

GOOD DESIGN AWARD 2023

2nd screening Guide

Installation and
dismantlement guide



GOOD DESIGN AWARD 2023 SCHEDULE

Entry	April 4	Call for Entry
	May 25 13:00 JST	Entry Deadline
	May 31	Deadline for payment of 1st screening fee
1st Screening	June 1 - 26	1st screening period
	June 27	Notification of the 1st screening results
2nd Screening	June 27 - July 4 13:00 JST	Registration Period of the 2nd screening information
	July 5 - August 17	Second screening period
	July 24	Deadline for payment of 2nd screening fee
	August 1	Installation (Venue: MAKUHARI MESSE) ! 2nd screening will be held in Japan
	August 2 - 4	2nd Screening Session
	August 4	Dismantlement
	August 18 13:00 JST	Notification of the 2nd screening results
	August 18 - 25 13:00 JST	Registration period of the award acceptance information
	September 12	Deadline for Letter of Consent (if applicable)
	September 15	GOOD DESIGN BEST100 Presentation Special Awards Screening Session
Announcement	September 20	Deadline for payment of award package fee
	October 5 13:00 JST	Award Announcement
	October 5 - 31	GOOD DESIGN AWARD PR period
	October 25	Award Ceremony (offline), GRAND AWARD Election
	October 25 - 29	GOOD DESIGN EXHIBITION 2023
	March 2024	Publication of the yearbook

*The above schedule might be changed depending on the situation.

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About 2nd Screening

GOOD DESIGN AWARD implements the screening by the 1st screening, which is based on the information provided by the applicants, and the 2nd screening, which is based on the physical items of the entries together with the registered information.

During the 2nd 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 panel or other materials to substitute for the physical items. Besides, on the second day of the 2nd 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 entries those have passed the 1st screening, the applicants shall abide by the following instructions to present the entries at their best to the jury members. Your cooperation will be highly appreciated.

Japan Institute of Design Promotion
GOOD DESIGN AWARD Office



[Outline of the 2nd Screening Implementation in Japan]

Venue: MAKUHARI MESSE 4, 5, 6, 7, 8 Hall

Installation: August 1 13:00 ~ 19:00*

2nd Screening Session: August 2 ~ 4 (Closed)

Dismantlement: August 4 15:00 ~ 20:00*

*Installation must be completed within the above-mentioned time, and the time cannot be extended.

*It is not allowed to send the entries directly to the venue.

*In order to prevent intensive contact in the venue, organizer will divide the time zone for carry-in and carry-out in advance.

*Applicants are not allowed to visit the venue and should exit the venue immediately after installation and dismantlement.

*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, Hall 6)

