GOOD DESIGN AWARD 2021

2nd screening Guide

Installation and
dismantlement guide
# GOOD DESIGN AWARD 2021 SCHEDULE

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*The above schedule might be changed depending on the situation.*
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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 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.
[Outline of the 2nd Screening Implementation in Japan]

Venue: AICHI SKY EXPO D, E, F Hall
Installation: August 16 10:30 ~ 19:00*
2nd screening panel: August 17 ~ 19 (Closed)
Dismantlement: August 20 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 (Organizer Room, E Hall)
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 16, and be sure the cargo will arrival at the destination port before August 2.

*The forwarder can only accept the request for the service for both carry in/out. The request for only carry in service or only carry out 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 17, and GOOD DESIGN AWARD Office will notice the details at the end of July, please come to the venue according to the specified time.
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*
  *The entry of product category must submit a physical work*
  [Obligatory]

  - **A. Physical item of the entry**
  - **B. Substitute for the physical item**
    (An A1 size panel in vertical type)

- **Architecture & Construction (Unit 11, 12, 13, 14)**
  [Obligatory]

  - **C. Outline of the architecture**
    (An A1 size panel in vertical type)
  - **D. Detailed materials**
    (A3 size file in horizontal type within 10 pages)

- **Building Construction / Construction Method (Unit 11, 14)**
  [Obligatory]

  - **E. Outline of the Construction / Construction Method**
    (An A1 size panel in vertical type)

- **Building Construction / Construction Method (Unit 11, 12)**
  [Obligatory]

  - **F. Outline of the Service or System for Housing**
    (An A1 size panel in vertical type)
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. Outline of the architecture (An A1 size vertical panel)

*Architecture&Construction: Unit 11, 12, 13, 14 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/relation 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.
D. Detailed materials (A3 size file in horizontal type within 10 pages)
*Architecture & Construction: Unit 11, 12, 13, 14 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/relation 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.

E. Outline of the Construction & Construction Method (An A1 size vertical panel)
*Building Construction & Construction Method: Unit 11, 14 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.)

F. Outline of the Service or System for Housing (An A1 size vertical panel)
*Unit 11, 12 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. About the display space
Please apply for the required unit display space through Entry Site according to the actual situation of your work. Since space is limited in the screening venue, please choose the minimum display space for your work. It is strictly forbidden to exceed the requested display space. In case of exceeding the space, the organizer will remove it.

3. About the display content
As the display is for screening, there is no need to showcase your work with glamorous decorations and excessive publicity. Please make sure that your display is easy for the jury to understand the work. Please be sure to check the instructions on P5, "About the Materials to be displayed" and follow the requirements.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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. Method for 2nd screening
   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 17  For each entry, the installation, screening and dismantlement will be implemented on the time designated by the organizer.
   *The entry that chooses the official forwarder service is not eligible for Undisclosed Screening.

2. Submission of physical entry
   Please select one from the two forms of display items below, after you confirm the contents, About the Materials to be displayed (P5).

   [Submit actual product]
   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.

   [Submit substitute (A1 size panel, vertical type)]
   Architecture or any other intangible.
   *Describe the additional materials if there are any of them.

3. Installation method / Necessary space
   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] [For cars only]. 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

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

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

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

Details of the table for [Install on the table]
*No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.
*If electric supply is applied, an opening will be made for wiring, with the Top board.

[Necessary space]
Please specify and apply for the necessary space in “width×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×3m); [Table placement] 3 sections (3m×1m);
[Panel package] 1 section only (0.7m×0.35m); [Vehicles] 18 sections (3m×6m)
*The width is defined by the direction along the passage.
4. Option

[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 equipments]
If you need 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 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 16 ~ 19
- 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

[Process for 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 11, Unit 12, Unit 13 and Unit 14.

