th>
<th>Optional</th>
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</thead>
</table>
  | A. Physical item of the entry | +  
  | or | Supplementary material |
  | B. Substitute for the physical item | |
  | (An A1 size panel in vertical type) | +  

- ▼ Business Model (Unit 19-06)
  
<table>
<thead>
<tr>
<th>Obligatory</th>
<th>Optional</th>
</tr>
</thead>
</table>
  | B. Substitute for the physical item | +  
  | (An A1 size panel in vertical type) | |
  | C. Structure chart | |
  | (An A4 size horizontal page) | +  

- ▼ Architecture • Construction (Unit 14, 15, 16, 17)
  
<table>
<thead>
<tr>
<th>Obligatory</th>
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  | D. Outline of the architecture | +  
  | (An A1 size panel in vertical type) | |
  | E. Detailed materials | |
  | (A3 size file in horizontal type within 10 pages) | +  

- ▼ Building Construction / Construction Method (Unit 14, 17)
  
<table>
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<tr>
<th>Obligatory</th>
<th>Optional</th>
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</table>
  | F. Outline of the Construction / Construction Method | +  
  | (An A1 size panel in vertical type) | |

- ▼ Building Construction / Construction Method (Unit 14, 15)
  
<table>
<thead>
<tr>
<th>Obligatory</th>
<th>Optional</th>
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</table>
  | G. Outline of the Service or System for Housing | +  
  | (An A1 size panel in vertical type) | |

  or

- ▼ Substitute for the physical item
  
  | Optional | |
  | (An A1 size panel in vertical type) | |

- ▼ Structure chart
  
  | Optional | |
  | (An A4 size horizontal page) | |

- ▼ Outline of the architecture
  
  | Optional | |
  | (An A1 size panel in vertical type) | |

- ▼ Detailed materials
  
  | Optional | |
  | (A3 size file in horizontal type within 10 pages) | |

- ▼ Outline of the Construction / Construction Method
  
  | Optional | |
  | (An A1 size panel in vertical type) | |

- ▼ Outline of the Service or System for Housing
  
  | Optional | |
  | (An A1 size panel in vertical type) | |

Supplementary material
A. Physical item of the entry
- Please display the physical item of the entry in a way that the jury members can try or handle it freely.
- Please be sure to electrify the item when electricity is necessary for it to work.
- If necessary, please prepare several items for either display or experience.
- If the case of "Website" or "App", please show them activated with PC, tablet or Smart Phone.
- If there are other display items except the entry items, please attach a sticker to indicate that they are NOT subject entries.
- If the subject entry is a series of products as a whole one, please present the complete lineup. Only when the products in the lineup share the same design and performance, using a list or color sample to substitute for the actual items is acceptable.

[In case that physical item is not finished]
In principle, actual physical items of the entries are required for the second screening. Under unavoidable circumstances, prototypes or mock-ups with the same specifications and functions as the final products are acceptable as substitutes. However, substitutes may be judged not to satisfy the requirements if they are expected not to have the same performance as the actual item and to have specifications different from those of the final product in terms of external appearance and functions. Also, the award might be canceled if the design of the final products is found to be different from the substitute for screening.

B. Substitute for the physical item (An A1 size vertical panel)
For heavy/large items or services and systems without physical forms, please use an A1 size panel in vertical type (H841mm x W594mm, mounted on the 5 mm thick board) containing the outline and the design point of the entry, as a substitute for the physical item.

C. Structure chart (An A4 size horizontal) *Category "19-06 Business Model" only.
Please visualize the structure or mechanism of the business model, and use an A4 size paper in horizontal type to present it with the other display items. Please send the PDF data to info-e@help.g-mark.org before July 31.
The "Entry Number" must be marked conspicuously at the top right of the paper.

D. Outline of the architecture (An A1 size vertical panel)
*Architecture・Construction: Unit 14, 15, 16, 17 only.
Please use an A1 size panel in vertical type (H841mm x W594mm, mounted on the 5 mm thick board) containing the outline and the design point of the architecture or construction, to present the subject entry. Please make sure the A1 panel itself would convey enough information to let others form an overall image of it.

[Specifications of the A1 panel]
1. Considering the "Screening perspectives", express the most important point of your entry briefly, with texts or charts.
2. Photos of both interior and exterior (Even in the case your entry is interior design only, both of those photos are requested.)
3. Ground plan (In the case of high-rise building, the plan for just basic floor plan is enough, but should include residential area.)
4. Construction of the building/architecture (for example, wooden, iron framework, etc.)
5. Photos and brief explanatory texts to show the context/relational with surrounding environment
6. The "Entry Number" must be marked conspicuously at the top right of the panel.
*Please make the panel in a way that others can understand the overall image, outline and appealing points of the entry.
*Please feature the points done with especial efforts.
E. Detailed materials (A3 size file in horizontal type within 10 pages)
*Architecture・Construction: Unit 14, 15, 16, 17 only.
As the supplementary materials of D, please use a A3 size booklet (W420 × W297mm) within 10 pages to present it.

[Specifications of the supplementary material]
1. Cover page - please write the entry number on the top right. The top cover page is not included in the 10 pages.
   Please only keep the Entry Number and the name of the entry on the cover. Do not place other materials or pictures on the cover.
2. Outline - briefly explained concept and substance of the design.
3. The map indicates the location, photos and brief explanation texts to show the context/relationship with surrounding environment (not necessarily required in the case such as prefabricated housing without any specific location)
4. The specifications of the building/architecture (usage, number of the floors, construction, square measure list and interior/exterior finishing material list of the main part of the building, etc.)
5. Ground plan (floor layout, plane figure, elevation drawings, etc.) The scale is not specified.
6. Photos
   *Any binding method for the booklet is accepted.
   *If the material explains the contents on the A1 graphic board, please clarify the part on the board you mentioned.
   *Please make a brief and straightforward material which jury members could understand the outline and intention/substance of the design at a glance.

F. Outline of the Construction / Construction Method (An A1 size vertical panel)
*Building Construction・Construction Method: Unit 14, 17 only.
Please use an A1 size panel in vertical type (H841mm x W594mm, mounted on the 5 mm thick board) to present the subject entry. Please make sure the A1 panel itself would convey enough information to let others form an overall image of it.

[Specifications of the A1 panel]
1. Outline of the construction・construction method (usage, main structural type, material etc.)
2. Explanations of the features and its difference from the normal construction or construction method
3. Isometric diagram and photos of the construction・construction method (and how it is applied)
4. Information about valuation and evaluation based on related laws such as Building Standards Law (https://www.bcj.or.jp/rating/)
5. Explanations of the expected benefits for users (end user, designer, construction manager etc.)

G. Outline of the Service or System for Housing (An A1 size vertical panel)
[Unit 14, 15 only.
Please use an A1 size panel in vertical type (H841mm x W594mm, mounted on the 5 mm thick board) to present the subject entry. Please make sure the A1 panel itself would convey enough information to let others form an overall image of it.

[Specifications of the A1 panel]
1. Outline of the service or system (explanation of the main target users, and the contents designed for them etc.)
2. Explanations of its difference from the current service or system
3. Visualized presentation of the basic structure of the service or system, such as a concept diagram or a flow chart of the service process.
4. Explanations of the expected benefits for users (end user, designer, construction manager etc.)
2. Possible size to be carried in
An entry should be placed within W3m x D3m space (in the case on the table, W3m x D1m) flat space at maximum. Cars can be W3m x D6m. No special construction works or covering for installation are allowed.

3. Entry number representation requested
During the 2nd screening process, the entries might be moved. To avoid any mix-up or loss, please make sure to attach a sticker with the entry number to your entry. Inconspicuous position is fine. However, for entries like cars and heavy/large machines that is impossible to move, the sticker is not necessary.