E-mail : info-e@help.g-mark.org

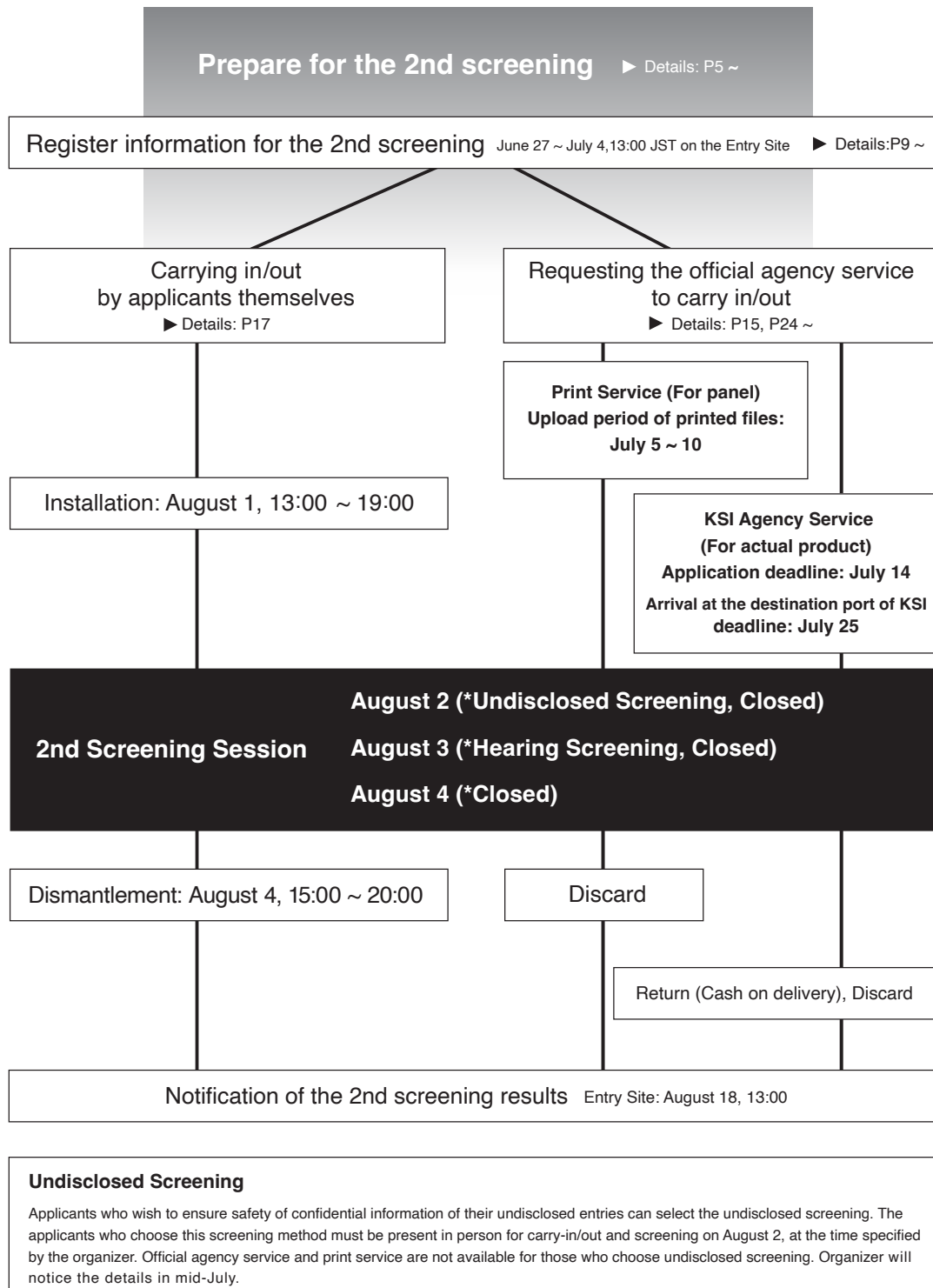


[Process of the 2nd Screening]

Applicants are requested to carry in/out their entries on the installation/dismantlement date of the 2nd screening session by themselves or requesting the agency service assigned by organizer to install and dismantle the entries.

*To use the official agency service, application in advance is necessary. Please submit the "Quotation Request" & "Display Instruction" by July 14, and be sure the cargo will arrival at the destination port before July 25.

*The agency service provider 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.



About the Materials to be Displayed

During the 2nd 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 2nd 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

or

B. Substitute for the physical item

(An A1 size panel in vertical type)

+

[Optional]

Supplementary
material

▼Architecture & Construction (Unit 12, 13, 14, 15)

[Obligatory]

C. Outline of the architecture

(An A1 size panel in vertical type)

D. Document material

(A3 size file in horizontal type within 10 pages)

+

[Optional]

Supplementary
material

▼Building Construction / Construction Method (Unit 12, 15)

[Obligatory]

E. Outline of the Building Construction, Construction Method

(An A1 size panel in vertical type)

+

[Optional]

Supplementary
material

▼Building Construction / Construction Method (Unit 12, 13)

[Obligatory]

F. Outline of the Service/System for Housing

(An A1 size panel in vertical type)

+

[Optional]