Upload period of printed files: July 9 ~ 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]

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<tr>
<td>August 17</td>
<td>2nd Screening Panel (closed)</td>
<td>2nd Screening Panel is closed, applicants are not allowed to enter.</td>
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<td>August 18</td>
<td>2nd Screening Panel (closed)</td>
<td>2nd Screening Panel is closed, applicants are not allowed to enter.</td>
</tr>
<tr>
<td>August 20</td>
<td>Carry-out for forwarder</td>
<td>In order to prevent intensive contact in the venue, please come to the venue according to the time zone pre-arranged by the organizer. Carry-out accomplished 17:00</td>
</tr>
</tbody>
</table>

■Carry-in/out for applicants

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

**Carry-in: August 16**
- 10:30 ~ 13:00
- 13:00 ~ 15:30
- 15:30 ~ 18:00
- 18:00 ~ 19:00 (For Vehicles)

**Carry-out: August 20**
- 09:00 ~ 10:00 (For Vehicles)
- 10:00 ~ 12:00
- 12:00 ~ 14:00
- 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” (May 13, 2021) 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 & carry-out operations and please ensure that conversation will be kept to a minimum.

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 jurors.
   · 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. 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 and thermometer will also be placed at each entrance of venue. Please actively disinfect your hands and confirm body temperature. In addition, all office staff in venue will wear mask, disinfect the hands and confirm body temperature.

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 D, E, F 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 → Central Japan International Airport Station
  Meitetsu Line Nagoya Station → Central Japan International Airport Station
  (μSKY 28 minutes / Express 35 minutes)

- 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, D, E, F Hall. Please confirm the location of the screening venue in advance to make the entrance more smooth. If you are entering by car, please enter through South Gate 2 and follow the instructions of the attendants.

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

*You can not park within the venue. Please move the vehicle to the Vehicle Waiting Area, as soon as the unloading is finished. And please conduct a vehicle safety check before entering the venue. Please follow the guard’s instructions when moving the vehicle.

*When carrying out, please come to Vehicle Waiting Area at first, and follow the guard’s guidance.

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 distrubuted 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 can not enter the venue. If you need Vehicle Pass, please apply for it via email (info-e@help.g-mark.org) before July 30 and organizer will send it to you by post.

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 need Entry Pass, please apply for it via email (info-e@help.g-mark.org) before July 30 and you will get it from "Entry Pass Counter” of D Hall by August 16.

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. Please make sure that the photos taken of your work do not include the work of other applicants.
- 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 5,500 JPY 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 20, 9:00 ~ 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. Please make sure that the photos taken of your work do not include the work of other applicants.
- 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 20, 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). Please make sure that the photos taken of your work do not include the work of other applicants.
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 2 on your Entry Site account. The entries passed 2nd screening are to be "GOOD DESIGN AWARD 2021 winners" as from October 20, the day of announcement of award winners. The days during September 2 to October 19 are lead time for the award announcement. Applicants are requested to hold back to release the result before October 20, official announcement date.
During September 2 to 9, all the requisite for online gallery and Yearbook shall be registered on the Entry Site.

[Announcement of award winners]

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 30</td>
<td>GOOD DESIGN BEST100 Presentation &amp; Special Awards Screening Panel</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>Announcement of award winners</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>GOOD DESIGN AWARD Ceremony (Online) / GRAND AWARD Election</td>
</tr>
<tr>
<td>2022 Mar.</td>
<td>Publication of the Yearbook</td>
</tr>
</tbody>
</table>

For GOOD DESIGN BEST100 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 BEST100. The BEST100 winners can not only go through the screening for the Special Awards, but also get exposure in many promotional activities. Besides, complimentary "GOOD DESIGN BEST100" trophy will be presented. If your entries are selected, your cooperation will be highly cooperation.

Participate in the "GOOD DESIGN BEST100 Presentation"
All the GOOD DESIGN BEST100 recipients are requested to give a presentation at a presentation event called the "GOOD DESIGN BEST100 Presentation" held on September 30 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 2021]

[Presented with compliments one book per one award winning item]
The awarded designs each year are published in the 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 official 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 2021 official assigned forwarder, Kintetsu World Express Sales, Inc.(KSI) will receive the cargoes from participants, carry them into the 2nd screening venue, open and set up, pack and carry out after the 2nd screening, discard or arrange for return.
*KSI only receive DDP terms shipments otherwise all parcels will be returned to origin with the original shipper’s responsible. We strongly recommend using major courier/express parcel service such as DHL, FedEx, UPS, OCS and TNT to ship your entry works to Japan. Do not use SF Express, EMS which can't be used DDP conditions.