4. Electrifying
During the 2nd screening, the entries of electric appliances will be electrified for 24 hours in principle, though easy switch on/off system is appreciated. (When carrying in, please show the staff at the counter how to operate it with the instruction paper etc.) For car audio etc., please prepare a power transformer to make sure that the electric appliances can be electrified with 100V power.

5. About display with PC, tablet, video equipment
In the case you bring any electrified information equipment such as laptop or tablet as the supplementary material, please make and bring an operation manual in A4 size including login ID and PW to play or restart, just in case that unexpected shut down of the power supply happened. Please give the operation manual to the staff at the reception counter.

6. Internet connection
In principle, the connection to Internet shall be prepared by yourself. In the case of wired Internet connection, you can apply for the usage of the line on the entry site.

7. About display of housing fixtures
- For such entries as ceiling light, air conditioner, curtain rail and so on, which are used after being installed on walls or ceiling surfaces, please carry in and display the subject entries together with the walls and the holders. If it is difficult, please display with a panel or other substitute materials.
- For lighting appliances, the display items of the entries shall be electrified during the screening.
- For door knob, gas stopper, mixed water stopper and so on, please display its condition when installed on certain bases.

8. About the attendance of the Second Screening Panel
The screening panel is not open to applicants. Applicants can not enter the venue these days. On the second day of the screening panel, the Hearing Screening will be implemented. The authorized applicants who have applied for it can enter the venue at the designated time.

9. Other points to note
Please confirm P20 and follow the rules.
Register information for the 2nd screening

From July 2 to July 9, applicants shall register the information of their entries such as required display space, whether apply for the interactive hearing session, etc. for the second screening on the entry site.

1. Select the screening method
   Please select one of the screening methods below.

   [Regular 2nd Screening] Second screening fee: 58,300 yen (tax included)
   [2nd Screening for Undisclosed Entries] Second screening fee: 58,300 yen + Screening fee for undisclosed entries: 104,500 yen = 162,800 yen (tax included)

   For the implementation of undisclosed screening, the organizer provides space to ensure the security of the confidential information in the second screening venue. The undisclosed screening is only suggested for the subject entries, which are not yet disclosed at the stage of the second screening, or the exposure of which to other applicants might cause some troubles. For those who have wished for undisclosed screening, the organizer will notify them about the time and carry-in place separately, so the registration for the second screening can stop here.

   Undisclosed Screening due date: August 18. For each entry, the installation, screening and dismantlement will be implemented on the designated time by the organizer.

2. Select the display items for the second screening
   Please select one from the two forms of display items below, after you confirm the contents, About the Materials to be displayed (P5).

   [Physical item of the entry]
   Display the physical item of the entry, no matter whether additional materials like panels exist.
   *Describe the additional materials if there are any of them.

   [Substitute for the physical item (An A1 size panel in vertical type)]
   Architecture or any other intangible.
   *Describe the additional materials if there are any of them.

3. Installation method / Necessary space application
   [Installation method]
   Please select the installation method based on the display items you have selected. The installation method is corresponding to the screening conditions. And the installation method is different according to the “display items for the second screening” that you selected in 2..

   If [Physical item of the entry] is selected
   Please select one from [Install on the floor] [Install on the table] [Vehicles]. The combination of floor placement and table placement is unacceptable.

   [Install on the floor]
   Free (Charge for additional fees for extra sections)
   Maximum space: 3m x 3m
   Direct placement (concrete floor)
   -Please be advised there is no carpet nor mat.
   -No partition, no backboard.
   -You cannot screw the floor to fix. Please make it surely freestanding.

   [Install on the table]
   6,600 yen (tax included) for one table
   Maximum space: W3m x D1m
   OCTANORM system (silver), top board (white)
   -No partition, no backboard.
   -The space beneath the top board can not be used for display.
   -No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.
If [Substitute for the physical item (An A1 size panel in vertical type)] is selected
Please select either one from [Table placement] or [Panel Package].

**[Install on the table]**
6,600 yen (tax included) for one table
Maximum space: W3m x D1m

**[Panel package]**
5,000 yen (tax included)
One selection only

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### OCTANORM system (silver), top board (white)
- No partition, no backboard.
- The space beneath the top board can not be used for display.
- No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

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### Necessary space
Please specify and apply for the necessary space in “width x depth” to install the display items of the subject entries.

- **1 section (1m x 1m)** Free
- For 2 or more sections 17,600 yen (tax included) per additional section shall be charged.

Maximum space (If the space you wish for is larger than the limitation, please contact the office.)
- [Floor placement] 9 sections (3m x 3m); [Table placement] 3 sections (3m x 1m);
- [Panel package] 1 section only (0.7m x 0.35m); [Vehicles] 18 sections (3m x 6m)

*The width is defined by the direction along the passage.
4. Application for display options

[Electricity outlets]
Please be sure to electrify the item when electricity is necessary for it to work. For applicants who will use the electricity, the application for the power supply (fee charging) is necessary. Please register the [Necessary electricity supply], [Electrical outlet box(es)] if you wish for it.

[Necessary electricity supply]
Electricity supply < 0.5kW 9,900 yen (tax included); < 1kW 17,000 yen (tax included); > 1kW 17,000 yen (tax included) per 1kW

[Electrical outlet box(es)]
Outlet box (2 sockets/ AC100V grounded, maximum capacity 1.5kW)
1 box: 3,500 yen (tax included)
*If you apply for the electric power supply, please at least apply for 1 outlet box.

<Examples of Electricity outlets application>
Please calculate the total electricity consumption of all the machines in advance, and make applications for the necessary electricity supply.
E.g. 1: Display with a laptop (electricity consumption: 60W)
Application: 0.5kW + 1 Outlet box = 9,900 yen + 3,500 yen = 13,400 yen
E.g. 2: Display with two laptops (electricity consumption: 60W), and one laser printer (1.2kW)
Application: 2kW + 2 Outlet box = 34,000 yen + 7,000 yen = 41,000 yen

[Other display options]
If you need video equipment or panel stand to display the supplementary materials of the subject entries, you can bring it by yourself or rent the equipment from the organizer (fee charging). Please refer to the following instructions and make an application, if you want to rent the equipment from the organizer. The equipment you rent will be set in your display space before the installation day.
① Shelving for the table; ② Panel stand; ③ Internet access (wired)

For [Table placement]
Shelving for the table
3,000 yen (tax included) per table
- The number of the middle shelf you apply shall be equal to the section amount of the necessary space.
- You can not only apply for one middle shelf if you have applied several table sections.

For [Floor placement]
Panel stand
2,500 yen (tax included)
- Equipped with velcro tape. Height (adjustable from 520 mm to 850 mm) / angle can be adjusted.
- Only able to afford a foam board (not able to hold a heavy frame).
- Cannot be placed on the [Table placement]

[Internet access]
Wired Internet access is provided as a fee-charging display option.
Fee: 40,000 yen (tax included) per address
Period: August 17 - 20
- The Internet provided by the organizer is via the optical line terminal shared by other users within the venue.
- The maximum speed for one user is assumed to be about 5Mbps. If you request higher speed, please directly apply for the line from the venue.
- The Internet access provided is via the wired LAN. LAN cable will be pulled out into the display space.
- We don’t offer other network equipment except the LAN cable. If necessary, please prepare by yourself.
- The connection is enabled by accessing the DNS information and IP address from the DHCP server.
- The private IP address of IPv4 is the accessible IP address.
- Though there is supposed to be no communication among the users of the optical line terminal, the security cannot be guaranteed. Applicants shall take necessary measures to ensure the security.
About printing services

For the convenience of the participants and to avoid the dense state of carry-in and carry-out operations, GOOD DESIGN AWARD Office will provide agency services for the production of A1 Panel and A3 material papers (Only for printing, laminating and binding), carry-in, setting up and carry-out and discarding from venue. If you need to use it, please prepare the relevant printed documents and apply for the service through Entry Site. The A3 material papers print service is available ONLY to applicant from Unit 14, Unit 15, Unit 16 and Unit 17.