Supplementary
material

A. Physical item of the entry

- Please display the physical item of the entry in a way that the jury members can try or handle it freely.
- Please be sure to electrify the item when electricity is necessary for it to work.
- If necessary, please prepare several items for either display or experience.
- If the case of "Website" or "App", please show them activated with PC, tablet or smart phone.
- If there are other display items except the entry items, please attach a sticker to indicate that they are not entries.
- If the 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, physical items of the entries are required for the 2nd 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 (H841×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 12, 13, 14, 15 only.**

Please use an A1 size panel in vertical type (H841×W594mm, mounted on the 5 mm thick board) containing the outline and the design point of the architecture or construction, to present the 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. Document material (A3 size file in horizontal type within 10 pages)

***Architecture&Construction: Unit 12, 13, 14, 15 only.**

As the supplementary materials of C, please use an A3 size document (W420×W297mm) within 10 pages to present it. *10 pages means 5 sheets of paper printed on both sides and 10 sheets of paper printed on single side.

*Please submit it to the front desk of your screening unit on carry-in day. Due to the reconfirmation after the 2nd screening session, it will not be returned and will be shredded and destroyed after the 2nd screening is completely finished.

[Specifications of the document 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 entry name 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 document is accepted.

*If the document explains the contents on the A1 panel, 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 Building Construction & Construction Method (An A1 size vertical panel)

***Building Construction&Construction Method: Unit 12, 15 only.**

Please use an A1 size panel in vertical type (H841×W594mm, mounted on the 5 mm thick board) to present the 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/System for Housing (An A1 size vertical panel)

***Unit 12, 13 only.**

Please use an A1 size panel in vertical type (H841×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 members 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 W3×D3 space (in the case on the table, W3×D1) flat space at maximum. Cars can be W3×D6. 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 Session

The screening session is not open to applicants. Applicants can not enter the venue these days. The authorized applicants who have applied for it can enter the venue at the designated time.

11. Other points to note

Please confirm P22 and follow the rules.

Register Information for the 2nd Screening

From June 27 to July 4, 13:00 JST, applicants should register the information of their entries such as method for 2nd screening, required display space, etc. for the 2nd screening on the entry site.

1. Method for 2nd screening

Please select one of the screening methods below.

[Regular 2nd Screening] Second screening fee: 60,500 yen (tax included)

[2nd Screening for Undisclosed Entries] Second screening fee: 60,500 yen + Screening fee for undisclosed entries: 104,500 yen = 165,000 yen (tax included)

For the implementation of undisclosed screening, the organizer provides space to ensure the security of the confidential information in the 2nd screening venue. The undisclosed screening is only suggested for the entries, which are not yet disclosed at the stage of the 2nd 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 2nd screening can stop here.

*Undisclosed Screening due date: August 2 for each entry, the installation, screening and dismantlement will be implemented on the time designated by the organizer.

*The entry that chooses the official agency service and print service are not able to apply for this screening.

2. Submission of physical entry

Please select one from the two forms of display items below, after you confirm the contents, the materials to be displayed.

[Submit actual product]

Display the physical item of the entry, no matter whether additional materials like panels exist.

*Please describe your supplemental material(s) other than the actual product, e.g., panel, document, and video.

[Submit substitute (A1 size panel, etc.)]

Architecture or any other intangible.

*Please describe specifically what you will be submitting as a substitute, e.g., A1 panel, A3 document, and model.

3. Installation method / Necessary space

[Installation method]

Please select the installation method based on the display items you have selected. The installation method is corresponding to the screening conditions. And the installation method is different according to the "display items for the 2nd screening" that you selected in 2..

If [Submit actual product] is selected

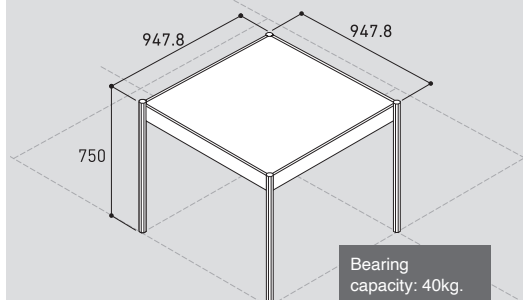
Please select one from [Install on the table] [Install on the floor] [For cars only]. The combination of floor placement and table placement is unacceptable.