Deadline for Quotation Request Form: 2021, July 16(JST)
*Please complete and send Quotation Request form(Excel data) by email: gmark2021@kwe.com
*Please note that KSI will contact you via email for further matters.

Deadline of cargo arrival to destination port of KSI: 2021, August 2(JST)

[Download]
Quotation Request Form:
https://www.g-mark.org/resources/default/download/2021/quotation_request_form_2021_en.xlsx

Delivery Instruction:
https://www.g-mark.org/resources/default/download/2021/delivery_instruction_2021_en.xlsx

Case Mark Label:
https://www.g-mark.org/resources/default/download/2021/case_mark_label_2021_en.xlsx
CONTENTS

INTRODUCTION 2
OUTLINE 3
COURIER HANDLING TARIFF 4
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CONSIGNEMENT INSTRUCTION 10
DOCUMENT INSTRUCTION 11
IMPORTANT NOTICE 12
Kintetsu World Express Sales, Inc. (KSI), which is representative of Kintetsu World Express, Inc. (KWE) is appointed as an Official International Freight Forwarder for the Second Screening of GOOD DESIGN AWARD 2021 organized by Japan Institute of Design Promotion (JDP).

KSI will be acting as not only offers freight forwarding but also coordinating the products displays and its supplemental task as well.

1. Planning and supervising for in-bound and out-bound arrangement to and from the screening site.
2. Storage before and after the screening (limited period).
3. Special arrangement for loading, storage and installation to the site.
4. Arrangement for returning to originated country.
5. Transport arrangement for local delivery upon request and disposing of wastes of inner and outer packages.

Please Contact for further details,

KINTETSU WORLD EXPRESS SALES, INC.
Exclusive Logistics Sales Dept.
TEL: +81-3-5443-9455
Contact: KSI G Mark 2021 Team
E-mail: gmark2021@kwe.com
Kintetsu World Express Sales, Inc. (KSI), which is representative of Kintetsu World Express, Inc. (KWE) is appointed as an Official International Freight Forwarder for the Second Screening of GOOD DESIGN AWARD 2021 organized by Japan Institute of Design Promotion (JDP).

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Please Contact for further details,
KINTETSU WORLD EXPRESS SALES, INC.
Exclusive Logistics Sales Dept.
TEL: +81-3-5443-9455
Contact: KSI G Mark 2021 Team
E-mail: gmark2021@kwe.com

OUTLINE

• Fill-in our “Quotation Request” form with your shipment descriptions.
  Deadline: Jul 16 (Fri), 2021

• KSI provide you our quotation and the order form according to your request

• Fill in the order form
• Put your signature on it
• E-mail to KSI.  
  Deadline: Jul 26 (Mon), 2021

• Fill in the delivery instruction
• Attach your product display picture
• E-mail to KSI
  Deadline: Jul 26 (Mon), 2021

• Settle the payment through PayPal within 3 days after the invoice issuing date
What is Paypal?? Visit web site: www.paypal.com

• Once your payment confirmed, KSI advise you to ship your packages to our warehouse

• Time to ship your product to Japan.
• Remember! Email the tracking number and the shipping invoice to KSI
  Package Arrival: Jul 19 (Mon) ~ Aug 2 (Mon), 2021

• KSI will receive and store your packages until Aug 15, 2021

• KSI will move-in your product to the venue
• KSI will assist displaying your products as per the request
**COURIER HANDLING TARIFF**

As total measurement should be under 1 cbm / Total Gross Weight 100kg.

The chargeable weight will be calculated as the actual weight (Gross Weight) or the Volumetric weight (5,000 cubic centimeters per kilogram) of the shipment, whichever is the greater. (5,000㎤/kg)

For example: \(50 \text{L} \times 50 \text{W} \times 50 \text{H} \text{cm} \div 5,000 \text{㎤} = \text{Chargeable Weight 25.0kgs}\)