Upload period of printed files: July 10 ~ July 15

- **One vertical A1 size panel** (for large equipment, architecture, intangible design and other works that cannot show the actual works)
- **One volume of horizontal A3 size material papers** (for the architectural and civil construction category of the participating works. 1 cover page + 10 data pages (one side print))
- **Fee (tax included)**: Vertical A1 size panel - 30,000 yen  
  Material papers in horizontal A3 size - 5,000 yen
- **Carry-in and setting method**: after printing and mounting, it shall be moved to the display location of the 2nd screening venue and fixed. No report will be made to the participant after completion of the setting.
- **Carry-out and discarding method**: after the 2nd screening process, removing from screening venue, then discard. Custody and return services are not provided.
- **Must fill-in content**: Please check P6.

**Vertical A1 size panel**
- PDF files need to be set to vertical size (H841 × W594).
- Printed documents must be in PDF format. (AI, PSD, JPEG and other formats are not acceptable)
- The panel must be one side. Double-side or plural boards are not acceptable.
- The “Entry Number” must be marked conspicuously at the top right of the panel.
- The printing paper will be glossy paper and using dry mounting.
- GOOD DESIGN AWARD Office will not process or modify the data. Print documents with low resolution or unclear portraits will also be printed directly, please check by yourself before apply.
- Any changes after the application deadline will not be accepted.
[Document Specification]

Please use Illustrator or PowerPoint to create printed files.

< General Considerations >
· Create an A1 vertical (H841 x W594) sized art-board.
· There is no need to set trim line and bleed size.
· The document will be borderless printing.
· Delete auxiliary lines, ruler lines and other contents that no need to printed before saving as PDF format.
· Please set the resolution of the image to 350dpi.
· Documents with low resolution or unclear portraits will also be printed directly.
· For words or pictures that cannot be removed, please keep a distance of more than 5mm from the surrounding edge area.
· PDF file do not set password.
· The printed panel may have color deviation from the computer display, monitor, etc.

<Notes for creating files in Illustrator>
· Set the color mode to CMYK.
· Please outline the text before saving as PDF.
· When using a PSD image with a transparent background as a link, the body and transparent parts may produce subtle black lines when printed. Embedding and rasterizing operations are recommended.
· Color specification require is unnecessary.

Export from Illustrator to PDF (recommended)
· Standards: None
· compatible format: Acrobat7 (PDF1.6)
· Optimization of Web display: off

<Notes for creating files in PowerPoint>
· Page size setting should be made from user Settings. (H84.1 cm x W59.4 cm)
In addition, the following Settings are recommended for documentation.

Use Microsoft PowerPoint to create Print File Settings
1. Open [Options] from [File].
2. Click [Advanced], [Image Size and Quality ]
· Select “Do not compress images in file”
· Set the “Default resolution” to “330dpi or higher”
· If you use Microsoft Legal add-ons/features to convert PDF, the quality of photos and images will be reduced to 200dpi automatically, please do following Settings.
  Setup methods for converting using Cube PDF free software
· Document type (standard: PDF)
· Version (standard: 1.7)
· Resolution (standard: 600dpi)

Horizontal A3 material papers
The PDF document will be printed to a horizontal A3 size (H297×W420mm) white overlay paper.
Please keep only Entry Number and the name of the entry on the cover.
The content of the dataset (excluding the cover) should be limited to 10 single pages.
Single side printing with staples on the left.
· Printed documents must be in PDF format. (AI, PSD, JPEG and other formats are not acceptable)
· Print factory will use Adobe Reader for document validation.
· GOOD DESIGN AWARD Office will not process or modify the data. Documents with low resolution or unclear portraits will also be printed directly.
· Any changes after the application deadline will not be accepted.

[Notes]
· Please only keep the Entry Number and the name of the entry on the cover. Do not place other materials or pictures on the cover.
· Please put page numbers without the cover.
Installation / Dismantlement

**[Schedule]**

<table>
<thead>
<tr>
<th>Time</th>
<th>Carry-in for forwarder</th>
<th>Carry-in for applicant</th>
<th>Preparation</th>
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<tbody>
<tr>
<td><strong>August 17</strong></td>
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<td>10:30 - 13:00</td>
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<td>13:00 - 15:30</td>
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<td>15:30 - 18:00</td>
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<td>18:00 - 19:00</td>
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<td><strong>August 18</strong></td>
<td>2nd Screening Panel (closed)</td>
<td>Undisclosed Screening</td>
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<tr>
<td><strong>August 19 - August 20</strong></td>
<td>2nd Screening Panel (closed)</td>
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<td><strong>August 21</strong></td>
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<td>Carry-out accomplished 17:00</td>
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**Carry-in/out for applicants**

Please come to the venue according to the below time zone:

**Carry-in: August 17**
1. 10:30 ~ 13:00;
2. 13:00 ~ 15:30;
3. 15:30 ~ 18:00;
4. 18:00 ~ 19:00 (For Vehicles)

**Carry-out: August 21**
1. 09:30 ~ 10:00 (For Vehicles);
2. 10:00 ~ 12:00;
3. 12:00 ~ 14:00;
4. 14:00 ~ 16:00

*Please come to the venue strictly for carry-in/out according to the above time zone, and actively cooperate with the arrangements of the organizer.

*Only applicants who have obtained the Carry-in/out Vehicle Pass issued by the organizer can drive in and enter the venue while showing the vehicle pass. (Maximum vehicle carrying capacity 45t)

*Vehicles entering the venue should move after confirming the safe driving route. Please follow the instructions of the staff on site. After the unloading is completed, please leave immediately.

[Requesting assigned forwarder to install and dismantle your entries]

For applicants from abroad the forwarder assigned by Good Design Award Office can be requested to install and dismantle the display items. Please check the detailed information about this service (P21 ~ ).
[Measures to prevent COVID-19 transmission]

In order to prevent intensive contact in the venue, organizer set the following measures based on the "Aichi Sky Expo COVID-19 Infection Prevention Guide" (August 5, 2020) developed by Aichi International Convention & Exhibition Center Co., Ltd. and please cooperate actively.

1. Organizer will divide the time zone for carry-in and carry-out in advance. Please come to the venue according to the specified time. In addition, please ensure that the minimum of people for carry-in and carry-out operations.

2. Please check your temperature in advance. If the following conditions exist, organizer will refuse to enter the venue. The same applies to staff and juries.
   - Fever above 37.5°C.
   - Accompanied by cough, dyspnea, body burnout, sore throat, nasal discharge, nasal congestion, impaired taste and smell, eye pain and conjunctival congestion, headache, Symptoms of joint and muscle pain diarrhea, nausea and vomiting
   - Within two weeks, have visited countries or regions where the infection continues to expand.

   The organizer will set up the health checkpoint at the entrance and exit (to confirm body temperature and the presence of the above symptoms). Those who have the above symptoms will be denied admission.

3. Wear a mask when entering venue. If there is no mask, GOOD DESIGN AWARD Office will refuse entering venue. Disinfectant will also be placed at each entrance of venue. Please actively disinfect your hands. In addition, all office staff in venue will wear mask.

4. In carry-in and carry-out operation and the screening process, all or part of doors and windows of venue will be opened for ventilation. Applicant are advised to take adequate measures to ensure that their display items will not be tipped over by ventilation. GOOD DESIGN AWARD Office will not take any measures against wind.

