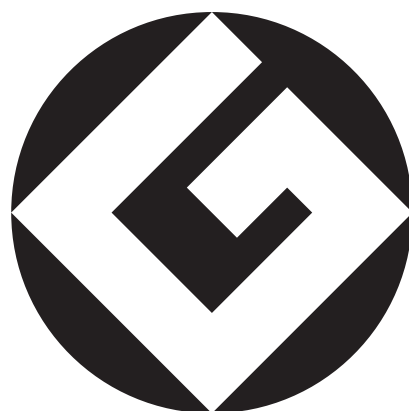


# GOOD DESIGN EXHIBITION 2025



## **GOOD DESIGN AWARD 2025**

Installation and  
Dismantlement Guide

## GOOD DESIGN AWARD 2025 SCHEDULE

Entry	April 1	Call for Entry
	May 22, 13:00 JST	Entry Deadline
	June 1	Deadline for payment of 1st screening fee
1st Screening	June 4 - 30	1st screening period
	July 1, 13:00 JST	Notification of the 1st screening results
2nd Screening	July 1 - 8, 13:00 JST	Registration Period of the 2nd screening information
	July 9 - August 25	Second screening period
	July 30	Deadline for payment of 2nd screening fee
	August 5	Installation (Venue: MAKUHARI MESSE) ❗ 2nd screening will be held in Japan
	August 6 - 8	2nd Screening Session
	August 8	Dismantlement
	August 26, 13:00 JST	Notification of the 2nd screening results
	August 26 - September 2, 13:00 JST	Registration period of the release info. & exhibition info.
	September 19	GOOD DESIGN BEST100 Presentation Special Awards Screening Session
	September 28	Deadline for payment of award package fee
Announcement	October 15, 13:30 JST	Award Announcement
	October 15 - November 5	GOOD DESIGN AWARD PR period
	November 1 - 5	GOOD DESIGN EXHIBITION 2025
	November 4	Award Ceremony
	March 2026	Publication of the yearbook
*The above schedule might be changed depending on the situation.		

## CONTENTS

01 Summary	02
02 Installation & Dismantlement	07
03 Display for Award-Winning Work	11
04 Display Package	12
05 Electricity Using	18
06 Printing Service	19
07 Display Items & Venue Management	21
08 Official Agency Service	22
Guide for Existing Applicants	23
Guide for New Applicants	32



## GOOD DESIGN EXHIBITION 2025

Congratulations on winning the GOOD DESIGN AWARD, and thank you for participating in the GOOD DESIGN AWARD with your outstanding designs.

In order to share with the public the significance of the outstanding designs that were selected after months of rigorous screening, GOOD DESIGN EXHIBITION will be held this year.

GOOD DESIGN EXHIBITION is one of Japan's largest design events that provides an insight into the annual design trends and introduces all the award-winning designs of FY2025 to the public through various exhibition spaces in Tokyo Midtown. Based on the theme of GOOD DESIGN AWARD 2025, "A Small Step, Design Leaps", we are showcasing on an overwhelming scale the design of outstanding products, services, and projects that are truly needed in today's society.

In addition to the display of award-winning works, the GOOD DESIGN STORE will be a pop-up store, offering visitors the opportunity to acquire the latest award-winning products and classic award-winning products. An exhibition of LONGLIFE DESIGN AWARD works will also be held. We sincerely hope that the winners will actively participate in the exhibition to fully and effectively showcase the excellence of their award-winning designs.

On November 4, during the "GOOD DESIGN EXHIBITION 2025," we will host an award ceremony to invite all award winners and share the joy of winning together. A dedicated photo space will also be available for commemorative photography on the day of the event. We look forward to your active participation.

**Title** GOOD DESIGN EXHIBITION 2025

**Schedule** November 1 ~ 5  
November 1, 13:00 ~ 19:00  
November 2 ~ 4, 11:00 ~ 19:00  
November 5, 11:00 ~ 18:00  
\*Stop entrance at the time of 30 minutes before closing

[GOOD DESIGN AWARD Ceremony]

\*Award winner and related persons only

November 4, 14:00 ~ 17:00

Venue: TOKYO GARDEN THEATER (1-6, Ariake 2-chome, Koto-ku, Tokyo)

<b>Organizer</b>	Japan Institute of Design Promotion (JDP)
<b>Supporters</b>	Ministry of Economy, Trade and Industry / The Small and Medium Enterprise Agency / Tokyo Metropolitan Government / The Japan Chamber of Commerce and Industry / Japan External Trade Organization (JETRO) / ASEAN Promotion Centre on Trade, Investment and Tourism / Nihon Keizai Shimbun / NHK / World Design Organization
<b>Venue</b>	Tokyo Midtown [Roppongi] (Akasaka9-7-1, Minadoku,Tokyo) - Hall [Special Awards, BEST100, GOOD DESIGN AWARD, International Partnership Awards] - Conference, Design Hub [GOOD DESIGN AWARD] - Atrium [GOOD DESIGN STORE pop-up store, LONGLIFE DESIGN AWARD]
<b>Contents</b>	GOOD DESIGN AWARD works
<b>Numbers</b>	Approx. 1000 companies (approx. 1,500 award-winning works)
<b>Visitor</b>	The relationship between manufacturing and distribution industries, sales managers, designers, engineers, journalists, government officials, and customers
<b>Admission</b>	Free
<b>Director</b>	Seiichi Saito (Chairperson of the GOOD DESIGN AWARD 2025) Jin Kuramoto, Yuko Nagayama (Vice chairperson of the GOOD DESIGN AWARD 2025)
<b>Planning</b>	DENTSU LIVE
<b>Venue</b>	ONDESIGN PARTNERS
<b>Graphic</b>	ATSUKI KIKUCHI
<b>Construction</b>	NOMURA Co., Ltd.
<b>Related Events</b>	My Favorite Design 2025 - GOOD DESIGN AWARD Jury Member's Selection Period: October 15 ~ November 24 *Scheduled to be held in separate periods. Venue: GOOD DESIGN Marunouchi (Shin Kokusai Building, 1st Floor, 4-1, Marunouchi 3-chome, Chiyoda-ku, Tokyo) At these exhibition events, GOOD DESIGN AWARD 2025 jury members introduce their favorite winning design of this year. Those representing entries selected for these talks will be contacted separately.

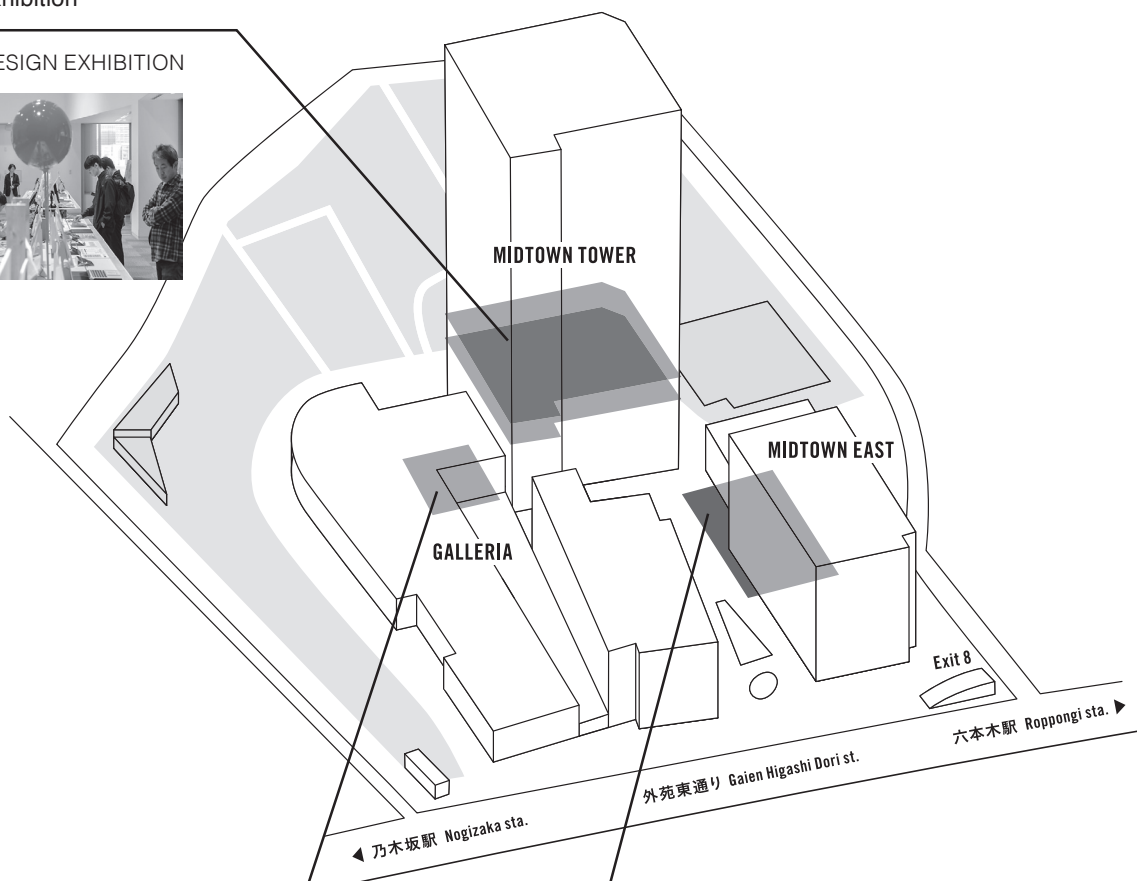
# Venue Construction for GOOD DESIGN EXHIBITION 2025

[MIDTOWN TOWER 4F]  
Award Exhibition

[MIDTOWN TOWER 5F]  
Award Exhibition

## TOKYO MIDTOWN [ROPPONGI]

GOOD DESIGN EXHIBITION



**B** [GALLERIA B1F]  
**GOOD DESIGN STORE  
& LONG LIFE DESIGN  
Exhibition**

1. GOOD DESIGN STORE TOKYO  
by NOHARA
2. LONG LIFE DESIGN Exhibition



[MIDTOWN EAST B1F]  
**BEST100 & Award Exhibition & Others**

1. BEST100 / Special Awards
2. GOOD DESIGN EXHIBITION
3. International Partnership Awards
4. GOOD DESIGN NEW HOPE AWARD Introduction
5. Reception
6. Organizer Office



\*All photos are from previous years.

## Access



## Venue: Tokyo Midtown (Roppongi)

(9-7-1, Akasaka, Minato-ku, Tokyo, 107-0052 Japan)

### ■ By Subway

Toei Oedo Line: Direct link from Roppongi Station [Exit 8]

Tokyo Metro Hibiya Line: Direct link via underground passageway from Roppongi Station [Exit 4a]

Tokyo Metro Chiyoda Line: A 3-minute walk from Nogizaka Station [Exit 3]

Tokyo Metro Namboku Line: A 10-minute walk from Roppongi-itchome Station [Exit 1]

### ■ By Bus

Toei Route 01: A 2-minute walk from "Roppongi-ekimae" bus stop

Community Bus "Chi-i-bus": A 1-minute walk from "Roppongi 7-chome" or "Hinokicho Koen" bus stop

### ■ By Car

From Meguro: 1,200m after taking the Iikura Exit on the Inner Circular Route

From Ikebukuro: 2,080m after taking the Kasumigaseki Exit on the Inner Circular Route

From Shinjuku: 2,270m after taking the Gaien Exit on Route 4 Shinjuku Line

### ■ From Haneda Airport (approx. 60min)

Tokyo Monorail (From Haneda Airport Terminal 1 or 2 to JR Hamamatsucho Station).

Change at Hamamatsucho Station to the Toei-Oedo Line (From Daimon Station to Roppongi Station)

Keikyu Airport Ltd. Express (From Haneda Airport Station to Shinagawa Station).

Change at Shinagawa Station to the JR Yamanote Line (From Shinagawa Station to Ebisu Station). Change at Ebisu Station to the Tokyo Metro Hibiya Line (From Ebisu Station to Roppongi Station)

### ■ Parking

24/7 year-round/¥400 / 30 minutes



# GOOD DESIGN AWARD 2025 Ceremony

During the “GOOD DESIGN EXHIBITION 2025,” an award ceremony will be held as a gathering to share the joy of winning the award. A dedicated photo space will also be available for commemorative photography on the day of the event.

**Schedule** November 4, 14:00 - 17:00

12:30	Venue Opening
14:00	Opening Greetings from the Judging Committee chairperson Introduction of GOOD DESIGN AWARD, and GOOD DESIGN BEST100 Commendation of LONG LIFE DESIGN AWARD, GOOD FOCUS AWARD, and GOOD DESIGN GOLD AWARD GOOD DESIGN GRAND AWARD Commemorative Presentation
17:00	Closing

**Venue** TOKYO GARDEN THEATER  
(1-6, Ariake 2-chome, Koto-ku, Tokyo)

\*The organizer does not set a limit on the number of participants for overseas winners.

\*The organizer will notify how to obtain the admission tickets in mid-October.

\*Tickets must be presented at the time of admission.

\*Free drinks will be provided.

\*Please enter in formal attire.