**<Move-In Transfer>** from the warehouse to the venue on Aug 15.

<table>
<thead>
<tr>
<th>Minimum Charge (Min. 25.0kg per pce)</th>
<th>JPY3,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Additional charge over 25.0kg per pce</td>
<td>JPY1,000 per 10.0kg</td>
</tr>
<tr>
<td>Installation / Display</td>
<td>JPY2,000 per GDA Entry</td>
</tr>
<tr>
<td>Handling Charge</td>
<td>JPY14,000 per consignment</td>
</tr>
<tr>
<td>Exhibits Storage Fee (incl. before the Move-in date and during the screening)</td>
<td>JPY4,500 (Minimum 25.0kg)</td>
</tr>
<tr>
<td>* Additional charge for the storage fee over 25.0kgs per pce</td>
<td>JPY500 per 10.0kg</td>
</tr>
</tbody>
</table>

**<Move-Out Transfer>** from the warehouse to the venue on Aug 19.

<table>
<thead>
<tr>
<th>Minimum Charge (Min. 25.0kg per pce)</th>
<th>JPY3,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Additional charge over 25.0kg per pce</td>
<td>JPY1,000 per 10.0kg</td>
</tr>
<tr>
<td>Dismantle and Repack</td>
<td>JPY2,000 per GDA Entry</td>
</tr>
<tr>
<td>Handling Charge</td>
<td>JPY14,000 per consignment</td>
</tr>
</tbody>
</table>

**<Other Charges>**

| Handling Fee for return shipment | JPY3,000 per consignment |
| Disposal Fee Minimum 25.0kg after screening | JPY2,500 incl. agency fee |
| Disposal Fee over 25.0kg per pce | JPY1,000 per 10.0kg |
| Urgent Fee (After Aug 2, 2021) | JPY10,000 per entry |
| Domestic Transportation Insurance Fee Minimum JPY3,000 or Invoice value x 0.5% in JPY | |
| Photographing Service Fee | JPY1,000 per 3 shots |
| Sticking a GDA Entry number | JPY500 per pce |
| MHLW Import License application fee for Cutlery, Dishes, Toys, Baby stuff. | JPY8,000 per application |

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.
For your product shipment, please ask KSI G Mark 2021 team to send quotation request form. Fill in the following form and email us by Jul 16, 2021. KSI will email you our quotation within 3 business days.

** Exhibit value you write on the quotation request will be used for the return shipping invoice value.

---

### Quotation Request

**GOOD DESIGN AWARD 2021**

2nd Screening - Aichi Sky Expo

Kindly please send this Quotation Request by email: gmark2021@kwe.com

Kintetsu World Express Sales, Inc.

**MUST E-MAIL BY**

16th Jul, 2021

---

#### 1. Applicant’s Information

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

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Address</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Country</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>E-mail</th>
<th>Tel No.</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### 2. Exhibit’s Information (Please send the invoice if you already can fill the form.)

<table>
<thead>
<tr>
<th>No.</th>
<th>GDA Entry No.</th>
<th>Commodity Description</th>
<th>QTY</th>
<th>Currency</th>
<th>Unit Value</th>
<th>Value (¥)</th>
<th>Size L x W x H (cm)</th>
<th>Weight per package</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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<td>x x x</td>
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<tr>
<td>2</td>
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<td></td>
<td></td>
<td>0.00</td>
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<td>x x cm</td>
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<td>3</td>
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<td></td>
<td>0.00</td>
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<td>x x cm</td>
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<td>4</td>
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<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td>x x cm</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td>x x cm</td>
<td></td>
</tr>
</tbody>
</table>

* The above values will be used for insurance and for the return shipping invoice.

* Please put package information on below “5. Special Request” if it is not enough.

* The information on the above declarations will be used for re-export customs clearance and re-shipping from Japan. Therefore, please fill out the collection information.

* The value will be used for insurance and for return shipping invoice.

#### 3. Shipment to Japan using

- [ ] In-house Courier (DHL, FedEx, UPS, etc.)
- [ ] Others (Specify)
  - [ ] Do not accept SF Express and EMS

#### 4. Return Shipment/Disposal Instruction (after the screening)

- [X] Courier by DHL
- [ ] Dispose the exhibits after the screening (No return)

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Return Address</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 5. Do you need international transportation insurance for return shipment?