5. After carry-in and carry-out, please leave the venue quickly, stay in venue is not allowed.

6. Please consider the FORWARD service of carry-in and carry-out.

[Access to the venue]

Venue: AICHI SKY EXPO B・C・D Hall  5 minutes in walking distance from Centrair International Airport Terminal
5-10-1, Centrair, Tokoname-shi, Aichi, 479-0881 Japan  TEL : 0569-38-2361

- **By car** (Please check P16)
  Approx. 40 minutes from Nagoya. 1 minute from the airport to the venue via Rinku Honsen Toll Gate.

- **By train** [Meitetsu Line] Meitetsu Nagoya Station →→→ (μSKY 28 minutes / Express 35 minutes)
  →→→ Central Japan International Airport Station

- **Parking Guide** (All parking areas around AICHI SKY EXPO will charge a fee)
  AICHI SKY EXPO Parking: Standard, 3384; Large and Medium, 63 (24 hours only)
  Standard 800JPY / 1 DAY; Large and Medium 1,900JPY / 1 DAY
[About entrance to and exit from the screening venue]

1. About the screening venue
   The screening venue is at AICHI SKY EXPO, B, C, D Hall. Please confirm the location of the screening venue in advance to make the entrance more smooth.

2. Route for carrying in/out by car
   Please find the back side of "Carry in/out Vehicle Pass" for the details.

3. Carry-in/out Vehicle Pass
   For carrying in/out, an applicant can have one vehicle (with maximum load capacity no greater than 45t) driving into the venue. When entering the venue, please put the Carry-in/out Vehicle Pass distributed by the organizer on an evident place where it’s easy to see it from the front glass. One applicant will get one pass in advance. Vehicles without the pass cannot enter the venue.

4. Entry Pass
   Please make sure to bring the Entry Pass when you carry in/out, install and dismantle the display items of your entries. Five Entry Passes will be distributed to each applicant by the organizer in advance.
   If you wish for additional passes, please apply for it by July 30 and you will get it from "Entry Pass Counter" of C Hall by August 17.

5. Other points to note
   Applicants shall take responsibility for the installation and dismantlement of the display items of the entries. Organizer can’t look after the display items of the entries and the packaging materials. (The service from the assigned forwarder is one alternative.)
   Please be punctual in carrying in/out the display items, following the time designated by the organizer. In case of congestion, please follow the staff’s instructions.
In order to prevent intensive contact in the venue, Organizer will divide the time zone for carry-in and carry-out in advance. Please come to the venue according to the time zone.

Things to prepare in advance:
1. Entry Number  
2. Entry Pass  
3. Subject Entry (Display item)  
4. Mask

Display location is allocated to each subject entry according to the entry number. Please be sure to check the entry number from the entry site. The location for your entry will be released on the website at the head of August.

Process from reception to display
Subject entries shall be carried in and installed following the process below.

Check the Entry Number and head for the Reception Counter of the Unit
Entry Number G010012 --> Reception Counter of Unit 01 *Please refer to the number here.

Entrance Check at the Reception Counter of the Unit
*Confirm the entry number and name of the business owner

Display the subject entry
*To avoid losses, please ensure to attach a sticker to show the entry number to your entries.

Confirm the display conditions and points to note together with the staff
*For those who display with video equipment, please give the operation manual to the staff.

Get the confirmation form of installation at the reception counter
*The confirmation form is necessary for dismantlement. Please keep the form until dismantlement.

[Points to note about installation]
-Please check P15 [Measures to prevent COVID-19 transmission]
-Please do not lend your pass to others.
-Photo shooting in the venue is strictly prohibited, except at the photo booth area.
-We cannot keep packing materials in the venue. Please take them away with yourself. If the applicants leave the packaging material in the venue, the organizer will dispose of it and charge a disposal fee later (per entry 5,500JPY tax included).
-If you want to use the forwarder service, please check P21 ～.
-Delivering the display items of the subject entries directly to the venue is NOT allowed.
-In the case of carrying in by vehicles, please follow the staff’s instructions and carry in in order.
-Please bring any necessary tools for your installation with yourself.
-We cannot supply electricity for the tools. Please bring the battery type tools.
-Please be careful, not to get heat stroke.
Dismantlement  August 21 9:30 ~ 17:00

In order to prevent intensive contact in the venue, Organizer will divide the time zone for carry-in and carry-out in advance. Please come to the venue according to the time zone.

Things to prepare in advance:
① Entry Number  ② Entry Pass  ③ Confirmation form of installation  ④ Mask

Process from reception to dismantlement

Subject entries shall be carried out and dismantled following the process below.

Check the Entry Number and head for the Reception Counter of the Unit
Entry Number G010012 → Reception Counter of Unit 01
*Please refer to the number here.

Entrance Check at the Reception Counter of the Unit
*Confirm the confirmation form of installation

Carry out the subject entry

Points to note about dismantlement
- Please check P15 [Measures to prevent COVID-19 transmission]
- Photo shooting in the venue is strictly prohibited, except at the photo booth area.
- In the case of carrying out by vehicles, please follow the staff’s instructions and carry out in order.
- Please bring any necessary tools for your installation with yourself.
- The electric power supply will stop electrifying at 16:00 for those who have applied for it.
- We cannot supply electricity for the tools. Please bring the battery type tools.
- We cannot keep packing materials in the venue. Please take them away with yourself. If the applicants leave the packaging material in the venue, the organizer will dispose of it and charge a disposal fee later (per entry 5,500JPY tax included).
Management for entry and venue

1. About display
   1) Display location decision
      The location of the display will be decided by the organizer, and participants will be notified in early August.

   2) Preparation for display
      Participants application for display space, exhibition tables, power supply and other display items on the Entry Site, will be completed before the participant carry-in. However, the cable network connection will be completed by the morning of the carry-in day.

   3) Attention about display
      - Due to ventilation measures, carry-in, carry-out and screening days, the venue will be ventilated.
      - For displaying items that may be dumped, please prepare your own anti-dumping measures. The organizer will not respond to anti-dumping measures to each work.
      - There will be no wall in the display space.
      - The display table prepared by the organizer should not be modified. If the table is damaged by punching or adhesive, the participant shall bear the cost of repair.
      - All the lighting above the venue will be turned on.

2. Display protection and responsibility
   - The participant shall be responsible for the damaged, lost and stolen works during the period of carry-in and carry-out, and the organizer shall be responsible for the non-public period such as screening day.
   - Participants shall abide by the carry-in and carry-out time set by the organizer. Be careful in the process of carry-in and carry-out process and strive to prevent accidents.
   - The organizer shall not be held responsible for any damage or accident caused by natural disaster or other uncontrollable factors.
   - During the display and placement process of participants, the organizer has the right to restrict, suspend or require participants to take measures to prevent accidents when they judge the risks from the perspective of preventing accidents.
   - The organizer has the right to change the display method of the participants if finds that there are safety hazards.
   - Participants shall bear their own responsibility for accidents caused by their own actions.

3. Responsibility of participants
   The organizer will not be responsible for any problems arising from the intellectual property, quality, performance, safety or other construction of the works, participants shall bear relevant responsibilities.

4. Compliance and change of regulations
   Participants and persons associated with participants must comply with the provisions set forth in this Guide. In addition, in case of special circumstances, the organizer will make changes to the relevant regulations.

5. Other provisions
   During the display process, participants must observe the following rules. In case of any violation of the regulations, the organizer will immediately suspend the relevant activities.
   1) The display must be conducted within the scope of the prior application.
   2) The volume of audio equipment must be set below 60phon.

6. Security maintenance of the venue
   1) For the wastes, bundles and packaging materials, corrugated boxes, etc. generated by the carry-in and carry-out process, the participants must take them away from venue by themselves. If any irrelevant items are found in or around the booth, the organizer will take them back and discard them. In the future, the organizer will ask for a fee (¥5500 for each item).