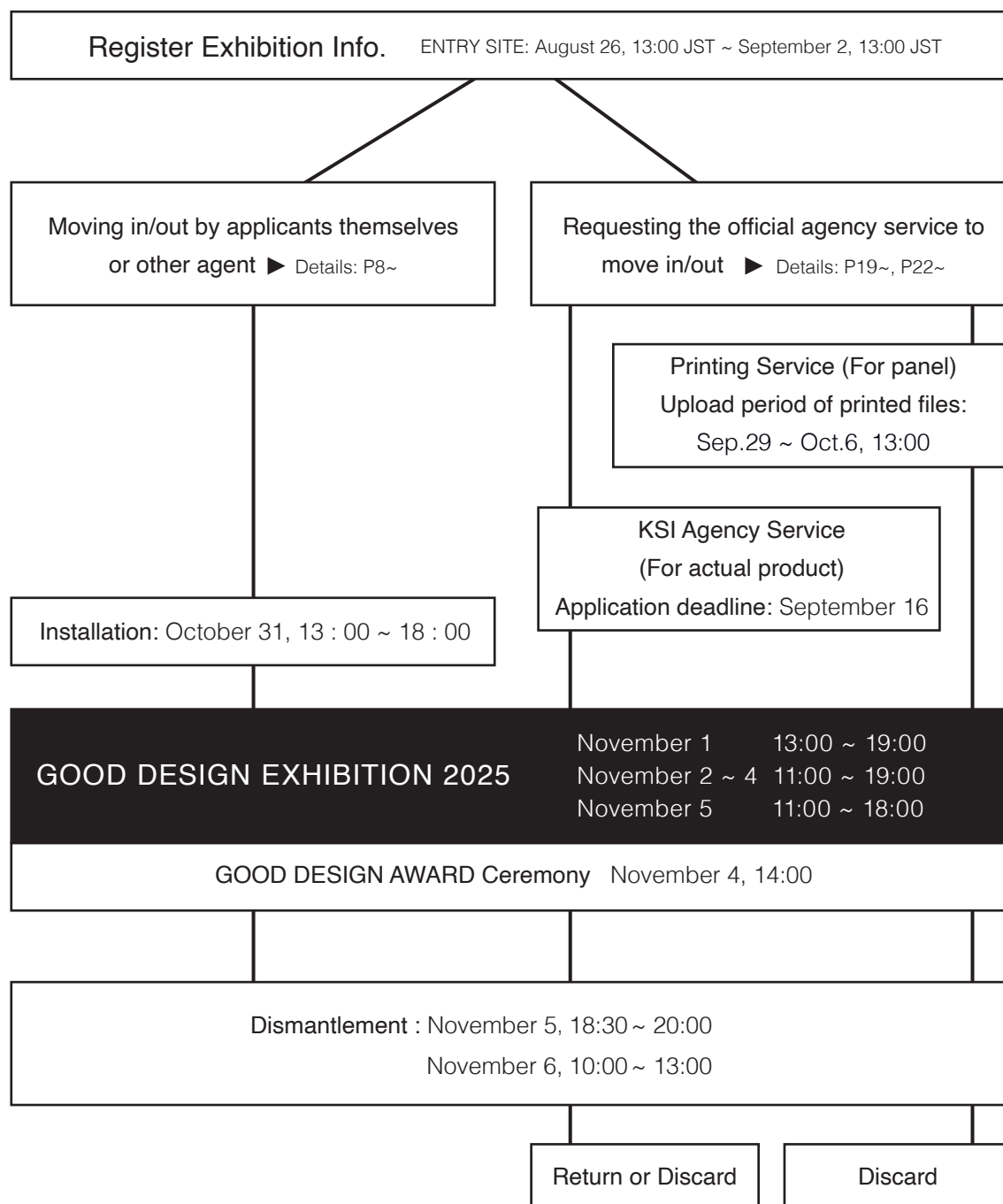




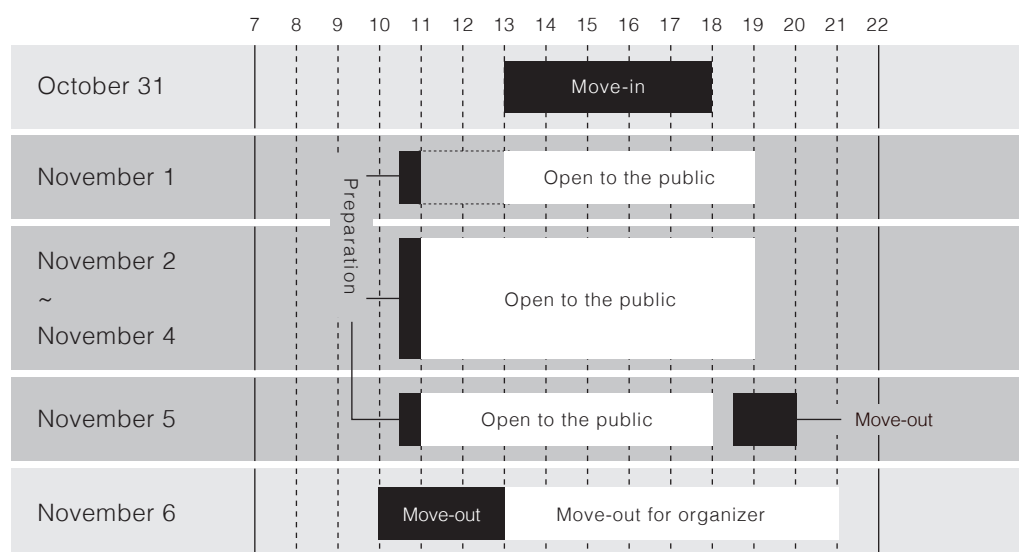
## Installation & Dismantlement flow

Please refer to the diagram below to choose the "Transportation method", 1. Come to the venue with your exhibits and install/dismantle by YOURSELVES; 2. Request OFFICIAL AGENCY SERVICE to install/dismantle your exhibits at your cost; 3. Request OTHER AGENT to install/dismantle your exhibits instead of you.

\*Application in advance is required for the official agency service.



## Installation & Dismantlement Schedule



### ■ Installation & Dismantlement by Yourself [Hall, Conference, Design Hub]

Installation: October 31, 13:00 ~ 18:00

Dismantlement: November 5, 18:30 ~ 20:00

November 6, 10:00 ~ 13:00

\*Organizer decides on the position of the exhibition, details will be advised via email in late October.

\*Please be punctual to doing installation & dismantlement.

#### Notes on Installation & Dismantlement

- 1) Winners are requested to manage their works properly when move-in/out, as the organizer will not be responsible for any problems. It is strictly prohibited to send the works directly to the venue. If you are unable to come to the venue in person, please apply for the official agency service in advance.
- 2) If coming by car, please use the public parking area and move in by yourself.
- 3) All of the venues of Tokyo Midtown[Roppongi] (Public road / Space) would not allow move-in with the cart.

#### Official Agency Service (KSI) Details P22~

GOOD DESIGN AWARD 2025 official agency service provider, Kintetsu World Express Sales, Inc.(KSI) will receive the cargo from applicants, move them into the exhibition venue, open and set up, pack and move out after the exhibition, discard or return. Winners who choose this service do not need to come to the Japan venue in person.

\*Winners who choose KSI's agency services for the 2nd screening session will also need to reapply.

#### Official Printing Service Details P19~

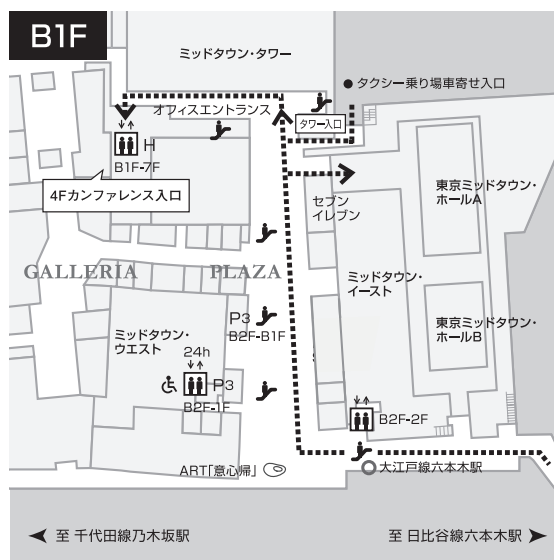
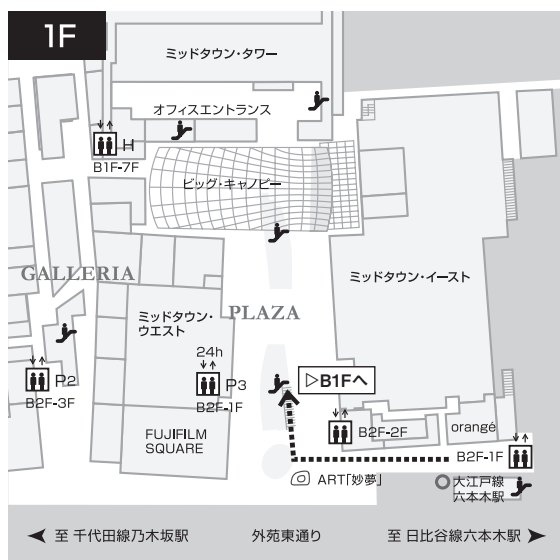
In order to facilitate the smooth participation of the winners, the organizer will provide the winners who display panel boards with an agency service for the production of panels (Only for printing, laminating, and binding), move-in, setting up, and move-out and discarding from the venue. \*This service is only available to winners who choose "Panel Placement Package".

\*This service only requires you to apply through Entry Site and upload the print file on time, and there is no need to submit the application form, etc. to the agent service provider.

## Installation & Dismantlement Line



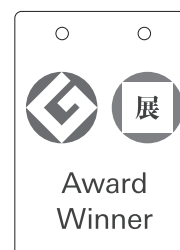
\*In Tokyo Midtown there have 2 parking zone, if all are full, please use the coin parking service around Midtown.



### ■ Award Winner Pass

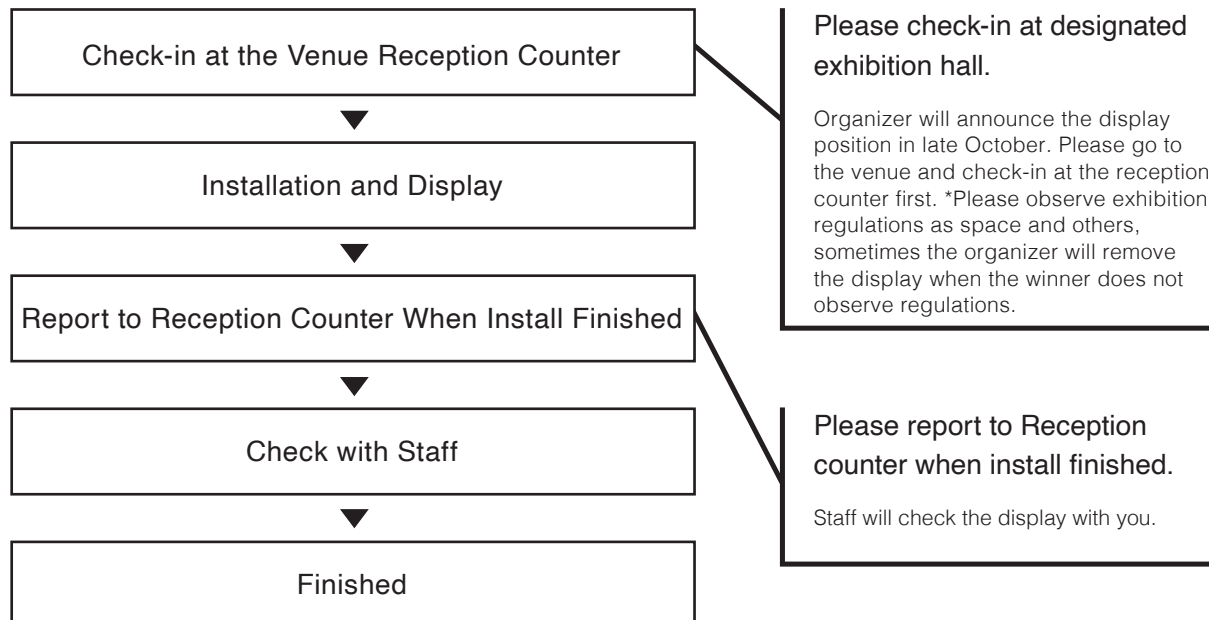
Award Winner Pass is required during Installation & Dismantlement.

Please prepare the "2nd Screening Result Sheet", and go to service counter (B1F, Midtown Hall; 4F, Conference; 5F, DESIGN HUB) to change Award Winner Pass.