[Install on the table]

6,600 yen (tax included) for one table

Maximum space: W3×D1 (3 tables)

Suggestion: Actual display size no more than 947.8×947.8 mm



OCTANORM system (silver); top board (white)

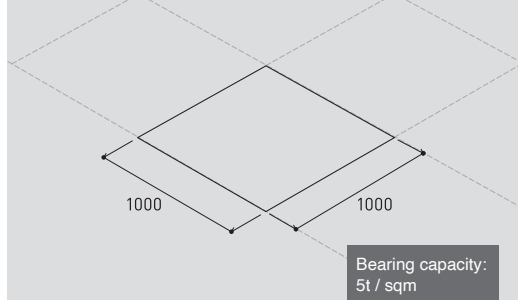
- No partition, no backboard.
- The space beneath the top board can not be used for display.
- No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

[Install on the floor]

Free (Charge for additional fees for extra sections)

Maximum space: 3×3

Suggestion: Actual display size no more than 950×950 mm



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.

If [Submit substitute (A1 size panel, etc.)] is selected

Please select either one from [Panel package] or [Install on the table].

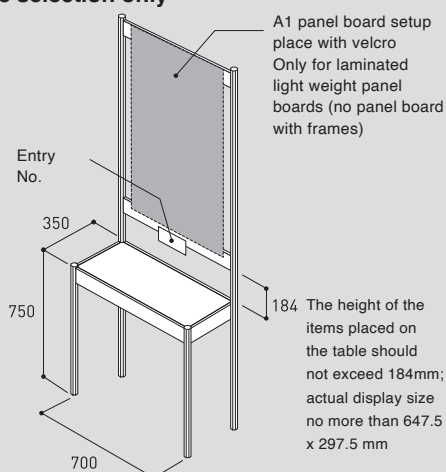
*It is not allowed to select both the panel package and the general display table (Install on the table).

*The panel package includes a frame for posting the A1 panel and a platform for placing the A3 detailed materials, brochures, tablets, etc. Only one display space can be requested for this method, and no additional requests can be made.

[Panel package]*

5,000 yen (tax included)

One selection only



OCTANORM system (silver), top board (white)

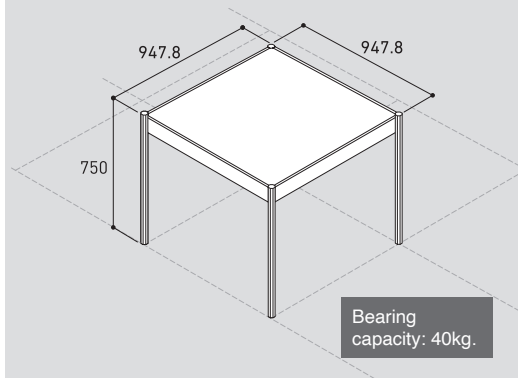
- No partition, no backboard.
- The space beneath the top board can not be used for display.
- Unable to install "shelving for the table".
- No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

[Install on the table]

6,600 yen (tax included) for one table

Maximum space: W3xD1 (3 tables)

Suggestion: Actual display size no more than 947.8x947.8 mm



OCTANORM system (silver), top board (white)

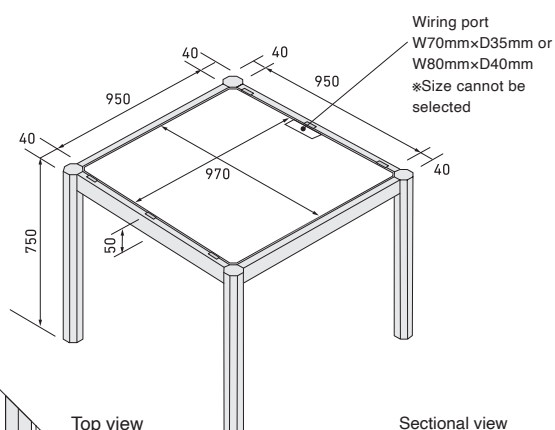
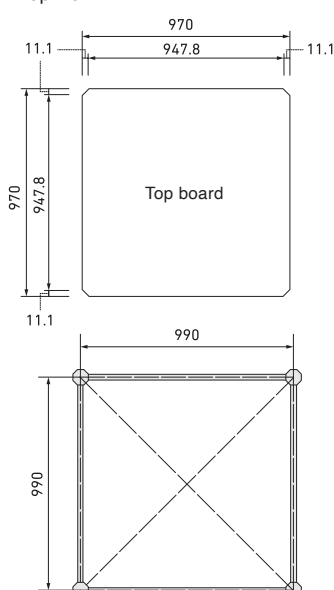
- No partition, no backboard.
- The space beneath the top board can not be used for display.
- No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