   2) Restoration of display space
      Participants have until 17:00, August 21, to restore their display space and related equipment to their pre-relocation status. If the restoration is not completed, the organizer will carry-out the restoration on behalf of the participants at participants own expense.
      * The display tables and electrical equipment prepared by the organizer will be removed by the organizer.

7. Photographing and video recording in the venue
   No photographing, video recording or recording in the venue (Photos are only allowed in the special souvenir photo area). If you want to confirm the setting of the entry, make sure you don't include other entries in the photo.
Next steps after the 2nd screening

[Until the notification of the 2nd screening results]
The results of the 2nd screening will be notified as from 13:00(JST) on September 4 on your Entry Site account. The entries passed 2nd screening are to be “GOOD DESIGN AWARD 2020 winners” as from October 1, the day of announcement of award winners. The days during September 4 to 30 are lead time for the award announcement. Applicants are requested to hold back to release the result before October 1, official announcement date.

During September 4 to 11, all the requisite for online gallery and Yearbook shall be registered on the Entry Site.

[After the announcement of award winners]

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1</td>
<td>Announcement of award winners (GOOD DESIGN AWARD, BEST100) *For press only)</td>
</tr>
<tr>
<td>Oct 8</td>
<td>GOOD DESIGN BEST100 Designer’s Presentation &amp; Special Awards Screening Panel</td>
</tr>
<tr>
<td>March, 2021</td>
<td>Publication of the Yearbook</td>
</tr>
</tbody>
</table>

For GOOD DESIGN BEST 100 Recipients
Among all the GOOD DESIGN AWARD-winning objects of the year, 100 designs considered to show the way to the life, industry, and society of the future and to be pioneering designs for tomorrow will be chosen as the GOOD DESIGN BEST 100. The BEST 100 winners can not only go through the screening for the Special Awards, but also get exposure in many promotional activities. Besides, complimentary “GOOD DESIGN BEST 100” trophy will be presented. If your entries are selected, your cooperation will be highly cooperation.

Participate in the “GOOD DESIGN BEST 100 Designers’ Presentation”
All the GOOD DESIGN BEST 100 recipients are requested to give a presentation at a presentation event called the “GOOD DESIGN BEST 100 Designers’ Presentation” held on October 8 at Tokyo Midtown Conference. This presentation is one part of the screening for the Special Awards.

GOOD DESIGN AWARD Certificate
[Presented with compliments one certificate per one award winning item]
The certificate will record the name of the awarded item, the name of the awarded company, the name of the director and designer. The organizer will send it to your registered address by EMS at the middle of November. We hope you will make good use of it in promotional activities.

Yearbook [GOOD DESIGN AWARD 2020]
[Presented with compliments one book per one award winning item]
The awarded designs each year are published in the Good Design Yearbook “GOOD DESIGN AWARD”. This is not only a public record of that year’s Good Design Award, but a document that archives the present state of design for posterity. It is a world-class design yearbook.
Guide of the forwarder service

Requesting assigned forwarder to install and dismantle your entries
For applicants from abroad the forwarder assigned by Good Design Award Office can be requested to install and dismantle the display items.
GOOD DESIGN AWARD 2020 official assigned forwarder, Kintetsu World Express Sales, Inc. (KSI) will provide the below service:

1. Courier service (DHL/FEDEX/UPS/OCN/TNT/EMS/SF... etc)

Deadline for Quotation Request Form: 2020, July 17 (JST)
Please complete and send Quotation Request form (Excel data) by email: gmark2020@kwe.com

Deadline for cargo arrival: 2020, August 3 (JST)

[Download]
Quotation Request Form:
http://download.g-mark.org/data/2020/quotati0nrequest_form2020.xls

Shpr's Invoice Blank Form:
http://download.g-mark.org/data/2020/shprsinvoiceblank_form2020.xls

2. General cargo service

Deadline for Quotation Request Form: 2020, July 13 (JST)
Please complete and send Quotation Request form (Excel data) by email: gmark2020@kwe.com

[Download]
Quotation Request Form:
http://download.g-mark.org/data/2020/quotati0nrequest_form2020.xls

Shpr's Invoice Blank Form:
http://download.g-mark.org/data/2020/shprsinvoiceblank_form2020.xls
SHIPPING INSTRUCTION

GOOD DESIGN AWARD 2020
-SECOND SCREENING-

DATES: 18th/Tue, Aug – 20th/Thu, 2020

VENUE: Aichi Sky Expo

Kintetsu World Express Group
Kintetsu World Express Sales, Inc.
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Kintetsu World Express Sales, Inc.
Introductions

Official Customs Broker and Freight Forwarder

Kintetsu World Express Sales Inc. (KSI) which is representative of Kintetsu World Express Inc. (KWE), will provide its services as a Professional Freight Forwarder and the Customs Broker for the second screening of GOOD DESIGN AWARD 2020 organized by Japan Institute of Design Promotion (JDP). KSI will offer the following services:
* Door-to-door movements of exhibition cargo worldwide through its network
* Customs clearance both of import and re-export
* Coordinating and supervising for inbound and outbound goods to and from the screening site (special arrangement of loading, unloading, storing)
* Arrangement for return to your specified destination

Both Japan Customs and government authorities have specific criteria for imports and exports. KSI will provide pre-exhibition, on-site and post-exhibition assistance for every exhibitor to meet these specific requirements.

For further details, please contact KSI representative listed below;

Kintetsu World Express Sales, Inc.
Exclusive Logistics Sales Dept.
Event Logistics Sales Team,
TDS Mita Bldg, 2-7-13 Mita, Minato-ku, Tokyo 108-0073, Japan
Tel:+81-3-5443-9455, Fax:+81-3-5443-9457
Attn: G-Mark 2020 Team
E-mail: gmark2020@kwe.com
1. Deadlines

<table>
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<th>For Quotation Request Form</th>
<th>17th(Fri)/Jul,2020 (JST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Cargo Arrival</td>
<td>3rd(Mon)/Aug,2020 (JST)</td>
</tr>
</tbody>
</table>

Advance payment only and the payment must be done by 3 days after the invoice date.

2. Shipping Invoice Instruction

**Shipper**
Applicant's (Your company) name and address

**Consignee**
Japan Institute of Design Promotion (Company ID: 9010405009619)

**Notify party**
Kintetsu World Express Sales, Inc.
5th Fl., TDS Mita Bldg., 2-7-13 Mita, Minato-ku, Tokyo 108-0073, Japan
Tel: +81 3 5443 9455 / Fax: +81 3 5443 9457
Attn: G-Mark 2020 Team

**Delivery address**
Kintetsu World Express Sales, Inc. c/o Toyo Logistics
18-16, 11go-chi, Handa-shi, Aichi, 475-0831 Japan

3. Courier waybill Instruction

**Shipper**
Applicant's (Your company) name and address

**Shipping to:**
- **Company Name:** Japan Institute of Design Promotion
- **Address 1:** c/o Kintetsu World Express Sales, Inc.
- **Address 2:** 18-16, 11go-chi
- **cargo service user (Air/Ocean):** Handa-shi, Aichi
- **Postal Code:** 475-0831
- **Country:** Japan
- **Attn:** G-Mark 2020 Team
- **Tel:** +81 3 5443 9455

**Delivery term**
- **DDP (Freehouse) ← IMPORTANT!!!**
- (Japan duty/tax must be paid by the shipper)
- *We (KSI) will not receive your packages if the terms is not correct.