## Installation & Dismantlement flow

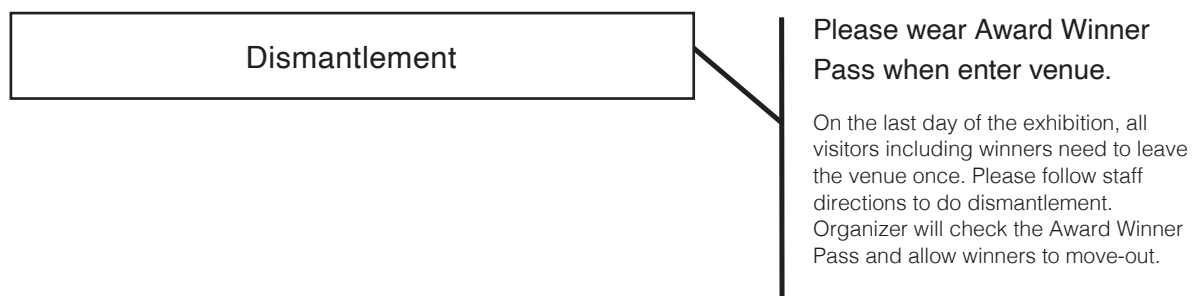
Installation : October 31, 13:00 ~ 18:00



### ■ Notice of Installation

- Please take away any waste items. There is no storage or disposal area at the venue.
- The venue and the organizer do not accept postal deliveries of work. If you are unable to come to the exhibition in person, please apply for the official agency service. (Please refer to P22~)
- No tools will be provided at the venue, please prepare by yourself if necessary.
- For security, please consider the measure of theft, using wire/acrylic cover, etc. if necessary.

Dismantlement : November 5, 18:30 ~ 20:00 / November 6, 10:00 ~ 13:00



### ■ Notice of Dismantlement

- No tools will be provided at the venue, please prepare by yourself if necessary.
- Exhibition venue will stop the power supply from November 5, 19:00, removal time has no power supply, so please prepare tools with the battery if necessary.
- Exhibition space cleaning/waste processing will responsibility of the winner, please do it yourself. Please take away all waste and packages from the exhibition venue. In your display space including around, if some materials, work, and package be left, the organizer will directly discard and charge the winners a disposal fee of 5,500JPY.

# Display for Award-Winning Work

## 1. Display

GOOD DESIGN EXHIBITION 2025 propose to show award-winning works to society widely, and share design point with all visitor even though specialist or ordinary people, please do a simple and easy understanding display to show your award-winning works.

### 1) About Display Space

One award-winning work has 1 space, the specific display method is one of "Table Placement Package"; "Floor Placement Package"; "Panel Placement Package". Due to the capacity of the venue, the winner can not apply for additional space.

\*For size limitations, please refer to P13~.

### 2) About Display Item

In principle, all winners are required to exhibit their actual award-winning works. In the case of works that cannot be moved or displayed (works that exceed the specified dimensions or weight, spatial works such as architectural and interior works, and intangible works such as services), winners are required to prepare panel boards or other items that can explain the main points of the works in a clear and concise manner and display them instead of the actual works.

If the winners need auxiliary equipment (stands, transparent covers, etc.) for display, please bring in the finished work directly and avoid assembling the work on-site as much as possible. Please refrain from using tools that make noise when setting up the work.

## 2. Notice of Display

- If displaying panels, videos, or supplement materials, please arrange them simple and easy to understand, please do not post company or product advertisements in the exhibition venue.
- The organizer reserves the right to make adjustments or even remove any display that does not comply with the exhibition regulations, is not in line with the purpose of the exhibition, or affects other winners.
- If visitors are allowed to touch the displays for experiential displays, distribution of promotional materials, etc., please make it clear that they are allowed to do so, and please take care of your own exhibits (adjustment of the exhibit, replenishment of promotional materials, etc.). In addition, waste generated by the above display methods must not affect the works of neighboring booths.
- When displaying a video, please set it to a sound-prohibited mode. Please indicate necessary information through subtitles, etc.
- Please take safety precautions when displaying knives and other items that pose a safety hazard.

## 3. Staying in Display Area

Please do not stay in your own display area at the venue as access may be blocked during the exhibition. The winner can enter to exhibition venue each day 30 minutes before public opening (Award Winner Pass required).



## 1. Application for Display Package

Applicants who have passed the 2nd screening will be required to register for Exhibition Info. (display method, display options) and confirm the Release info. of the award-winning works through the Entry Site from August 26, 13:00 JST to September 2, 13:00 JST. Due to the space limitation of the venue, each award-winning work can only apply for one unit of space and be displayed in one of the following ways: 1. Table Placement Package, 2. Floor Placement Package, 3. Panel Placement Package. The organizer will determine the amount of display space for each work based on the entry data provided by the applicant, and may directly specify the method of display for the work. Additional requests for space for any reason will not be accepted.

### 1) Display Package

In keeping with the main theme of the GOOD DESIGN AWARD, the organizers provide the winners with three ways (Table Placement Package; Floor Placement Package; Panel Placement Package) to display their works, depending on the nature of the award-winning works.

### 2) Options

Please apply for the panel stand (specified), and electricity using via Entry Site from August 26, 13:00 to September 2, 13:00 JST, please refer to P17~.

\*Exhibition venue have no Internet access, if the work needs Internet, please prepare by yourself.

### 3) Caption Information

The organizers will create the caption for the award-winning works, which will be posted at the booths and other designated locations. In principle, we will use the information that winners have registered at the "Release Info." between August 26, 13:00 JST and September 2, 13:00 JST.

Please be sure to check the information carefully as it cannot be changed after September 2.

#### Caption Information:

- Award Number
- Award-Winning Work Name / General Name + Brand Name
- Award-Winning Company Name \*It may not be possible to record all the award-winning companies due to layout constraints, when several companies are awarded together.
- Producer, Director, Designer
- Outline of Award-Winning Work
- Jury Member's Comment

## 2. Display Venue Arranged by Organizer

### 1) Display Position

GOOD DESIGN AWARD 2025 works will be displayed in Midtown Hall (B1F), Midtown Conference (4F), and Design Hub (5F). The individual position will be decided by the organizer, notice around mid-October. Please notice that can not arrange award-winning works together display such as award-winning company display zone.

### 2) Space and Display Package

Organizer will set up booths and display options (electrical service, power outlets, panel stands, etc.) according to the location of the display and the display method chosen by the winner.

### 3) Light of the Venue

The organizer will adjust illumination suitable for an inspection with the works in the venue.

### 4) Caption

The organizer will prepare a caption for each work base on Release info. via Entry Site. For the content and location of the caption, please refer to P12~16.

# Table Placement Package

**Object** - It is suitable for displaying actual works, models, videos, panels, and PR materials.

**Possible Display Area**

W570mm × D505mm × H300mm

**Price**

Award package fee  
181,500JPY(Tax-in)

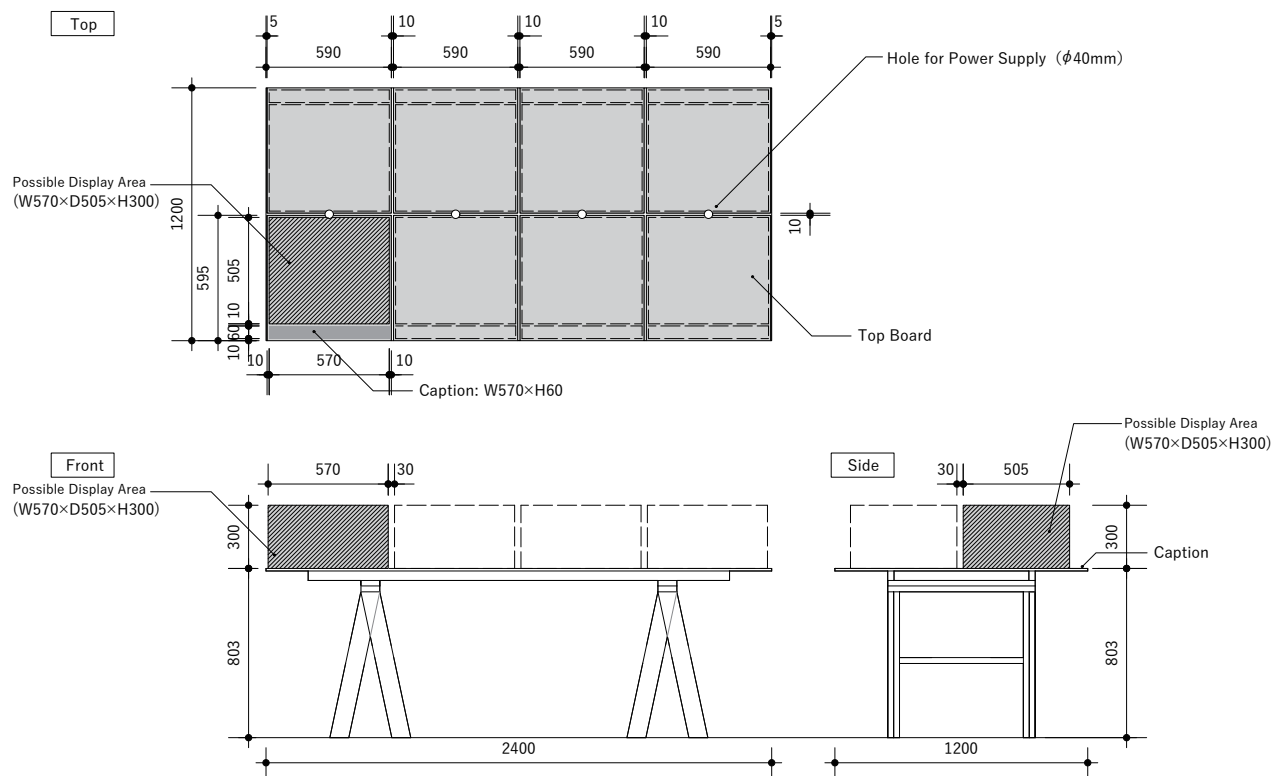
Please observe the possible display area and make a simple and clear display that can be understood by the general visitors. It is recommended that you make a display that can be tried out and experienced. Display is required to be within the possible display area. \*Award-winning works over 300mm in height may be displayed if self-standing. Auxiliary exhibits must remain within display limits.

## [Possible Display Area]

- W570mm × D505mm × H300mm
- Caption will be provided by the Organizer
- The display area is confined to the table top only and no displays may be set up below the table top (no cloths or displays may be draped on the floor).
- Please keep the left and right sides of the booth open (no closed space), and make the back of the stand or panel look good.

## [Using Panel and Video Display]

- If a panel is required as additional explanation material, please make one panel that does not extend the display area (less than A3-size landscape). A panel stand provided by the organizer (free of charge) must be requested in advance and used.
- The stand is available for 5-7mm thick, lightweight panels without frames. (The stand provided by the organizer cannot be used if it has a frame.)
- Please use equipment that does not exceed the size of the display area, when installing video equipment.





## Floor Placement Package

### Object

- It is suitable for works with a certain height that can be placed on the floor.
- It is suitable for hanging or mounting on the wall (stand required).

### Possible Display Area

W520mm × D480mm × H1,600mm

### Price

Award package fee  
181,500JPY(Tax-in)

Please observe the possible display area and make a simple and clear display that can be understood by the general visitors. It is recommended that you make a display that can be tried out and experienced. Display is required to be within the possible display area. \*Award-winning work that exceeds 1,600mm in height may be displayed, but must not exceed 2,300mm and must be self-standing.

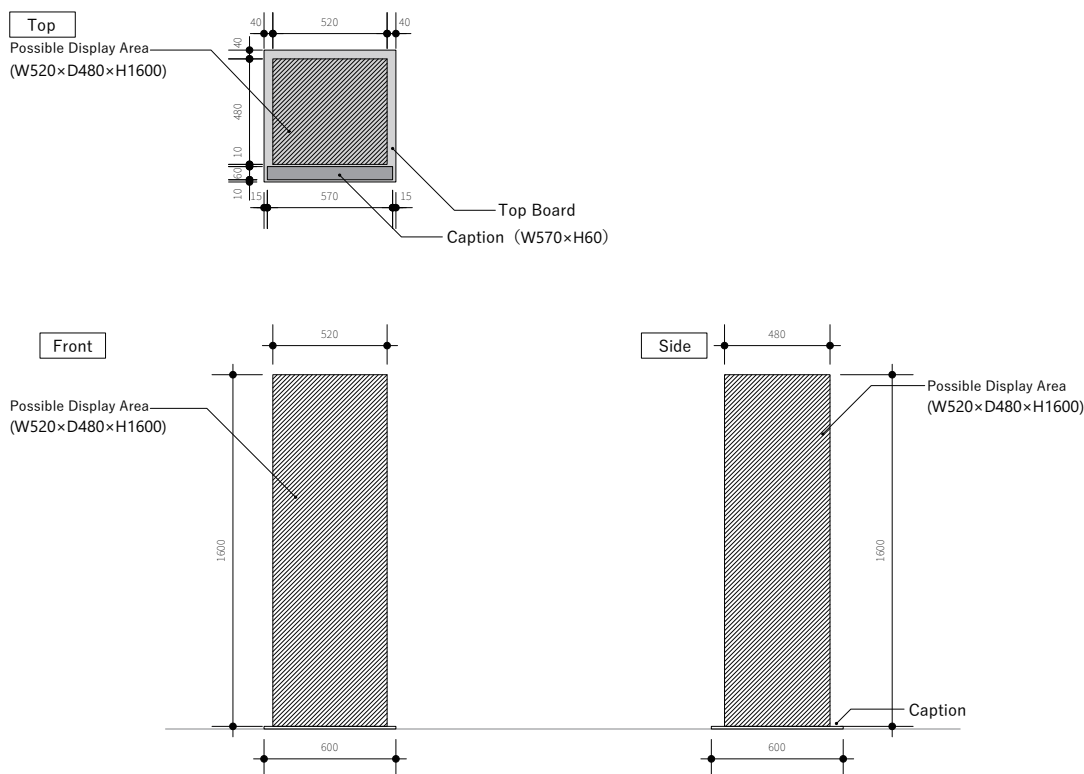
### [Possible Display Area]

- W520mm × D480mm × H1,600mm
- Caption will be provided by the Organizer
- Please keep the left and right sides of the booth open (no closed space), and make the back of the stand or panel look good.
- If the height exceeds the specified 1600mm, please check with the organizer.