Details of the table for [Install on the table]

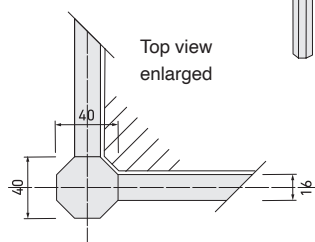
*No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

*If electric supply is applied, an opening will be made for wiring, with the top board.

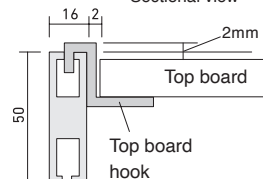
Top view



Top view enlarged



Sectional view



[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×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 organizer.)

[Floor placement] 9 sections (3×3); [Table placement] 3 sections (3×1);

[Panel package] 1 section only (0.7m×0.35m); [Vehicles] 18 sections (3×6)

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>

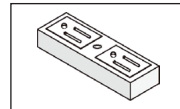
Please calculate the total electricity consumption of all the machines in advance, and make applications for the necessary electricity supply.

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)

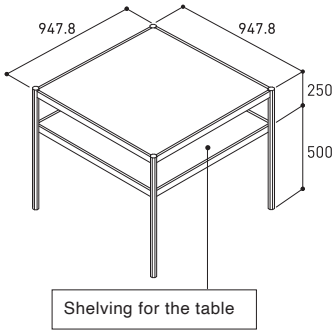
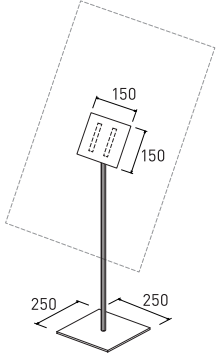
Application: 2kW + 2 Outlet box = 34,000 yen + 7,000 yen = 41,000 yen



[Other equipments]

If you need panel stand to display the supplementary materials of the 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)

<p>For [Install on the table]</p> <p>Shelving for the table</p> <p>3,000 yen (tax included) per table</p>  <ul style="list-style-type: none">- The number of the middle shelf you apply shall be equal to the section amount of the necessary space.- You can not only apply for one middle shelf if you have applied several table sections.	<p>For [Install on the floor]</p> <p>Panel stand</p> <p>2,500 yen (tax included)</p>  <ul style="list-style-type: none">- 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]
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[Internet access]

Wired Internet access is provided as a fee-charging display option.

Fee: 40,000 yen (tax included) per address

Period: August 1 ~ 4

- 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.

5. FAQ

- If I select "Install on the table", can I display the panel board on the tabletop?

Yes, but the organizer does not provide or specify the panel stand. Please prepare your own panel stand and be careful not to let the panel board fall over and interfere with the works of neighboring booths.

- Is there a specific format for supplementary materials? Is there a limit to the number of supplementary materials that can be displayed?

The format of supplementary materials is free. They can be in the form of panel board, document material, model, video (the applicant need to provide your own playback equipment when showing video) and so on. You can display more than one supplemental material as long as it is within the scope of the application.

- Can packages of exhibits be stored in the display space or under the display table?

No. Items that are not related to the judging are not allowed to be placed in the venue. Please take them away for safekeeping, and there is no storage area in the venue.

- Can I use my own portable wifi if I don't want to use the organizer' s wired internet?