- [ ] Insurance required
- [ ] Not Required

#### 6. Special Request (if any)

---

PLEASE SEND THIS FORM IN EXCEL FORMAT BY THE DEADLINE DATE MENTIONED ABOVE
ORDER FORM

Once you confirm our quotation, please fill in, out your signature on it and email to KSI G Mark 2021 team by **Jul 26, 2021**. We will send you payment notice shortly.

**Kintetsu World Express Sales, Inc (KSI)**

5th Fl, TDS Mita Bldg., 2-7-13 Mita, Minato-ku, TOKYO 108-0073 JAPAN

"Kintetsu World Express Sales, Inc(KSI) is entrusted with this service as a sales agent of Kintetsu World Express, Inc.(KWE)"

Please send this "Service Order Form" to the email gmark2021@kwe.com until July 26(Mon) 2021

Exhibition Name

GOOD DESIGN AWARD 2021

August 17(Tue)-August 19(Thu) , 2021 at Aichi Sky Expo

In signing this form, I grant Kintetsu World Express, Inc. full power and authority to act as an agent and to appoint a sub-agent, where required. This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.

1. Exhibitor’s Information

| COMPANY: |
| ADDRESS: |
| CONTACT NAME: |
| DEPARTMENT: |
| PHONE: |

| TITLE: |
| EMAIL: |

2. Exhibit’s Information

<table>
<thead>
<tr>
<th>GDA Entry No.</th>
<th>Description</th>
<th>Qty</th>
<th>Currency</th>
<th>Value(FOB)</th>
</tr>
</thead>
</table>

3. Shipping Information for General Cargo

<table>
<thead>
<tr>
<th>No of Packages</th>
<th>Total Weight(kg)</th>
<th>Total M3</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>QUOTATION No.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TERMS OF PAYMENT:</th>
</tr>
</thead>
</table>

Charges for all services should be paid to Kintetsu World Express Sales, Inc. by PayPal within 3days from receipt of invoice.

Company shall make full payment to Kintetsu World Express Sales Inc within 3days from receipt of invoice. Kintetsu World Express Sales Inc shall make a claim by Paypal (Online payment system) and Company shall make full payment to Kintetsu World Express Sales Inc through Paypal with its Service handling charge in advance.

*All payments are not refundable under any circumstances.*

<table>
<thead>
<tr>
<th>TERMS AND CONDITIONS:</th>
</tr>
</thead>
</table>

This order is placed with the specific understanding that we hereby release Kintetsu World Express, Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Kintetsu World Express, Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Kintetsu World Express, Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Kintetsu World Express, Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by relevant laws and regulations in Japan.

Client Signature

I have read and agree to the terms and conditions of this Contract.

| Signature: |
| Name: |
| Title: |
| Date: |

Accepted by Kintetsu World Express Sales, Inc.

on behalf of Kintetsu World Express, Inc.

| Signature: |
| Name: |
| Title: |
| Date: |

PLEASE SEND THIS SERVICE ORDER FORM UNTIL THE DEADLINE DATE ABOVE MENTIONED!
DELIVERY INSTRUCTION

Delivery instruction with display picture needs to be email to KSI G Mark 2021 team by **Jul 26, 2021** and also put 1 copy in the parcel.
Without the instruction, KSI won’t be able to display it properly.

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<table>
<thead>
<tr>
<th>Ref No.</th>
<th>KWE use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDA No.</td>
<td></td>
</tr>
</tbody>
</table>

1. Return Shipment / Disposal Instruction (after the screening)
   - [ ] Return
   - [ ] No Return

2. Battery installation
   - [ ] Yes
   - [ ] No

3. Electric power connecting
   - [ ] Yes
   - [ ] No

4. Special Request (if any)

5. Display image

![Displayed Picture Here!](Front)
DELIVERY INSTRUCTION

Photo of installation instruction should be attached with clear indication.

SAMPLE

Please apply the electricity power supply through the Entry Site of GDA, when registering information for the 2nd screening.
SHIPPING INSTRUCTION

GDA ENTRY No.

G0000000

Stick the own GDA ENTRY No. bottom or back side of your product.

Packing

Pack one entry work into one case!! Do not put multiple works in one case !!

