



Official Freight Forwarder of GOOD DESIGN AWARD 2021

# INTERNATIONAL COURIER SHIPMENT SHIPPING MANUAL & TARIFF



Kintetsu World Express Group

Kintetsu World Express Sales, Inc.

# CONTENTS

INTRODUCTION	2
OUTLINE	3
COURIER HANDLING TARIFF	4
QUOTATION REQUEST	5
ORDER FORM	6
DELIVERY INSTRUCTION	7
SHIPPING INSTRUCTION	9
CONSIGNEMENT INSTRUCTION	10
DOCUMENT INSTRUCTION	11
IMPORTANT NOTICE	12

# INTRODUCTION

**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](mailto:gmark2021@kwe.com)

# OUTLINE



# 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 cm<sup>3</sup>/kg)

For example: 50(L) x 50(W) x 50(H)cm ÷ 5,000cm<sup>3</sup> = Chargeable Weight 25.0kgs

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

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

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

Minimum Charge (Min. 25.0kg per pce)	JPY3,000
* Additional charge over 25.0kg per pce	JPY1,000 per 10.0kg
Dismantle and Repack	JPY2,000 per GDA Entry
Handling Charge	JPY14,000 per consignment

**<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.

# QUOTATION REQUEST

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.



## GOOD DESIGN AWARD 2021 2nd Screening - Aichi Sky Expo



Kindly please send this Quotation Request by email : [gmark2021@kwe.com](mailto:gmark2021@kwe.com)  
Kintetsu World Express Sales, Inc.

### Quotation Request

"Please add the extra pages if there is not enough for your requirement"

MUST E-MAIL BY

16th/Jul,2021

#### 1. Applicant's Information

Company Name			
Zipcode		Address	
Country			
Contact Person		E-mail	
Tel.No.		Fax.No.	

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

※Please also write **Panels or any decoration items** which doesn't have GDA number, if you are going to ship.

#### Shipping Package Information

No.	GDA Entry No.	Commodity Description	QTY	Currency	Unit Value	Value ※1	Size L x W x H (cm) ※2	Weight (kg) per package
1						0.00	x x cm	
2						0.00	x x cm	
3						0.00	x x cm	
4						0.00	x x cm	
5						0.00	x x cm	
6						0.00	x x cm	

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

※2 Please put package information on below "5. Special Request" if it is not enough.

※3 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.

#### 3. Shipment to Japan using

Int'l Courier ( DHL, FedEx, UPS, etc. )

Others ( Specify: )

※ Do Not accept SF Express and EMS.

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

Courier by DHL

Dispose the exhibits after the screening ( No return )

Zip code                      Return Address  
Name / Phone

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

※ The additional charge will be incurred by the shipping company.

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 **PayPal** payment notice shortly.

**Kintetsu World Express Sales, Inc.**  
5th Fl, TDS Mita Bldg., 2-7-13 Mita,  
Minato-ku, TOKYO 108-0073 JAPAN

**Service Order Form**

**\*\*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 From" to the email [gmark2021@kwe.com](mailto:gmark2021@kwe.com) until July 26(Mon) 2021

<b>Exhibition Name</b>	<b>GOOD DESIGN AWARD 2021</b>
	<b>=Second Screening Period=</b>
	<b>August 17(Tue)-August 19(Thu) , 2021 at Aichi Sky Expo</b>

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.

<b>1. Exhibitor's Information</b>	
COMPANY:	
ADDRESS:	
CONTACT NAME:	TITLE:
DEPARTMENT:	EMAIL:
PHONE#	

<b>2. Exhibit's Information</b>				
GDA Entry No.	Description	Q'ty	Currency	Value(FOB)

<b>3. Shipping Information for General Cargo</b>				
No of Packages	Total Weight(kg)	Total M3		

QUOTATION No. : As per the tariff in our shipping manual **In case of payment settle by Paypal, Paypal fee will occurs separately.**

**TERMS OF PAYMENT :**  
**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.

**TERMS AND CONDITIONS:**  
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.

<b>Client Signature</b> I have read and agree to the terms and conditions of this Contract.	<b>Accepted by Kintetsu World Express Sales, Inc.</b> on behalf of Kintetsu World Express, Inc.
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	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.

**GOOD DESIGN AWARD 2021**  
**Delivery Instruction**

Ref No.	<b>KWE use only</b>
GDA No.	

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

<p>Displayed Picture Here !</p>
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Front



## DELIVERY INSTRUCTION

Photo of installation instruction should be attached with clear indication.



# SAMPLE

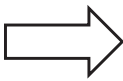
Please apply the electricity power supply through the Entry Site of GDA, when registering information for the 2nd screening.

# SHIPPING INSTRUCTION

## GDA ENTRY No.

G0000000

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




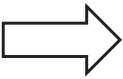
## Packing

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



## Marking

 <b>GOOD DESIGN AWARD 2021</b>	
DA ENTRY NUMBER	G0000000
COMPANY NAME	ABC Company
ASE NUMBER	1/1



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.

# IMPORTANT NOTICE

## 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](mailto:gmark2021@kwe.com)

## 3. Cargo Damage – Domestic 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** What is Paypal?? Visit web site : [www.paypal.com](http://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.