### [Using Panel and Video Display]

- If a panel is required as additional explanation material, please make one panel that does not extend beyond the display area. A panel stand provided by the organizer (free of charge) must be requested in advance and used.
- The stand is available for 5-7mm thick, lightweight panels without frames. (The stand provided by the organizer cannot be used if it has a frame.)
- Please use equipment that does not exceed the size of the display area, when installing video equipment.

[Entering] Door size minimum W1,470mm x H2,300mm



# Panel Placement Package

## Object

- It is suitable for displaying buildings, facilities, spaces, landscapes, etc. as well as large-sized award-winning works.
- Only for works designated by the organizer.

## Size

1 Portrait Panel W594mm x H841mm

## Price

Award package fee  
181,500JPY(Tax-in)

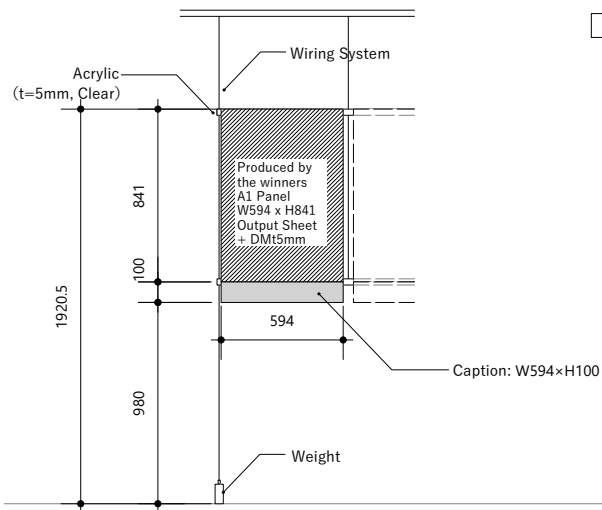
Please observe the possible display area and make a simple and clear display that can be understood by the general visitors.

\*Only display boards are allowed. (Installation of display boards will be done by the organizer)

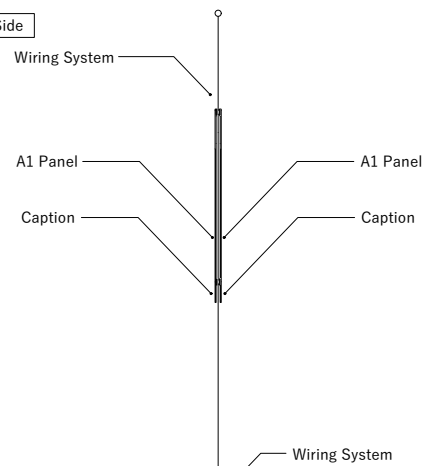
\*The following is a schematic diagram and is subject to change.

## Hanging

### Top

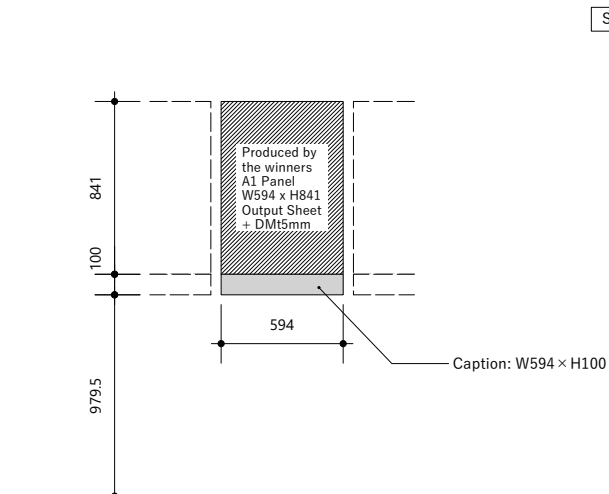


### Side

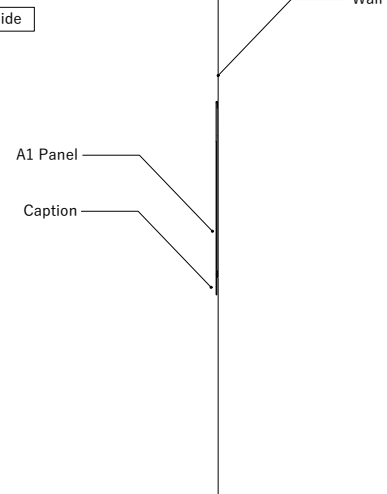


## Wall-mounted

### Top

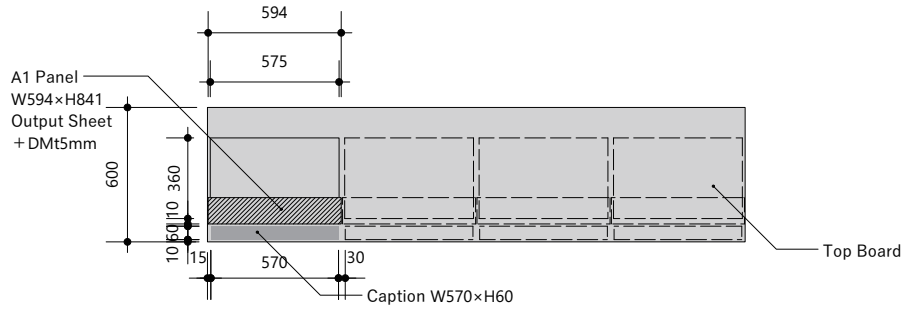


### Side

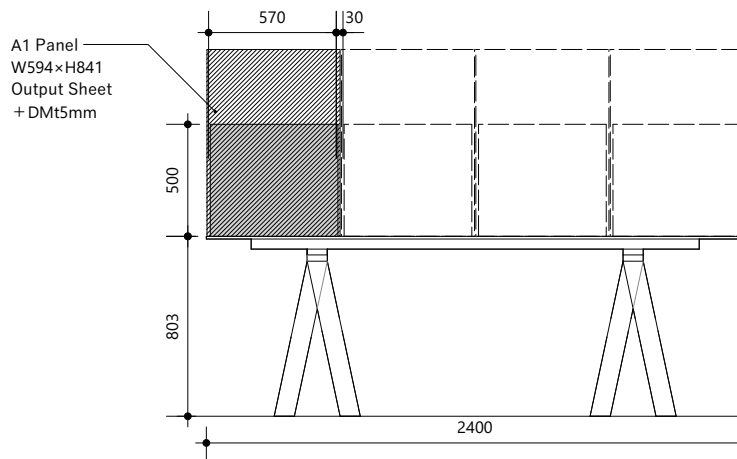


## Tabletop

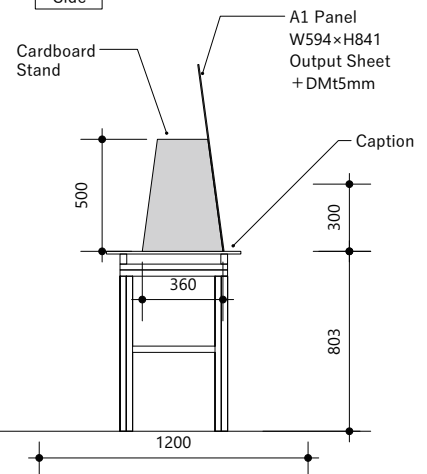
Top



Front

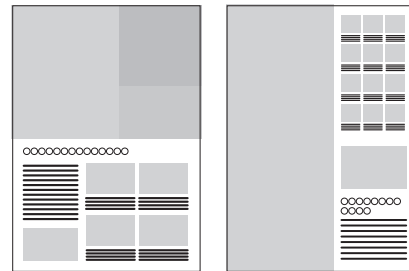


Side



## Panel Sample

- Please use the thickness of a 5mm pearl plate as the back hold, a very heavy backing plate is prohibited.
- No frame can be used, otherwise, it can't be displayed.
- To prevent the panel from bending, it is recommended that the back of the panel be framed with white paper as well.
- One side displays only.
- It is recommended that the panel be composed mainly of pictures, using tense typography.
- This exhibition is intended for the general public, please be careful to present the content in a clear and concise manner.



Reference of panel layout

# Display Options

For the effect of the exhibition, display options are prepared by the organizer.  
If necessary, please apply for them from Entry Site by September 2,13:00 JST.

Display Options	
<div><div>1. Panel Stand for Table Placement Package (A3, A4)</div><div><div><div><div>For A3 size</div><div><div>Double Sided Tape</div><div><div><div>242</div><div><div>857585</div></div></div></div></div></div></div><div><div>For A4 size</div><div><div>Double Sided Tape</div><div><div><div>145</div><div><div>524052</div></div></div></div></div></div></div><div>Free</div></div>	
<div><div>2. Panel Stand for Floor Placement Package</div><div><div><div>- All installed on floor panels need to use this stand.</div><div>- Only for the panel with a backboard.</div><div>- Frame is a white painting.</div><div>- Magic Sticker is attached.</div></div><div><div><div><div>100100</div><div><div>850</div><div><div>170170</div></div></div></div></div></div></div><div>3,740JPY(Tax-in)</div></div>	

Venue has power consumption limited, please calculate the necessary electricity.

## 1. Electrical Distribution

If the works are normally powered, then please also try to display them in a powered state. All works that require electricity and power must be requested in advance from the organizer. Please register for electricity for each work on the Entry Site before September 2, 13:00 JST. Please note that the cost of electricity will vary depending on where the award-winning works are displayed.

### ■ When the Venue is Conference

#### Calculating electricity

Due to the environment and facilities of the "Conference", power consumption is limited. In order to provide a stable power environment for the winners, the organizer will need to calculate the amount of power consumed by each work, please confirm this information on the Entry Site.

\*Consumption of electric power is generally documented in the product manual, and can also be calculated by (V: voltage) x (A: current).

Total electrical capacity	Cost (Tax-in)
NA	0 JPY
less than 50W	7,700 JPY
less than 100W	9,900 JPY
less than 200W	11,000 JPY
less than 300W	12,100 JPY

\*No 200V power. If the total electrical capacity is over 300W, please contact the organizer by September 2.

### ■ When the Venue is Hall

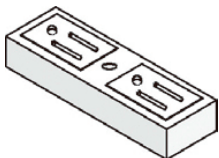
Total electrical capacity	Cost (Tax-in)
less than 500W	14,300 JPY
less than 1000W	19,800 JPY
less than 1500W	29,700 JPY
less than 2000W	39,600 JPY

In order to correspond to the consumer power required for the display (which must include the award-winning works, display PCs, monitors, DVD kits, and other peripherals), electrical distribution work will be required for each booth and will incur a corresponding fee. Please be sure to apply on the Entry Site. \*If the power consumption for all equipment is 80W, 100W needs to be applied.

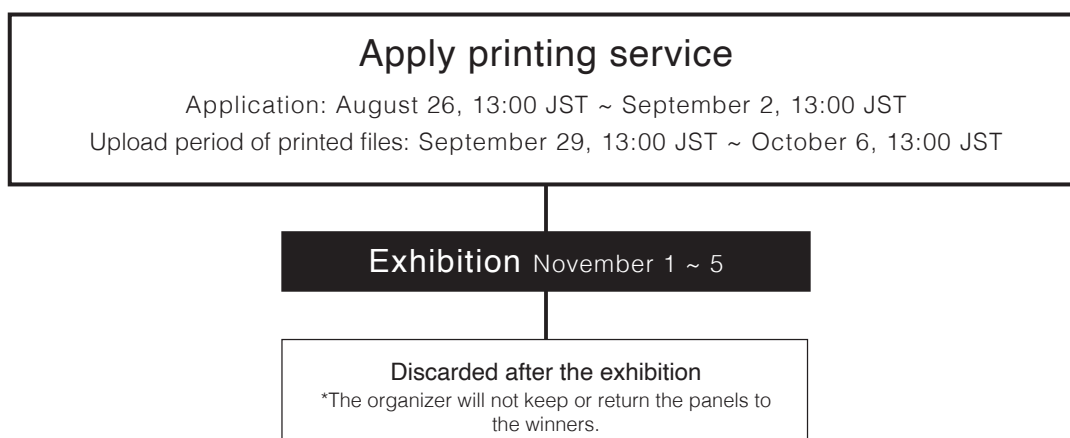
## 2. Power Outlet

Please be sure to apply for the required sockets for each work individually. Each outlet is equipped with two sockets and has a maximum capacity of 1,500W.

\*The power supply will be available from October 31 to November 5, 19:00.

Power outlet	Price: 4,950JPY (Tax in)
	Each power outlet (AC100V) has 2 sockets, Max for 1500W.