Marking

1. Put a case label on 2 lateral Sides of the carton.
2. We Do Not receive a parcel without Case Mark Label for security reasons.
** CONSIGNMENT INSTRUCTION **

**Courier Waybill Instruction**

All parcels must be sent with **DDP** term.

KSI only receive DDP terms shipments otherwise all parcels will be returned to origin with the original shipper’s responsible.

We strongly recommend using major courier/express parcel service such as DHL, FedEx, UPS, OCS and TNT to ship your entry goods to Japan.

**Do not use** SF Express, EMS which can’t be used DDP conditions.

Shipping Terms correction fee **JPY30,000** will be billed to the original shipper.

**Shipping Address: (on the Waybill of Express service)**

JAPAN INSTITUTE OF DESIGN PROMOTION  
C/O KINTETSU WORLD EXPRESS SALES, INC.  
WAREHOUSE / TOYO LOGISTICS CO. LTD.  
1450-2, DAINICHI-CHO, HAMANIGAWA-KU,  
CHIBA-SHI, 262-0004 JAPAN  
Attn: G Mark 2021 Team  Phone: +81-3-5443-9455

**DDP:** The shipper is responsible for delivering the goods to the above warehouse in Japan, including all costs and risks in bringing the goods to import destination. This includes all export and import duties, taxes and customs formalities.
DOCUMENT INSTRUCTION

Documents for Japan Customs Formalities

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

All the documents need to be clearly stated followings in English, and should be sent accompanied with Courier waybill.

Shipping Invoice (Following items must be written)

(A) All export items description.
(B) Each item’s country of origin, quantity, unit price, total value and its material.
(C) “Exhibition Goods / No Commercial Value”
(D) Unit price and Total Value’s Currency : (JPY, US$, €, etc.)
(E) INCOTERMS: DDP ONLY
(F) IMPORTER**:
   JAPAN INSTITUTE OF DESIGN PROMOTION
   CORPORATE ID 901040559619
(G) NOTIFY:
   Kintetsu World Express Sales, Inc.
   Attn: G Mark 2021 Team
   Phone: +81-3-5443-9455 / Fax: +81-3-5443-9457
(H) Delivery Address:
   Toyo Logistics Co., Ltd. (Warehouse)
   1450-2 Dainichi-cho, Hanamigawa-ku, Chiba-shi
   Chiba 262-0004 Japan
   Phone: +81-3-5443-9455

** Must write the importer on the shipping invoice.

Neither KSI nor Toyo Logistics Co., Ltd. will be an importer for your shipment.
1. Warehouse availability

Our warehouse will be available between Jul 19 (Mon) and Aug 13 (Fri), 2021. Our warehouse will be closed on Saturday, Sunday and Japanese public holiday.

2. Unaccepted items

Live animals, animal products, especially which is relevant to the CITES (the Washington Convention). Alcohol products, tobacco, food, beverage, plants, seed, medicals, cosmetics, pharmaceuticals, drugs, chemicals, human remains, arms and explosives are subject to Japan import restrictions. Li-ion battery may be required Material Safety Data Sheet for return shipment. Please ask KSI G Mark 2021 team for further information.

Email: gmark2021@kwe.com

3. Cargo Damage – Domestics Insurance

KSI will not compensate for any reasons other than damage due to the accident during our operation. All entrants will be charged a domestic insurance fee. International transport insurance needs to be prepared by each entrants.

4. Charges not include in our tariff

a. Japan Duty, Import consumption tax and other taxes.

b. Courier Company’s Storage Fee

c. Extra Packing material fee

d. Return shipment freight

e. Any other special handling requirement by the entrant

f. 10% Japan consumption tax

5. Payment

We only accept all charges in Japanese Yen (JPY) with advanced payment by PayPal. Visit web site: www.paypal.com

6. Transport Term

We only accept DDP terms. For any other terms of shipment, parcels will be returned to origin by the original shipper’s responsible. Terms correction fee JPY30,000 will be incurred.

7. SHIPPING FOR GENERAL CARGO (AIR & OCEAN SHIPMENT)

If your entry goods are overweight/size compared with the acceptable regulation of Courier/Express Service and need to ship as GENERAL CARGO, Please also ask the KSI G Mark 2021 team by e-mail.

We are going to answer individually with best solution and quote.