Yes. If you want to use your own portable wifi, please check with the operator and set it up by yourself, the organizer will not assist in setting up and managing it.

- If I select "Install on the table", can I use anti-theft measures for my exhibits and playback equipment?

Yes. Please prepare your own installation equipment (fishing line, wire, etc.) and install it yourself. Please make sure that the display space and table can be restored to the original state after the display, do not affect the surrounding exhibits and do not exceed the scope of the application.

6. Instruction and note for the display space

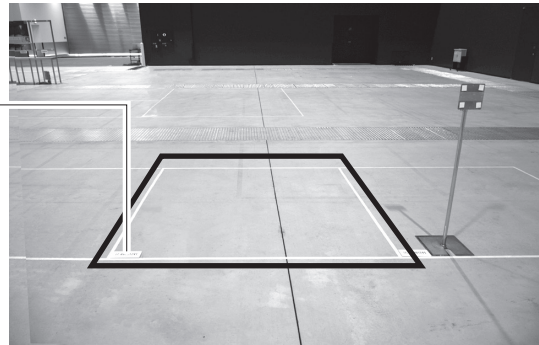
All exhibits must be displayed in the space requested on the entry site. In case of "Install on the floor", the display area is within the white line box, and in case of "Install on the table", the display area is within the white board. Although there is no height restriction on the display, please be careful not to overturn or interfere with the display of other entries around you. Please make sure that lighter weight items will not be blown over by the wind as the venue is frequently ventilated. To avoid loss, all exhibits and materials must be labeled with the screening number.

Install on the floor, 1 display space

No optional equipment / display area is within the white line box

Entry Number

The organizer will prepare an entry number sign for each display space. Please display your work in the designated area. The screening number sign can be moved, but must be placed on the side of the aisle.



Install on the floor, 1 display space

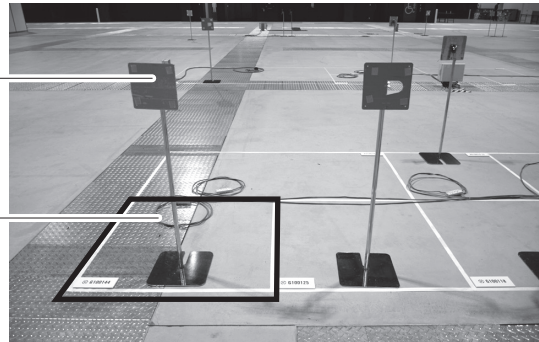
With optional equipment / display area within the white line box

Optional equipment: Panel stand

With velcro. Remove the protective film and directly stick to the panel board. Angle and height can be adjusted.

Optional equipment: Electricity supply

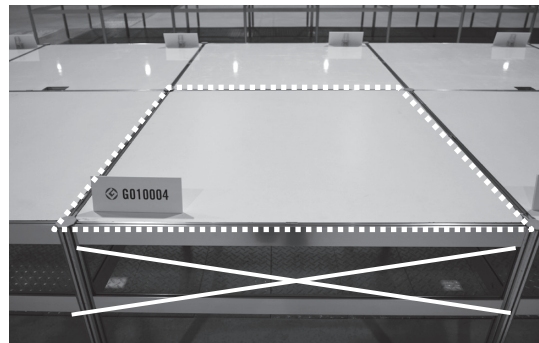
Power supply and wiring for display space.



Install on the table, 1 display space

No optional equipment / display area within the white top board

Please be careful not to flip over when panel board is erected on the tabletop. Exhibits beyond the white top board is prohibited. Please make sure that lighter weight items will not be blown over by the wind as the venue is frequently ventilated. No items can be placed underneath the table, and the front, sides and ground below the table are not allowed to be used for display.