## Process for Printing Service



In order to facilitate the smooth participation of the winners, the organizer will provide the winners who display panel boards with an agency service for the production of panels (Only for printing, laminating, and binding), move-in, setting up and move-out, and discarding from the venue. This service is only available to winners who choose "Panel Placement Package".

\*Winners who choose this service do not need to come to the Japan venue in person.

\*This service only requires you to apply through Entry Site and upload the print file on time, and there is no need to submit the application form, etc. to the agent service provider.

### ■ How to Apply

Please select "Printing service for A1 panel" when registering for Exhibition Info. between August 26, 13:00 JST ~ September 2, 13:00 JST, and upload the printed files between September 29, 13:00 JST ~ October 6, 13:00 JST.

### A1-size portrait panel

\*To be displayed as a substitute when it is not possible to display the actual work.

Fee (Tax in) : 33,000 JPY

**Notes on Installation & Dismantlement:** The agency service provider will move the completed panels into the venue and set them up. The organizer will not keep or return the panels to the winners after the exhibition.

### ■ Notes on Panel

PDF files need to be set to portrait A1-size (H841×W594mm).

- Printed documents must be in PDF format. (AI, PSD, JPEG, and other formats are not acceptable)
- The panel must be on one side. Double-sided or plural boards are not acceptable.
- The "Award Number" must be marked conspicuously at the top right of the panel.
- The printing paper will be glossy paper and use dry mounting.
- Organizer 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 applying.
- 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 portrait (H841×W594mm) 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. (H841mmxW594mm) 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)



## 1. Preservation of the Display and Responsibility

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

## 2. Matters Which Fall Under the Winner's Responsibility

Winners assume responsibility for any problems which arise with regard to intellectual property rights including a design, the requirements such as quality, performance, and safety, and the sales and construction of award-winning works of the GOOD DESIGN AWARD, for which the organizer assumes no responsibility.

## 3. Observance and Alteration of the Rules

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

## 4. Other Rules

Regarding the display, please observe the following items. The organizer may command the award winner to stop if his or her action was judged to be against the rules.

- 1) The display shall be arranged only within the space that the award winners have applied for in advance.
- 2) Due to the overall noise countermeasures of the venue, please set the sound, etc. to silent mode.
- 3) During the exhibition period, the venue will be electrified for 24 hours. On condition that the display items would get hot after being electrified for a long time, please inform the staff on the installation day so that the staff can prepare a switch to turn the power on and off easily.

## 5. Maintenance of the Venue

- 1) Winners shall take charge of the disposal of the waste and the cleaning of the display space during the installation and dismantlement period. Winners shall take away all the stuff including the waste in the space. If by any chance any materials were left in the display space, the organizer will dispose of them and charge a disposal fee later.
- 2) Restoration of the display space  
The display space shall be returned to its original condition before November 6, 13:00. If the organizer had to take care of the display space in place of the award winner due to the insufficient or late restoration of the space, the organizer will charge a restoration fee later.  
The organizer will conduct the dismantlement of the display package and the power lines, which were prepared by the organizer.

## 6. Photo Shooting in the Venue (During the Exhibition Period)

- 1) Photo shooting by visitors  
To broadly share the good designs with society, the organizer does not regulate visitors' photo shooting in the venue.
- 2) Photo shooting by award winners  
It is recommended that if the award winners want to take photos of their own display space, they should make use of the preparation time before the exhibition opens each day. If they prefer to take photos during the exhibition period, it should not influence the visitors around.
- 3) Photo shooting by the press  
The media recognized by the organizer will have a "PRESS PASS" issued by the organizer. Your cooperation during the press photo shoot is highly appreciated.

## Requesting Official Agency Service to Move-in/out the Award-Winning Work

For winners from abroad, the agency service assigned by the organizer can be requested to install and dismantle the display items. GOOD DESIGN AWARD 2025 official agency service provider, Kintetsu World Express Sales, Inc.(KSI) will receive the cargo from applicants, move them into the exhibition venue, open and set up, pack and move out after the exhibition discard or return.

\*KSI only receives DDP terms shipments otherwise all parcels will be returned to their origin with the original shipper's responsible. We strongly recommend using major courier/express parcel services such as DHL, FedEx, UPS, OCS, and TNT to ship your entry works to Japan. Do not use SF Express, or EMS which can't be used in DDP conditions.

### ■To New Applicants (who did not use this service at the 2nd screening stage)

Please complete and send Quotation Request (Excel data) and Display Instruction (Excel data) by email, [gmark2025\\_ksi@kwe.com](mailto:gmark2025_ksi@kwe.com), KSI will contact you via email for further matters.

**Deadline for submitting the Quotation Request & Display Instruction: 2025, September 16**

**Deadline of cargo arrival to destination port of KSI: 2025, October 10**

### ■To Existing Applicants (who have already used this service at the 2nd screening stage)

If the service has already been used during the 2nd screening and is intended to be continued during the exhibition, please complete and send Letter of Intent (Excel data) by "[gmark2025\\_ksi@kwe.com](mailto:gmark2025_ksi@kwe.com)", KSI will contact you via email for further matters.

**Deadline for submitting the Letter of Intent: 2025, September 16**

\*If the agency service provider does not receive your new application by September 16, they will begin to arrange for the discarding and return of the work.

### ■Download

<https://www.g-mark.org/en/apply/gda/guide/steps/documents>

Official Agency Service Guide

- For new applicants

Quotation Request

Display Instruction

Case Mark Label

Proforma Invoice

- For existing applicants

Letter of Intent



Official Freight Forwarder of GOOD DESIGN AWARD 2025

## INTERNATIONAL COURIER SHIPMENT SHIPPING MANUAL & TARIFF

**<EXISTING APPLICANTS>**



Kintetsu World Express Group

Kintetsu World Express Sales, Inc.

**CONTENTS**      Underlined links included

<a href="#"><u>INTRODUCTION</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>OUTLINE</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>REQUEST FLOW</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>LETTER OF INTENT</u></a>	<a href="#"><u>6</u></a>
<a href="#"><u>SERVICE ORDER FORM</u></a>	<a href="#"><u>7</u></a>
<a href="#"><u>HANDLING TARIFF</u></a>	<a href="#"><u>8</u></a>
<a href="#"><u>FAQ</u></a>	<a href="#"><u>9</u></a>

# 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 GOOD DESIGN EXHIBITION 2025 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 venue.
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.**

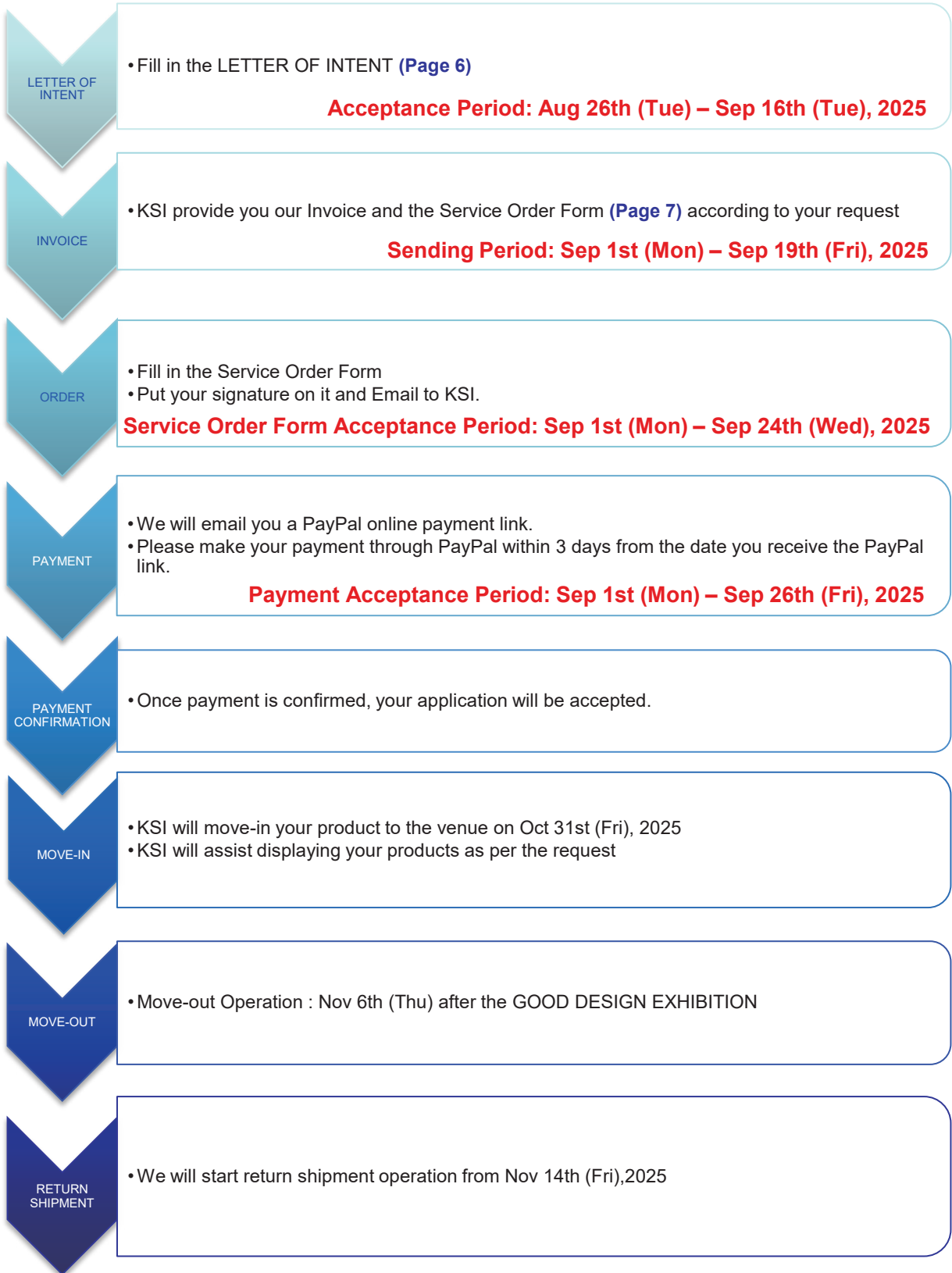
Exclusive Logistics Sales Dept.

Contact: KSI G Mark 2025 Team

[Email: gmark2025\\_ksi@kwe.com](mailto:gmark2025_ksi@kwe.com)

**[Back to Contents](#)**

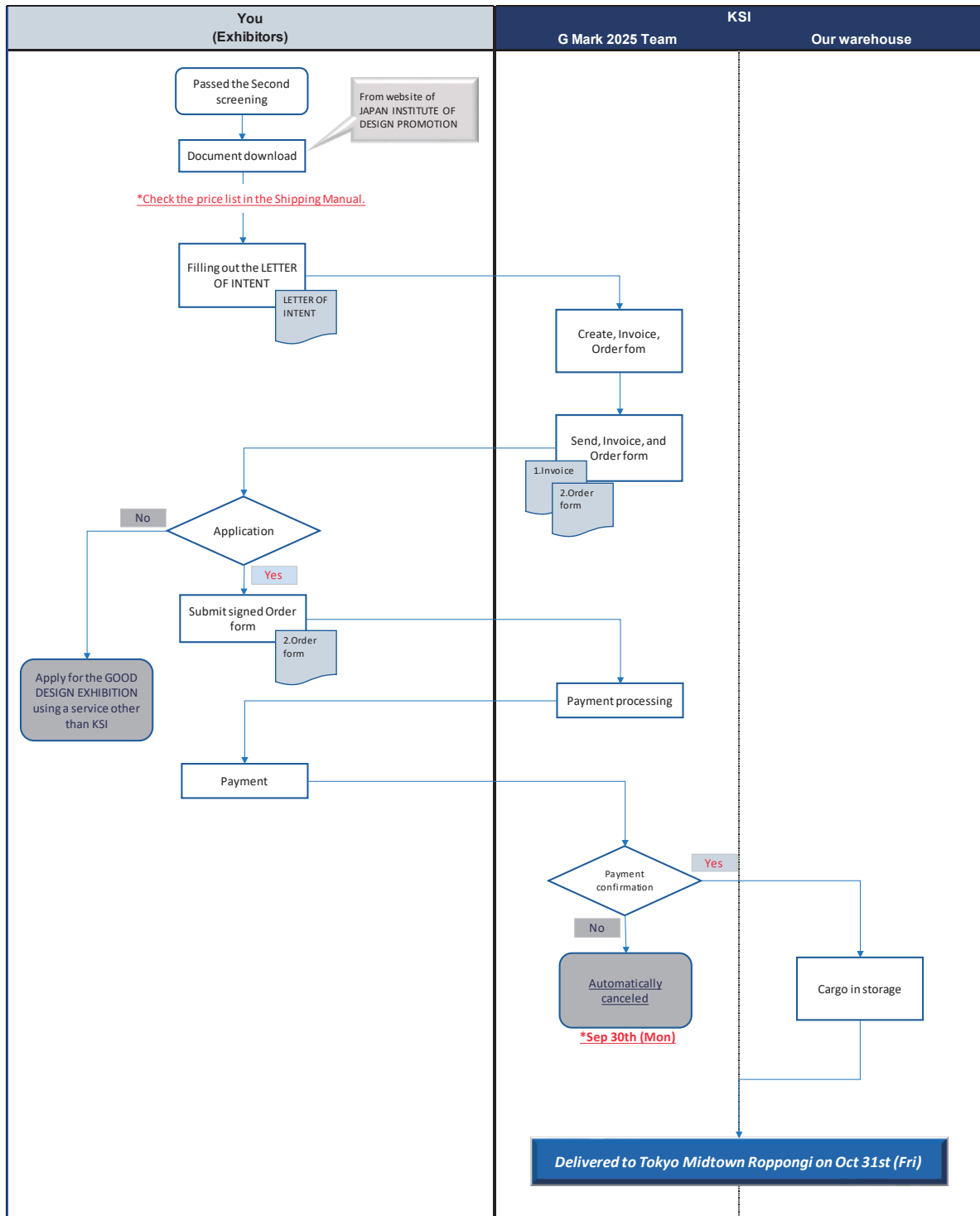
# OUTLINE



[Back to Contents](#)

# GOOD DESIGN EXHIBITION Request Flow

## Existing Applicants



[Back to Contents](#)



# LETTER OF INTENT for Existing Applicants

Existing Applicants who use KWE service for Good Design 2nd screening need to submit LETTER OF INTENT to GOOD DESIGN EXHIBITION by email no later than Sep 16th, 2025.