4. Packing / Marking ((IMPORTANT !!!))

All exhibitors will be requested to prepare packing by individual category respectively mentioned below, depending on types of Japanese Customs entry.
- *ATA CARNET*
- *PERMANENT IMPORT (Imposed Duty & Tax)*

<Most Important>
All the Crates and Boxes must be marked on the top and side with our label. (Page 14)

*We do not accept "No Mark" cargo shipment. Marks must be mentioned in a B/L or its attached sheet.*
5. Notice for the Installation  ((IMPORTANT !!! ))

*For the applicants who ordered KSI's installation service for your exhibits.

Photos of Installation instruction
* Please prepare your installation sample by photo – image and send it with your exhibits.
  The installation image should be according to the size limit of your booked booth.
* KSI's installation works just put the products on display booth without special tools.

*If you need to use Electricity supply, please contact organizer (JDP) directly.
And please check your socket and voltage for sure. There is possibility, it does not match Japanese standard type.

Photo of the Installation image
* Please take it from above.

Notice
The organizer “JDP” will use glue for display on the panel.
Therefore, there is a possibility that it will be damaged when we remove it.

6. Remarks

■Courier User REMARKS:
1) The warehouse will be available from 13th/July, 2020 to 3rd/Aug, 2020 and must follow this deadline.
   *On Saturday, Sunday, or other Japanese public holiday, the warehouse will be closed.

2) Unaccepted Items:
   Live animals or any other animal products. Especially which is relevant to the CITES (the Washington Convention)
   Alcohol products, tobacco, foodstuff, beverage, plants and seeds, pet medicines, pet cosmetics,
   Pharmaceuticals, drugs, cosmetics, chemicals, human remains,
   Arms and explosives are subject to Japan import restrictions. These items should not be imported.

3) We(KSI) will not compensate for any reason other than damage due to the accident during our operation.

Please send us the Invoice copy with e-mail prior,
and Courier (DHL/FedEx/UPS/OCN/EMS/SF...etc) Job/BL SHEET copy before shipping out.

Issued by Kintetsu World Express Sales, Inc.
7. Handling Tariff for Courier Shipment

**As total measurement should be under 1cbm / total gross weight 100kg**

The Chargeable Weight will be calculated as the actual weight (Gross Weight) or the Volumetric Weight (5000 cubic centimeters per kilogram) of the shipment, whichever is the greater. (5000 cm³/kg = 200 kg/m³)

\[
\text{ex) } L50 \times W50 \times H50(\text{cm}) / 5,000 = C/W 25kgs
\]

**<Move In>**

1. From the warehouse to the site on the move-in day
   - 1) Minimum Charge (Min:25kgs/Piece) JPY 3,000
   - *Additional charge over 25kgs/piece JPY 1,000/10kgs
   - *ex) 5kgs x 3pcs(boxes) = JPY 9,000
   - *ex) 70kgs x 1pc(box) = JPY 8,000
   
   Calculate : JPY3,000(min) + JPY5,000(add 45kgs as under 50kgs)

2. Installation (unpack, display) JPY 2,000 per GDA (Good Design Award) entry

2. Handling Fee (administration, correspondence) JPY 14,000 per consignment

**<Move out>**

3. From the site to the warehouse after the screening
   - 1) Minimum Charge (Min:25kgs/Piece) JPY 3,000
   - *Additional charge over 25kgs/piece JPY 1,000/10kgs
   - 2) Dismantle and repack JPY 2,000 per GDA entry

4. Handling Fee (administration, correspondence) JPY 14,000 per consignment

5. Storage Fee for Exhibits (Incl.Move-in&out charge at the warehouse & empty case storage service during the screening)
   - 1) Minimum Charge (Min:25kgs) JPY 4,500
   - *Incl.Agency Fee
   - *Additional charge over 25kgs/piece JPY 500/10kgs
   - *ex) 70kgs x 1pc(box) = JPY 7,000
   
   Calculate : JPY4,500(min) + JPY2,500(add 45kgs as under 50kgs)

**<Others>**

6. Handling Fee for return (Document preparation fee, etc.) JPY 3,000 per consignment

7. Disposal Fee (after the screening)
   - 1) Minimum Charge (Min:25kgs) JPY 2,500
   - *Incl.Agency Fee
   - *Additional charge over 25kgs/piece JPY 1,000/10kgs
   - *ex) 70kgs x 1pc(box) = JPY 7,000
   
   Calculate : JPY2,500(min) + JPY5,000(add 45kgs as under 50kgs)

8. Urgent Fee (Applicable for Shipment Arrived after the Deadline.) JPY 10,000 per entry

9. Insurance Fee (For KSI's domestic handling / Except during the screening.)
   - *Exhibit's value (JPY) x 0.5% = Insurance Fee (JPY) ( Minimum ¥3,000 )
   - *If any

*If you need the domestic transport in Japan after the screening, please consult with us.

**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) Extra Packing Charge
4) Special labor and Equipment Charge
5) Air Freight, and Courier fee
6) Any other special handling requirement from the exhibitor
7) Return Cost
8) All the items on this tariff are 10% of consumption taxable items. It will be charged additionally.
<Payment term>

We only accept all charges in Japanese Yen (JPY) with advanced payment. You can choose Bank Transfers or Credit card with Paypal.
Payment due date: 3 days after the invoice date.
*Will not handle your shipment if your payment has not been confirmed.
*It is unable to refund after receive your payment.
Transport term: **DDP condition must be required. (Import Duty and Tax must be paid by the Shipper)**

**Bank Information**
Name of Beneficiary Bank: MUFG Bank Ltd.
Yaesudori Branch / Swift BIC: BOTKJPJT
Name of Beneficiary: Kintetsu World Express, Inc.
Beneficiary's Account (Saving) No.: 0080944

**Paypal Information**
VISA / Master Card / JCB / AMEX / Union Pay are available.
*Paypal handing charge shall be applied.
(Total amount x 4.1% + JPY40)

Issued by Kintetsu World Express Sales, Inc.
We only accept all charges in Japanese Yen (JPY) with advanced payment. You can choose Bank Transfers or Credit card with Paypal.

Payment due date: 3 days after the invoice date.

*Will not handle your shipment if your payment has not been confirmed. *It is unable to refund after receive your payment.

Transport term: DDP condition must be required. (Import Duty and Tax must be paid by the Shipper)

Bank Information

Name of Beneficiary Bank: MUFG Bank Ltd.

VISA / Master Card / JCB / AMEX / Union Pay are available.

Yaesudori Branch / Swift BIC: BOTKJPJT *Paypal handing charge shall be applied.

Name of Beneficiary: Kintetsu World Express, Inc. (Total amount x 4.1% + JPY40)

Beneficiary’s Account (Saving) No.: 0080944 Issued by Kintetsu World Express Sales, Inc. 7
As our first notice, KSI will not be able to handle following items.

**Unaccepted items:**
Live animals or any other animal products. Especially which is relevant to the CITES (the Washington Convention)
Alcohol products, tobacco, foodstuff, beverage, plants and seeds, pet medicals, pet cosmetics, pharmaceuticals, drugs, cosmetics, chemicals, human remains, arms and explosives are subject to Japan import restrictions. These items should not be imported.

*Leather items need to be make sure of their scientific name strictly.
Please make it clear in advance.

### Documentation

The following shipping documents in English are required by the Japanese Government for import, re-export customs clearance.

<table>
<thead>
<tr>
<th>Items</th>
<th>Sea Freight</th>
<th>Air Freight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Surrendered B/L or Air Waybill</td>
<td>One (1) copy</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Invoice (From JDP/ Excel Form)</td>
<td>One (1) copy</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Packing List (From JDP/ Excel Form)</td>
<td>One (1) copy</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Insurance Policy (If any)</td>
<td>One (1) copy</td>
<td>One (1) copy</td>
</tr>
<tr>
<td>Catalogue or specifications of exhibits</td>
<td>One (1) copy</td>
<td>One (1) copy</td>
</tr>
</tbody>
</table>

*Please send us the detailed pictures of the exhibits for our smooth custom clearance procedure.