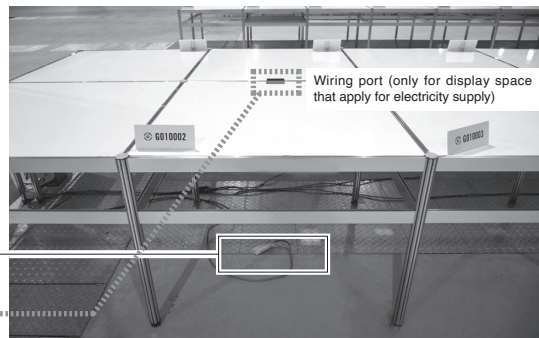


Install on the table, 1 display space

With optional equipment / display area within the white top board

Optional equipment: Electricity supply

Power supply and wiring for display space. Although the wire is reserved for a certain degree of spare length, please prepare your own extension cord if needed. White top board is equipped with wiring port.

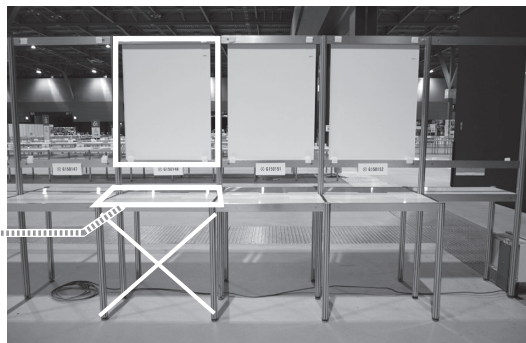


Panel package

Only 1 display space can be applied, no additional space is allowed

The panel package is a panel display device that has a frame, a display table, and velcro to hold the panel in place. In case of using display table, please make sure that the exhibits do not exceed the lower edge of the top board (the height should not exceed 184mm).

No items can be placed underneath the table, and the front, sides and ground below the table are not allowed to be used for display.



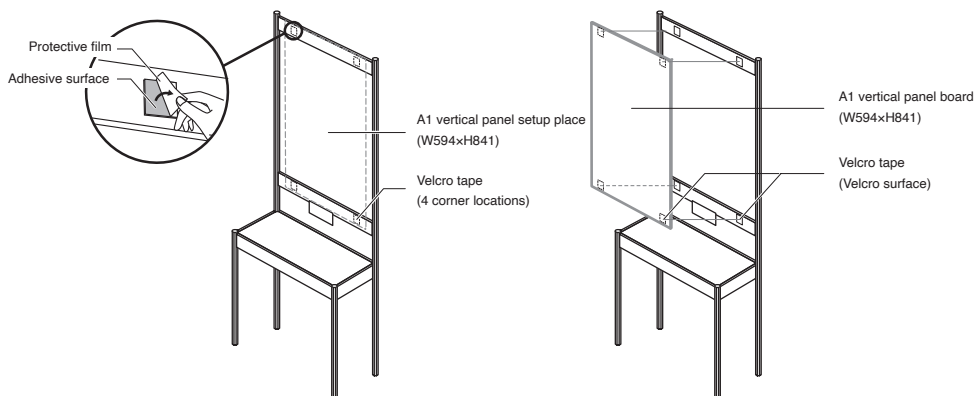
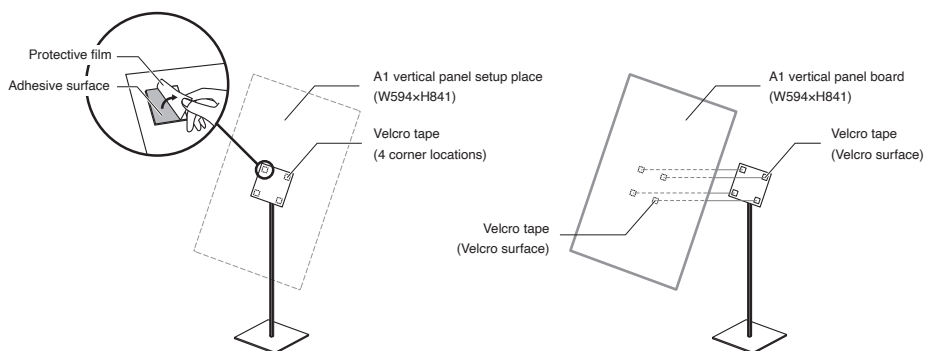
The panel package and panel stand (optional equipment) are equipped with velcro to hold the panel in place. Remove the protective film and directly stick to the panel board.