If you are not going to attend the exhibition, we will proceed your package return shipment or disposal.

<b>Kintetsu World Express Sales, Inc.</b> 1-11-1 Kaigan, Minato-ku Tokyo 105-0022 JAPAN		<b>LETTER OF INTENT GOOD DESIGN EXHIBITION 2025</b>		
Please Email this "LETTER OF INTENT" to <a href="mailto:gmark2025_ksi@kwe.com">gmark2025_ksi@kwe.com</a> by September 16th (Tue), 2025				
<b>Exhibition Name</b>		<b>GOOD DESIGN EXHIBITION 2025</b>		
		<b>November 1st (Sat) - 5th (Wed), 2025 at Tokyo Midtown Roppongi</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:				
DEPARTMENT:				
PHONE#		TITLE: EMAIL:		
<b>2. Exhibit's Information</b>				
GDA Entry No.	Description	Qty	Currency	Value (FOB)
<b>3. GOOD DESIGN EXPO APPLICATION STATUS</b>				
<input type="checkbox"/> We already have applied Good Design Exhibition 2025 to JDP				
<input type="checkbox"/> Not participating in Good Design Exhibition 2025				
KSI can proceed the return shipment or dispose of our product.				
<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:		
<b>PLEASE SEND THIS LETTER OF INTENT UNTIL THE DEADLINE DATE ABOVE MENTIONED!</b>				

[Back to Contents](#)

## ORDER FORM for Existing Applicants

Once you confirm our Invoice, please fill in, out your signature on it and email to KSI G Mark 2025 team by **September 24th (Wed)**, 2025.

We will send you PayPal payment link shortly.

[illegible]

[Back to Contents](#)

## - GOOD DESIGN EXHIBITION 2025 -

### HANDLING TARIFF for Existing Applicants

#### KSI offers FULL HANDLING SERVICE

We, KSI, offer you FULL SERVICES for the GOOD DESIGN EXHIBITION transportation and display who has many handling achievements.

You will be free from relevant complicated things such as your package receiving in Japan, storing, transportation, move-in, display, empty cases storage during the screening, repacking, Move-out, transportation and disposal/courier returning with our KSI support.

\* The partial services would be **more expensive** than using our full service because of the customized arrangements as per your request.

#### <HANDLING CHARGE>

	Operation	Remark	UNIT PRICE 10% Taxable
1	HANDLING CHARGE incl. storage, round transportation, unpacking , repacking and displaying.	Minimum (Max. 5GDA)	JPY55,000
		Thereafter per 5 GDA	JPY10,000

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

#### <INSURANCE AND RETURN SHIPPING>

	Operation	Remark	UNIT PRICE Non-Taxable
2	DOMESTIC INSURANCE FEE	Minimum	¥3,000
		Thereafter Exhibit value x 0.5%	as per outlay
3	INT'L COURIER FEE	Depends on the Destination	as per outlay
	※ including Fuel / Security charge		

Paypal payment charge will be incurred onto total amount of above charges and consumption tax.

[Back to Contents](#)

## Frequently Asked Questions

Category	Questions	Answers
Order	Could you send me a photo of our exhibit after it was displayed in the GOOD DESIGN EXHIBITION?	The rights to the exhibited products are reserved by the Japan Institute of Design Promotion. Please ask the organizer if necessary.
Payment	Is there a problem if the credit card holder name and exhibitor name are different?	No problem. When making payment, please enter the invoice number issued by us.
Return shipment	Who is the exporter when returning the product after the GOOD DESIGN EXHIBITION?	The re-exporter will be the Japan Institute of Design Promotion, which will not export or import under the name of KSI.
Return shipment	After the GOOD DESIGN EXHIBITION, when will the items be returned from Japan?	We will start returning your products around November 14th (Fri) after the GOOD DESIGN EXHIBITION. You will probably be able to receive it in about a week or so.
Return shipment	Are you, KSI, going to inform us return shipment tracking number?	We will inform you the tracking number based on your request.
Return shipment	The exhibit item which includes batteries, can you ship those batteries too from Japan?	As stated in the Service Order Form, batteries will be disposed of in Japan due to the difficulty in handling hazardous materials. We can ship to your suppliers in Japan based on your request.

[Back to Contents](#)



Official Freight Forwarder of GOOD DESIGN AWARD 2025

## INTERNATIONAL COURIER SHIPMENT SHIPPING MANUAL & TARIFF

**<NEW APPLICANTS>**



Kintetsu World Express Group

Kintetsu World Express Sales, Inc.

# CONTENTS

Underlined links included

<a href="#"><u>INTRODUCTION</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>OUTLINE</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>REQUEST FLOW</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>IMPORTANT NOTICE</u></a>	<a href="#"><u>6-7</u></a>
<a href="#"><u>DISPLAY INSTRUCTION</u></a>	<a href="#"><u>8</u></a>
<a href="#"><u>FULL SERVICES COURIER HANDLING TARIFF</u></a>	<a href="#"><u>9-11</u></a>
<a href="#"><u>QUOTATION REQUEST</u></a>	<a href="#"><u>12</u></a>
<a href="#"><u>SERVICE ORDER FORM</u></a>	<a href="#"><u>13</u></a>
<a href="#"><u>WHAT IS PAYPAL</u></a>	<a href="#"><u>14-15</u></a>
<a href="#"><u>PACKING INSTRUCTION</u></a>	<a href="#"><u>16-18</u></a>
<a href="#"><u>JAPAN DUTY &amp; IMPORT TAX</u></a>	<a href="#"><u>19</u></a>
<a href="#"><u>DOCUMENT INSTRUCTION</u></a>	<a href="#"><u>20-22</u></a>
<a href="#"><u>FAQ</u></a>	<a href="#"><u>23-26</u></a>

# 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 GOOD DESIGN AWARD 2025 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 venue.
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.

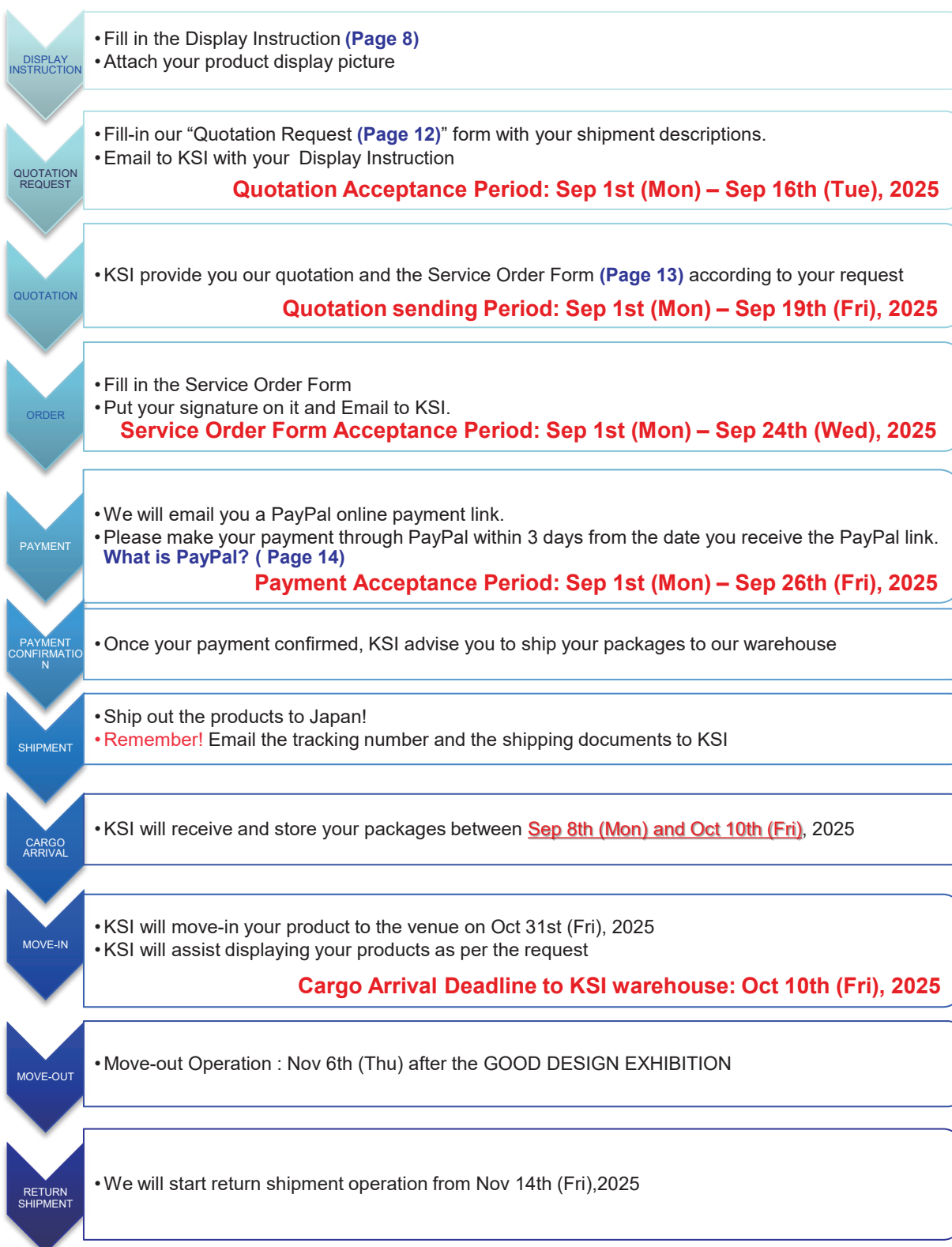
Contact: KSI G Mark 2025 Team

[Email: gmark2025\\_ksi@kwe.com](mailto:gmark2025_ksi@kwe.com)

[Back to Contents](#)



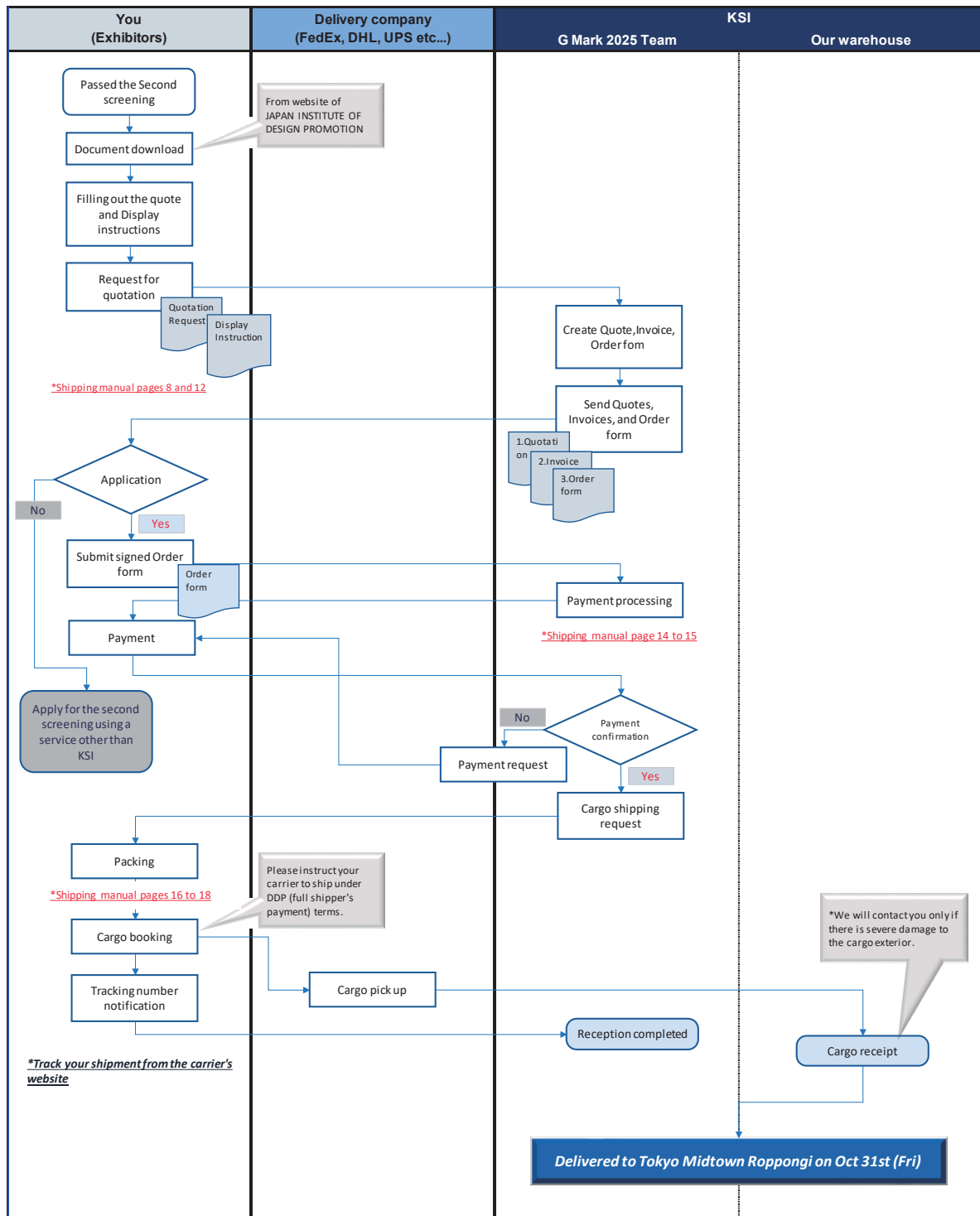
# OUTLINE



[Back to Contents](#)