*Invoice/Packing List: Please use our Excel form provided from JDP, and mention specified name, its material, quantity and price.
It's important to provide customs with a money value. They will not accept no commercial valued.

*Please do not put any other items not listed on the Invoice.

*Forward all the documents listed above to KSI via Email below at least **10days prior to arrival** of the shipment in Japan.
Email: gmark2020@kwe.com

### Notice for the Clearance

*If you have a plan to ship your goods back, please try to ship with ATA CARNET. Because on the point of Export Trade Control Order law in Japan, it helps you to ship your goods back smoothly. (Invalid for the courier)

*The material (quality) on items on the invoice must be written to check at the clearance.

*For Sea Freight: Shipment by DIRECT Surrender B/L or SEA WAY B/L.

*The items on invoice must be noted definitely and the applicable catalogues/photos of the items should be forwarded to us before arrival of the shipment.

*In case of the container shipment, the X-Ray for inspection will be done before the clearance.

*Do not put in the case which is not mentioned in the invoice.

*The documentation (invoice/packing list, etc.) for the customs clearance must be prepared by the exhibitor.

*Even if the cargo is damaged or the transportation is delayed by unexpected disasters or accidents, the organizer(JDP) or the official forwarder(KWE/KSI) assumes no responsibility.

*Aichi Sky Expo is not declared as a Bonded Area.

*All shipment except ATA Carnet, you have to pay IMPORT DUTY&VAT for Japan customs.
**Packing/Marking**

All exhibitors will be requested to prepare packing by individual category respectively mentioned below, depending on types of Japanese Customs entry.

*ATA CARNET
*PERMANENT IMPORT (Imposed Duty & Tax)

<Most Important>

All the Crates and Boxes must be marked on the top and side with our label. (Page 14)

*We do not accept "No Mark" cargo shipment. Marks must be mentioned in a B/L or its attached sheet.

**Fumigation**

When using wooden packaging materials for import of freight from abroad, please get heat treatment.

Heat-treated packaging materials must clearly display the mark as shown below. Approval to use this mark is issued by the National Plant Protection Organization (NPPO) of an exporting country or by an organization officially recognized by the NPPO.

<table>
<thead>
<tr>
<th>I</th>
<th>P</th>
<th>P</th>
<th>C</th>
<th>XX−000</th>
<th>YY</th>
</tr>
</thead>
</table>

**IPPC**: Abbreviation of "International Plant Protection Convention "
XX: International Standardization Organization (ISO) two letter country code
000: Wood packing producing enterprise code approved by official plant quarantine authorization in exporting countries of territories
YY: Phytosanitary treatment: Methyl Bromide Fumigating=MB, Heat Treatment=HT

**Notice for the Installation ((VERY IMPORTANT !!! ))**

Photos of Installation instruction
* Please prepare your installation sample by photo – image and send it with your exhibits.
The installation image should be according to the size limit of your booked booth.
* KSI’s installation works just put the products on display booth without special tools.

*If you need to use Electricity supply, please contact organizer directly.
And please check your socket and voltage for sure. There are possibility, it does not match Japanese standard type.

**Photo of the Installation image**
* Please take it from above.

**Notice**
The organizer “JDP” will use glue for display on the panel.
Therefore, there is a possibility that it might be damaged when we remove it.
All documents such as the Bill of Lading, Master Air waybill, Invoice and Packing List must show the consignee and the notify as indicated below.

**Consignee:**
Japan Institute of Design Promotion  
5th Fl, Midtown Tower, 9-7-1 Akasaka, Minato-ku, Tokyo 107-6205 Japan  
TEL: +81-3-6743-3777

**Notify Party:**
Kintetsu World Express Sales, Inc.  
Exclusive Logistics Sales Dept.  
Event Logistics Team.  
TDS Mita Bldg, 2-7-13 Mita, Minato-ku, Tokyo 108-0073, Japan  
Tel: +81-3-5443-9455, Fax: +81-3-5443-9457  
Attn: G-Mark 2020 Team  
E-mail: gmark2020@kwe.com

Please note:
"In the event of any damage to the package of the Sender (Exhibitor), accountability due to the difference between the notified package and the actual shipment, cancellation of exhibition due to delay of the shipment, and liability for compensation for any other reason, the Organizer shall not be liable in any way for any damage, increase in costs, or any other problems arising as a result thereof.

### Deadlines

<table>
<thead>
<tr>
<th>For Quotation Request Form by Email</th>
<th><strong>13th(Mon)/Jul, 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For shipping documents by E-mail</td>
<td><strong>For cargo arrival at the destination port</strong></td>
</tr>
<tr>
<td>Sea Freight (LCL)</td>
<td><strong>16th(Thur)/Jul, 2020</strong></td>
</tr>
<tr>
<td>Air Freight</td>
<td><strong>21st(Tue)/Jul, 2020</strong></td>
</tr>
<tr>
<td></td>
<td><strong>27th(Mon)/Jul, 2020</strong></td>
</tr>
<tr>
<td></td>
<td><strong>3th(Mon)/Aug, 2020</strong></td>
</tr>
</tbody>
</table>

If your exhibits will be arrived to Nagoya Port or Chubu Centrair Int’l Airport after the cargo arrival deadline, we do not guarantee to clear the import customs clearance and delivery before the screening begins.

### Insurance for international forwarding.

As the official tariff is compiled on volume of weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our charges and work is undertaken by us is owner’s risk. Therefore exhibitors must arrange a proper round-trip all risk insurance policy for their exhibits.

*Please ask us if you need the insurance for domestic transportation in Japan.

### Payment Terms

1. For import to Japan by **KWE OVERSEAS NETWORK**
   ① Sea Freight Charge/Air Freight Charge: PREPAID  
   ② Import Customs Clearance (including Duty and Tax) and In-Bound Handling Charges  
      DDP (only for KWE HAWB)

2. For re-export from Japan by **KWE OVERSEAS NETWORK**
   ① Sea Freight Charge/Air Freight Charge: COLLECT  
   ② Re-export Customs Clearance and Out-Bound Handling Charges: COLLECT on B/L or Air Waybill

3. If you use **YOUR OWN FORWARDER** (not-KWE overseas network & Express Service), we only accept all charges in advance payment by bank remittance. And Sea Freight Charge/Air Freight Charge must be **PREPAID**  
   Name of Beneficiary Bank: MUFG Bank Ltd.  
   Yaesudori Branch / Swift BIC: BOTKJPJT  
   Name of Beneficiary: Kintetsu World Express, Inc.  
   Beneficiary’s Account (Saving) No.: 0080944

Acceptable currency: Japanese Yen(JPY) only.  
Please note: We(KSI) will not handle your shipment if your payment has NOT been confirmed.  
It is unable to refund after receive your payment.
# Freight Handling Tariff For General Cargo

The tariffs listed below are charged per exhibitor and/or per declaration.