# GOOD DESIGN EXHIBITION request flow

## New Applicants



[Back to Contents](#)

# IMPORTANT NOTICE

## 1. Warehouse availability

Our warehouse can receive your package between Sep 8th (Mon) and Oct 10th (Fri), 2025. Our warehouse will be closed on Saturday, Sunday and Japanese public holiday (Sep 15th, 23rd, Oct 13th, 2025).

## 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.

## 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. The insurance doesn't cover during the exhibition period. 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. Freight from origin and Return shipment freight from Tokyo, Japan
- 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. We will Email you a PayPal online payment link by Email.

[What is PayPal?](#) --> P14

## 6. Transport Terms

We only accept DDP shipment terms. Japan Duty and Import Tax must be billed to the sender by the courier company. **JDP, KSI and the warehouse DO NOT pay those charges for entrants for any circumstance.**

## 7. Cancellation

Your order will be automatically cancelled on Sep 30th (Tue), 2025, if we don't receive your order form and payment by that day.

[Back to Contents](#)

# IMPORTANT NOTICE

## 8. 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 2025 team by Email.


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

[Back to Contents](#)

## DISPLAY INSTRUCTION

Display Instruction with pictures needs to be submit to KSI G Mark 2025 team by Email along with a Quotation Request no later than Sep 16th (Tue), 2025 and also put 1 copy in the parcel.

Without this instruction, KSI G Mark 2025 team cannot submit a quotation.

<b>GOOD DESIGN AWARD 2025</b> <b>Display Instruction</b>	
<b>To be submitted in EXCEL form.</b>	
KSI REF No.	
GDA No.	G0000000
<p>1. Return Shipment / Disposal Instruction ( after the 2nd screening )</p> <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> <b>Return (返却)</b></span> <span><input type="checkbox"/></span> </div>	
<p>2. Battery installation ( バッテリー/乾電池の取付け )</p> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/></span> <span><input checked="" type="checkbox"/> <b>No</b></span> </div>	
<p>3. Electric power connecting ( 電源接続 )</p> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/></span> <span><input checked="" type="checkbox"/> <b>No</b></span> </div>	
<p>4. Special Request ( if any )</p> <div style="border: 1px solid black; padding: 5px;"> <p>A4 Panel and Leaflet needs to be dispalyed with pen.</p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> </div>	
<p>5. Display image</p> <div style="border: 1px solid black; padding: 10px;">  </div>	

[Back to Contents](#)

## - GOOD DESIGN EXHIBITION -

### FULL SERVICE COURIER HANDLING TARIFF

#### KSI offers FULL HANDLING SERVICE

We, KSI, offer you FULL SERVICES for the GOOD DESIGN EXHIBITION transportation and display who has many handling achievements.

You will be free from relevant complicated things such as your package receiving in Japan, storing, transportation, move-in, display, empty cases storage during the screening, repacking, Move-out, transportation and disposal/courier returning with our KSI support.

\* The partial services would be more expensive than using our full service because of the customized arrangements as per your request.

#### <Move-In Transfer Fee>

from the warehouse to the venue on October 31st (Fri), 2025.

	Operation	Remark	UNIT PRICE 10% Taxable
1	MOVE-IN Transfer	Minimum 25.0kg & PCS Charge	¥5,000 / PCE
		Thereafter over 25kg per 10kg	¥1,000 / 10kgs
2	Unpacking & Display		¥2,000 / GDA No.
3	Handling Fee		¥25,000 / Consignment
4	MHLW License Application Fee ※Import permission for food related items		¥8,000 / Shpt
5	Storage Fee	Minimum 25.0kg & PCS Charge	¥5,000
		Thereafter over 25kg per 10kg	¥500 / 10kg
6	Multiple GDA Items in One (1) Carton		¥10,000 / GDA

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

All charges mentioned in this tariff are in **JPY**.

[Back to Contents](#)

## - GOOD DESIGN EXHIBITION -

### FULL SERVICE COURIER HANDLING TARIFF

#### <Move-Out Transfer Fee>

from the venue to the warehouse on November 6th (Thu), 2025.

	Operation	Remark	UNIT PRICE JPY10%Taxable
7	MOVE-OUT Transfer	Minimum 25.0kg & PCS Charge	¥5,000 / PCE
		Thereafter over 25kg per 10kg	¥1,000 / 10kgs
8	Dismantling and Repacking		¥2,000 / GDA No.
9	Handling Fee		¥25,000 / Consignment
10	Handling Fee For Return Shipment		¥3,000 / Consignment
11	DISPOSAL FEE (Incl. Agency Fee)	Minimum 25.0kg & PCS Charge	¥3,000 / PCE
		Thereafter over 25kg per 10kg	¥1,000 / 10kgs

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

#### <Other Charges>

	Operation	Remark	UNIT PRICE 10% Taxable
12	STICKING GDA No. Stickers to each item		¥500 / GDA No.
13	PURCHASING HANDLING FEE (Shopping necessary item for the display along with the entry item in Japan)		¥1,000 / Entry
14	SPECIAL REQUIREMENT (IF ANY)		As per outlay

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

All charges mentioned in this tariff are in **JPY**.

[Back to Contents](#)

# FULL SERVICE COURIER HANDLING TARIFF

## <INSURANCE AND RETURN SHIPPING>

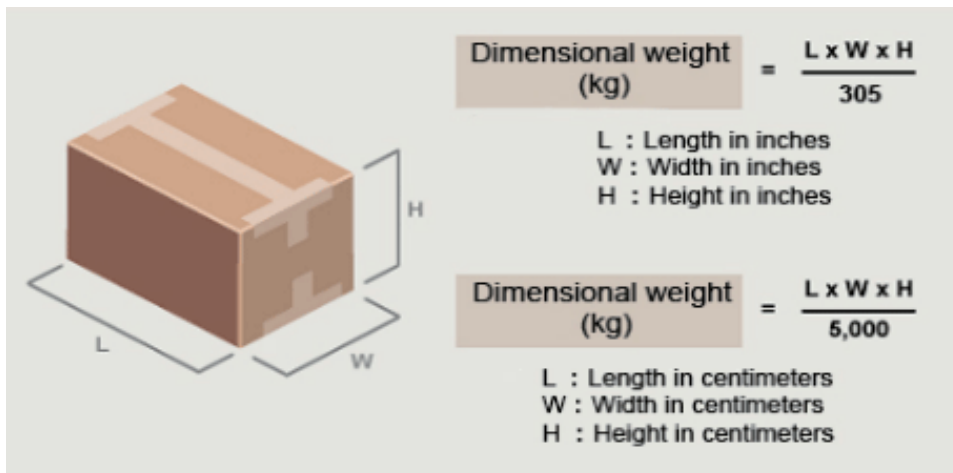
	Operation	Remark	UNIT PRICE Non-Taxable
15	DOMESTIC INSURANCE FEE	Minimum	¥3,000
		Thereafter Exhibit value x 0.5%	as per outlay
16	INT'L COURIER FEE	Depends on the Destination ※ including Fuel / Security charge	as per outlay
17	DOMESTIC COURIER FEE	Depends on the Destination ※ including Fuel / Security charge	as per outlay

All charges mentioned in this tariff are in **JPY**.

### **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> = Volumetric Weight 25.0kgs



[Back to Contents](#)




# QUOTATION REQUEST

For your product shipment, please ask KSI G Mark 2025 team to send Quotation Request form along with your Display Instruction. Fill in the following form and Email us no later than **September 16th (Tue), 2025**.

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 2025**  
**GOOD DESIGN EXHIBITION**  
Kindly please send this Quotation Request by email : gmark2025\_ksi@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/Sep,2025**

**1-1. Applicant's Information**

Company Name	ABC Company		
Address Line	#00, Xxxx ROAD, Nanshan District,	City	shenzhen
State/Province	Guangzhou	Country	China
Zip code	510000	Department	marketing department
Contact Person	JONH SMITH	Phone number	86-13700000000
Title		E-mail	john.smith@xxxxx.xxx

**1-2. Billing information**

Company Name	ABC Company	Department	Accounting department
Contact Person	Mary Jones	E-mail	mary.jones@xxxxx.xxx

**2. Exhibit's Information ( Please send the invoice if you already can fill the form. )**  
\*Panels or any decoration items which doesn't have GDA number, also need to be written

No.	GDA No.	Commodity Description	QTY	Currency	Unit Value	Value *1	After the GOOD DESIGN EXHIBITION *2	Carton No. *3
I	G0000000	Pen	1	JPY	1000.00	1,000.00	Return to Origin	1
II		A4 Panel for Pen(G0000000)	1	JPY	500.00	500.00	Return to Origin	1
III		Leaflet for Pen(G0000000)	1	JPY	500.00	500.00	Return to Origin	1
IV	G0000001	Pen stand	1	JPY	1500.00	1,500.00	Ship to Japan	2
V						0.00		
VI						0.00		
VII						0.00		
VIII						0.00		
IX						0.00		
X						0.00		

\*1 The information on the above values will be used for insurance, re-export customs clearance and re-shipping from Japan.  
Therefore, please fill out the correct information.  
\*2 Please fill in "6. Return Shipment Information", if you select anything other than "Dispose"  
\*3 Please fill in the Carton No. of below "3. Shipping Package Information".  
\*4 Please contact us if you need additional lines.

[Back to Contents](#)

# SERVICE ORDER FORM

Once you confirm our quotation, please fill in, out your signature on it and Email to KSI G Mark 2025 team by **September 24th (Wed), 2025**.

We will send you PayPal payment notice shortly.

[illegible]

[Back to Contents](#)

## PayPal Payment



Visit your country [PayPal](#) website

PayPal is trusted by over 400 million users worldwide as the simpler and safer way to shop. Shoppers enjoy Buyer Protection on eligible purchases. You can send payments through their payment link issued by KSI Email without sharing your financial info.

- Upon receipt of the Service Order Form, KSI will Email you a link to pay via PayPal within one business day.  
✂Please check your junk mail folder as well.
- The Email will be sent to the Billing Information contact you indicated in your Quotation Request.
- No need to register your information with PayPal, just click on the link and proceed with the payment.
- A credit card is required to execute PayPal online payments.
- Payment must be made within 3 business days of receipt of the link.
- When making payment, please enter your invoice number issued by KSI.

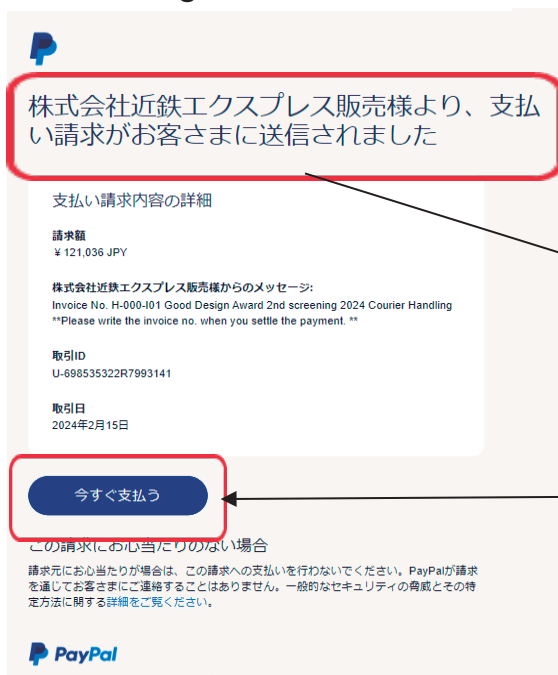
If you do not receive the link after two business days of sending the Service Order Form, please contact us.

[Back to Contents](#)

## PayPal Payment



- When KSI send you payment link, you will receive an email like the one in the image.



Email subject : 支払い請求を受け取りました

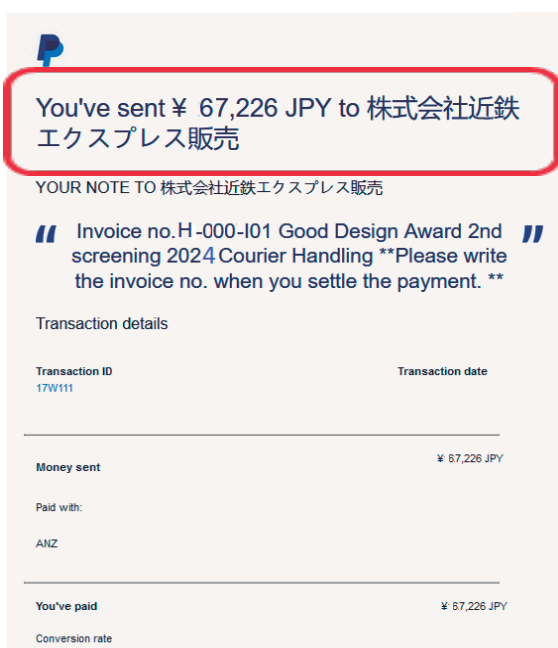
In English **Payment request received**

In English

A payment request has been sent to you by Kintetsu World Express Sales, Inc.

Click here to proceed with payment

- Once the payment is completed, you will receive an email like the one in the image.



In English

You've sent ¥67,226 JPY to Kintetsu World Express Sales, Inc.

[Back to Contents](#)

## PACKING INSTRUCTION - 1

GDA ENTRY No.

G0000000

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



Do Not forget to put your GDA entry number to each products not only the product itself, but also its cases, accessory and outer package to avoid any missing items.

[Back to Contents](#)

## PACKING INSTRUCTION - 2

### Packing



1. Put cushioning material to avoid product damage.
2. Pack the product inside
3. Use cushioning material on top of it.
4. Wooden case must use bolts. Do not use nails.

### Marking

REF# Issued by KSI	<b>A-001</b>
GDA ENTRY NUMBER	G0000000
APPLICANT'S NAME	ABC Company
Number of boxes per GDA ENTRY NUMBER	1/1

Write the total number of packages **per GDA entry in the denominator.**

If there are 2 boxes in 1 entry, create 4 labels in total, 1/2 and 2/2.

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.



[Back to Contents](#)



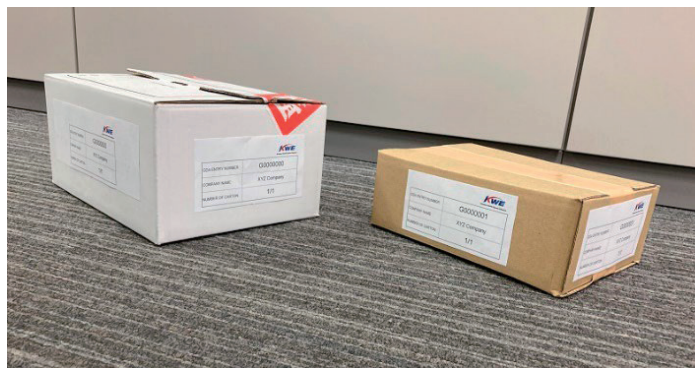
## PACKING INSTRUCTION - 3

**!! DO NOT PACK plural GDA ITEM in 1 package !!**

① Pack the one (1) GDA Number item into one (1) case.

② Put **CASE LABEL** on each case.

- REF#
- GDA ENTRY Number
- APPLICANT'S NAME
- Number of boxes



③ **DO NOT PACK plural GDA ITEMS in 1 package!**



[Back to Contents](#)

# JAPAN DUTY & IMPORT TAX

## Shipping Terms

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

\* **DDP (Bill sender)**: The Sender is responsible for delivering the goods to our designated 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. Duty and Import tax must pay by the Sender through your courier company.

**Neither JDP nor KSI pay Japan DUTY and Import tax for any shipment.**

KSI only receive DDP terms shipments otherwise all parcels will be returned to origin with the original Sender's responsible and expence.

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 terms.



[Back to Contents](#)



# 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) Please write "Exhibition Goods / No Commercial Value" in the invoice.
- (D) Unit price and Total Value's Currency : (JPY, US\$, €, etc.)
- (E) **INCOTERMS: "DDP" or Choose "Japan Duty and Tax Bill sender" \*1**
- (F) **IMPORTER\*2:**

JAPAN INSTITUTE OF DESIGN PROMOTION  
5th Fl, Midtown Tower, 9-7-1 Akasaka, Minato-ku,  
Tokyo 107-6205 Japan  
TEL : + 81-36743-3777  
CORPORATE ID 9010405009619

#### (G) NOTIFY:

Kintetsu World Express Sales, Inc.  
Attn: G Mark 2025 Team  
Email: gmark2025\_ksi@kwe.com

#### (H) Deliver To:

KITAZAWA HIKKOSHI CENTER CO., LTD.  
C/O Fukuyama Transport  
1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN  
Phone: +81-80-6618-7352  
Attn: Kudo / Yano

**\*1 Neither KSI nor warehouse will be an importer for your shipment.**

**\*2 Must write the importer on the shipping invoice.**

[Back to Contents](#)

# DOCUMENT INSTRUCTION

## Sample Shipping Invoice

You need to issue an shipping invoice as same as below for the JAPAN customs formalities.

### Proforma Invoice

SHIP FROM :

Notify :

Kintetsu World Express Sales, Inc.  
24F New Pier Takeshiba North Tower  
1-11-1 Kaigan, Minato-ku  
Tokyo 105-0022 JAPAN  
Tel : +81-80-6618-7352

Your company or your agent who will be an Exporter information.  
Company name, address, phone no. etc.

IMPORTER\*\* :

JAPAN INSTITUTE OF DESIGN PROMOTION  
5th Fl, Midtown Tower, 9-7-1 Akasaka, Minato-ku,  
Tokyo 107-6205 Japan  
TEL : + 81-36743-3777  
CORPORATE ID 9010405009619  
IMPORTER ID: 1000J0F0000

SHIP TO :

KITAZAWA HIKKOSHI CENTER CO., LTD.  
C/O Fukuyama Transport  
1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN  
Tel : +81-80-6618-7352  
Attn: Kudo / Yano

Item	Description	QTY	Net Weight	Gross Weight	Country of origin	Unit Value	Currency	Sub-Total Value
1								0.0
2								0.0
3								0.0
4								0.0
5								0.0
6								0.0
7								0.0
8								0.0
9								0.0
10								0.0
Total			0.00	0.00				0.0

Term of Trade : DDP  
Duties&taxes Shipper will pay  
No commercial value. The value for the customs purpose only.  
Good Design Award 2025 2nd screening at Makuhari Messe use only.

I/We hereby certify that information contained in the invoice is true and correct and that the contents of this shipment are as stated above.

[Back to Contents](#)

# DOCUMENT 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.

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

KITAZAWA HIKKOSHI CENTER CO., LTD.  
C/O Fukuyama Transport  
1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN  
Phone: +81-80-6618-7352  
Attn: Kudo / Yano

Please see below [SAMPLE DHL Waybill Label](#) ↓

<b>* ARCHIVE DOC *</b>		<b>WPX</b>	<b>DHL</b>
Not to be attached to package			
<b>From :</b> Wayne Enterprises Bruce Wayne 1007 Mountain Drive, WC1E7HU London LO United Kingdom (UK)		<b>Origin:</b> <b>LON</b>	
		<b>Contact:</b> 2005200812	
<div style="border: 2px solid red; padding: 10px;"><b>To:</b> KITAZAWA HIKKOSHI CENTER CO., LTD. C/O Fukuyama Transport 1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN Phone: Tel : +81-80-6618-7352</div>			
<b>Z008US-ELA-HHR</b>			
<b>Product:</b> <b>[P] EXPRESS WORLDWIDE (48)</b>		<b>Features / Services:</b> PAPERLESS TRADE (W) DUTIES & TAXES PAID (DD) SHIPMENT INSURANCE (I)	
<b>Payment code:</b> <div style="border: 1px solid pink; padding: 2px;"><b>Terms of Trade: DDP</b></div>			
<b>Ref:</b> 12842		<b>Shpt Wght:</b> <b>1.5 lbs</b> <b># of Pieces</b>	
<b>Custom Val:</b> 60.00 USD <b>Insured Amount:</b> 60.00 USD		<b>Shipment Date:</b> <b>2017-10-26</b> <b>2</b>	

Write the shipping address in red square.



WAYBILL 61 8675 6730

**Contents:**  
Packaged shippe  
d by Wayne Ente  
rprises

License Plates of pieces in shipment

[Back to Contents](#)

## Frequently Asked Questions

Category	Questions	Answers
Quotation	I plan to exhibit in the GOOD DESIGN EXHIBITION. Are there any items that cannot be shipped to Japan?	<p>1.The following items cannot be imported into Japan and should not be sent. Alcohol products, tobacco, foodstuff, beverage, plants, seeds, animals, or any item containing leather, animal parts, animal products, pet medicines, pet cosmetics, pharmaceuticals, cosmetics, chemicals, or arms are subject to Japan import restrictions. In any case before shipping the goods you will need to send us well in advance a detailed invoice showing.</p> <p>2.Empty boxes and empty bottles of food, beverages, medicines, and cosmetics can be imported to Japan. Please contact us if you have any questions.</p> <p>3.In addition to food itself, utensils for the mouth such as cups and chopsticks, toys and baby items such as strollers may be treated the same as food and subject to quarantine. Please ask us before you ship.</p>
Quotation	Could you send me a photo of our exhibit after it was displayed in the GOOD DESIGN EXHIBITION?	The rights to the exhibited products are reserved by the Japan Institute of Design Promotion. Please ask the organizer if necessary.
Quotation	Is there a problem if there are two different currencies for the price of the product?	Please unify one type of currency for Quotation Requests.

[Back to Contents](#)

## Frequently Asked Questions

Category	Questions	Answers
Payment	Please tell me about PayPal.	<p>1. One business day after receiving your Service Order Form, KSI will send an Email with a link for Web payment to the Email address of the contact person indicated in the Billing Information. When you proceed to the link in the Email, you will be taken to a screen where you can enter your credit card information for payment.</p> <p>2. Please enter your credit card information and click the payment button. We do not provide our PayPal ID information. Also, please do not send payment to KSI G Mark 2025 Team Email address.</p> <p>3. Please see <a href="#">page 14</a> of the shipping manual for details.</p>
Payment	Will you, KSI, contact me after confirming the payment?	<p>1. Once the payment with PayPal is completed, you will receive a payment completion email from PayPal, so please check there. After confirming your payment, KSI will contact you to request shipping of the cargo.</p> <p>2. Please see <a href="#">page 15</a> of the shipping manual for details.</p>
Payment	Is there a problem if the credit card holder name and exhibitor name are different?	No problem. When making payment, please enter the invoice number issued by us.

[Back to Contents](#)

## Frequently Asked Questions

Category	Questions	Answers
Ship to Japan	Are you, KSI, going to pay Japan duty and import tax for us?	<p>1.We, KSI, do not pay import duties and consumption taxes in Japan on behalf of you. Please instruct your carrier to ship under DDP (full shipper's payment) terms.</p> <p>2.The package will be returned to the origin of shipment if a package is sent under conditions other than DDP. We will not be held responsible if this prevents you from submitting your entry to the screening in time.</p> <p>3.For example, if you ship a package using the transport terms "DAP", our warehouse will not be able to pay the customs duties and consumption tax, so we will refuse to receive the cargo.</p>
Ship to Japan	Can I ship my cargo to Japan by a method other than courier?	In principle, please use courier to ship your cargo to Japan. If you prefer other method, please contact us, KSI, in advance.
Cargo tracking	Will you, KSI, inform me of the delivery progress and receipt status of my cargo?	Please track the delivery progress of your cargo by yourself on the courier website with your tracking number. We, KSI, will not contact you unless there are irregularities, such as when damage is detected upon receipt, when the package does not arrive by the deadline and so on.

[Back to Contents](#)

## Frequently Asked Questions

Category	Questions	Answers
Return shipment	Who is the exporter when returning the product after the GOOD DESIGN EXHIBITION?	The re-exporter will be the Japan Institute of Design Promotion, which will not export or import under the name of KSI.
Return shipment	After the GOOD DESIGN EXHIBITION, when will the items be returned from Japan?	We will start returning your products around November 14th (Fri) after the announcement of the results of the GOOD DESIGN EXHIBITION. You will probably be able to receive it in about a week or so.
Return shipment	Are you, KSI, going to inform us return shipment tracking number?	We will inform you the tracking number based on your request.
Return shipment	The exhibit item which includes batteries, can you ship those batteries too from Japan?	As stated in the Service Order Form, batteries will be disposed of in Japan due to the difficulty in handling hazardous materials. We can ship to your suppliers in Japan based on your request.

[Back to Contents](#)