## 1. Customs Entry

<table>
<thead>
<tr>
<th>Item</th>
<th>Import to Japan</th>
<th>Export from Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value JPY 200,000 or over 2HS code</td>
<td>JPY 11,800 per entry</td>
<td>JPY 5,900 per entry</td>
</tr>
<tr>
<td>Value JPY 200,000 under 2HS code</td>
<td>JPY 8,600 per entry</td>
<td>JPY 4,200 per entry</td>
</tr>
<tr>
<td>Additional sheet per 4HS code per import</td>
<td>JPY 11,800 per sheet</td>
<td>-</td>
</tr>
<tr>
<td>Additional sheet per 5HS code per export</td>
<td>-</td>
<td>JPY 5,900 per sheet</td>
</tr>
<tr>
<td>ATA CARNET</td>
<td>JPY 7,800 per carnet</td>
<td>JPY 4,200 per carnet</td>
</tr>
<tr>
<td>Airport Terminal Charge</td>
<td>JPY 45 per kg</td>
<td>JPY 45 per kg</td>
</tr>
</tbody>
</table>

### Taxable

<table>
<thead>
<tr>
<th>Item</th>
<th>Import to Japan</th>
<th>Export from Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs operation charges</td>
<td>JPY 9,000 per declaration</td>
<td>JPY 9,000 per declaration</td>
</tr>
<tr>
<td>Documentation</td>
<td>JPY 3,000 per declaration</td>
<td>JPY 3,000 per declaration</td>
</tr>
<tr>
<td>Handling Charge</td>
<td>JPY 15,000 per shipment</td>
<td>JPY 15,000 per shipment</td>
</tr>
<tr>
<td>Screening Fee for Airfreight</td>
<td>-</td>
<td>JPY 500 per ctn / Min. JPY5,000</td>
</tr>
</tbody>
</table>

**Do not ship out ATA carnet and Consumable items under 1 BL or 1 AWB.**

Combined ATA carnet (ATA carnet with consumable list) shipment will be required cargo sorting before declaration and 2 entry and 2 declaration (ATA carnet item and permanent item) must be done. This cargo sorting fee shall be at cost.

## 2. Delivery Charge **

### <Move-in>

<table>
<thead>
<tr>
<th>In-Bound (from port/airport to site)</th>
<th>Sea Freight (LCL)</th>
<th>Sea Freight (FCL 20GP or 40GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Charge</td>
<td>Minimum: JPY 38,000</td>
<td>*** Please ask to KSI ***</td>
</tr>
<tr>
<td></td>
<td>JPY 18,000/CBM or 1,000kgs</td>
<td></td>
</tr>
</tbody>
</table>

The Chargeable Weight will be calculated as the actual weight (Gross Weight) or the Volumetric Weight (6000 cubic centimeters per kg) of the shipment, whichever is the greater. (6000 cm³/kg = 166.667 kg/m³ - ex) L50 x W50 x H50(cm) / 6,000 = C/W 20.83kg

*Above services include following charges:

1) loading on truck and transportation charges from the warehouse to the site on 16-17th/Aug,2020.
2) unloading from the truck and delivery to the booth.

**For forklift operations: JPY 10,000 per hour (Min.1hour)**

The request for using the crane, labors are negotiable. Please contact us.

### Unpacking and Installation on site (on site handing)

<table>
<thead>
<tr>
<th>Minimum Charge</th>
<th>per kg or 6,000cm³ (Air cargo)</th>
<th>Per CBM(m³) or 1,000kgs (Ocean cargo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPY 15,000</td>
<td>JPY 100 (Over minimum)</td>
<td>JPY 10,000 (Over minimum)</td>
</tr>
</tbody>
</table>

*Special & complicated operations are unacceptable.

### Repacking and dismantle on site (on site handing)

<table>
<thead>
<tr>
<th>Minimum Charge</th>
<th>per kg or 6,000cm³ (Air cargo)</th>
<th>Per CBM(m³) or 1,000kgs (Ocean cargo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPY 15,000</td>
<td>JPY 100 (Over minimum)</td>
<td>JPY 10,000 (Over minimum)</td>
</tr>
</tbody>
</table>

*Special & complicated operations are unacceptable.

### <Move-out>

<table>
<thead>
<tr>
<th>Out-Bound (from site to port/airport)</th>
<th>Sea Freight (LCL)</th>
<th>Sea Freight (FCL 20GP or 40GP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick up Charge</td>
<td>Minimum: JPY 38,000</td>
<td>*** Please ask to KSI ***</td>
</tr>
<tr>
<td></td>
<td>JPY 18,000/CBM or 1,000kgs</td>
<td></td>
</tr>
</tbody>
</table>

*Above services include following charges:

1) pick up charge at exhibition site on 21st/Aug,2020
2) loading on the truck and transportation charges to the warehouse

**For forklift operations: JPY 10,000 per hour (Min.1hour)**

The request for using the crane, labors are negotiable. Please contact us.
**3. Empty Carton, crate, pallet storage service available.**

JPY 6,000/CBM minimum 1cbm (incl. Agency Fee)

1) collection at the booth on move-in day (17/Aug,2020 - 21/Aug,2020)
2) transportation to and from warehouse
3) storing at KWE warehouse
4) delivery to the booth on move-out day

**4. Late Arrival Urgent Fee**

This fee and surcharges are charged in case that the shipment is received after the deadline.

| Late Arrival Urgent Fee (After 1-3 days) | JPY 15,000 per shipment |
| Late Arrival Urgent Fee (After 4-6 days) | JPY 20,000 per shipment |

7 days after the cargo arrival deadline, we will not be able to handle your shipment.

**5. Bank Charge**

JPY3,000 shall be levied for the payment by bank remittance. (Except: KWE World wide network user.)

**6. Following Services are NOT included in the above tariff**

1) Duty, Import Consumption Tax and Other tax
   - All shipment except ATA CARNET, you must pay IMPORT DUTY & VAT of Japanese customs.
2) Seaport Terminal Service Charge
   (CFS, D/O, drayage in harbor, storage, demurrage, THC (THC), devanning, vanning & other)
3) Application Fee for Import Procedures: Not Available. Do not put the items against the laws below.
   (Food Sanitation Law, Quarantine Law for animal, plant & Pharmaceutical Law)
4) Extra Packing Charge
5) Any other special requirement of the exhibitor
6) Inspection for the container's X-ray
7) Assortment (classification) from the container or the case for inspection
8) Analysis Handling
9) Customs overtime, Application of overtime & Overtime operation
10) Air Freight & Sea Freight for return (incl. related surcharges)
11) Marked *** on this tariff are 10% of consumption taxable items. And it will be charged additionally.
<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>EXHIBITOR NAME</th>
<th>GDA ENTRY NUMBER</th>
<th>CASE NUMBER</th>
<th>COUNTRY OF ORIGIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Empty Carton, crate, pallet storage service available.

JPY 6,000/CBM minimum 1cbm (Incl. Agency Fee)

1) collection at the booth on move-in day (17/Aug, 2020 - 21/Aug, 2020)
2) transportation to and from warehouse
3) storing at KWE warehouse
4) delivery to the booth on move-out day

This fee and surcharges are charged in case that the shipment is received after the deadline.

Late Arrival Urgent Fee (After 1-3 days) JPY 15,000 per shipment
Late Arrival Urgent Fee (After 4-6 days) JPY 20,000 per shipment
7 days after the cargo arrival deadline, we will not be able to handle your shipment.

JPY3,000 shall be levied for the payment by bank remittance. (Except: KWE Worldwide Network user.)

1) Duty, Import Consumption Tax and Other tax
2) Seaport Terminal Service Charge (CFS, D/O, drayage in harbor, storage, demurrage, CHC (THC), devanning, vanning & other)
3) Application Fee for Import Procedures: Not Available. Do not put the items against the laws below. (Food Sanitation Law, Quarantine Law for animal, plant & Pharmaceutical Law)
4) Extra Packing Charge
5) Any other special requirement of the exhibitor
6) Inspection for the container's X-ray
7) Assortment (classification) from the container or the case for inspection
8) Analysis Handling
9) Customs overtime, Application of overtime & Overtime operation
10) Air Freight & Sea Freight for return (Incl. related surcharges)

11) Marked "**" on this tariff are 10% of consumption taxable items. And it will be charged additionally.

6. Following Services are NOT included in the above tariff

5. Bank Charge **
3. Storage charges for empty cases **
4. Late Arrival Urgent Fee **