Setting method for the panel package and display stand

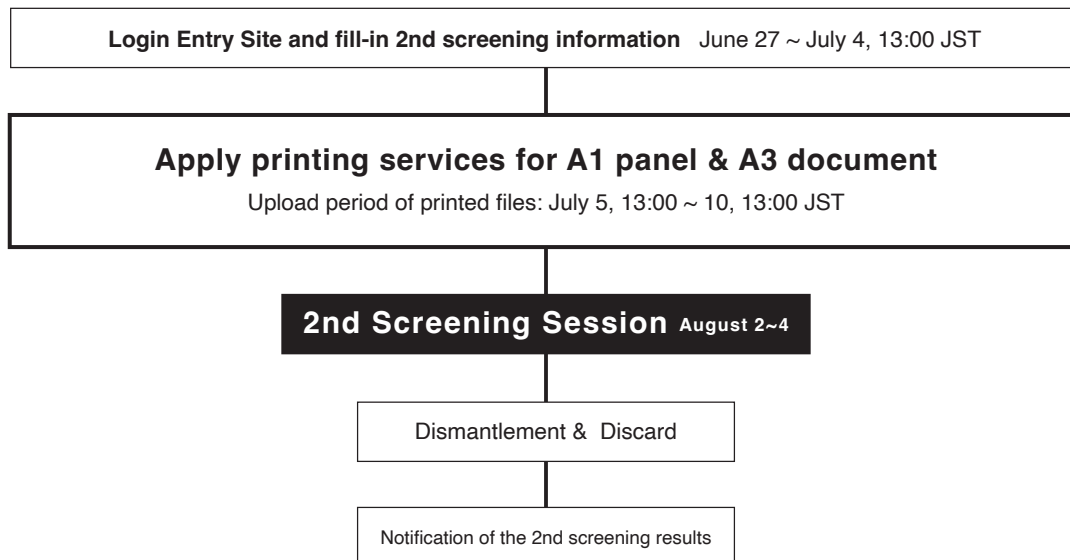
A1 panel board posting method

1. Remove the protective film of the velcro.
2. Stick the panel board directly.
3. Tear off the velcro and adjust the position of the panel board.



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, organizer will provide agency services for the production of A1 Panel and A3 document material (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 document material print service is available ONLY to applicant from Unit 12, Unit 13, Unit 14 and Unit 15.

Upload period of printed files: July 5, 13:00 ~ July 10, 13:00 JST

- 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 document material (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
Horizontal A3 size Document material: 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 applicants after completion of the setting.
- Carry-out and discarding method: after the 2nd screening process, removing from screening venue, then discard. Storage 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×W594mm).

- 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.
- 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 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×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)

Horizontal A3 size document material (Unit 12, 13, 14, 15 only)

The PDF document will be printed to a horizontal A3 size (H297×W420mm) white overlay paper.

Please keep only entry number and name 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)
- Please put page numbers without the cover.
- Print factory will use Adobe Reader for document validation.
- Organizer 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.

Installation / Dismantlement

[Schedule]

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
August 1																Please leave the venue immediately after completing the work. <u>It is strictly forbidden to take photos or visit the venue.</u> 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-in for agent					Carry-in for applicant										
August 2 ~ August 3																2nd Screening Panel is closed, applicants are not allowed to enter. *Applicants of undisclosed screening should come to the venue according to the specified time.
August 4																In order to prevent intensive contact in the venue, please come to the venue according to the time zone pre-arranged by the organizer. <u>Carry-out accomplished 20:00</u>

Carry-in/out for applicants

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

Carry-in: August 1 13:00 ~ 15:00; 15:00 ~ 17:00; 17:00 ~ 19:00;
 19:00 ~ 20:00 (For Vehicles)

Carry-out: August 4 14:00 ~ 15:00 (For Vehicles);
 15:00 ~ 17:00; 17:00 ~ 18:30; 18:30 ~ 20:00

*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. Leave the venue immediately after the assignment is completed, no visiting in the venue.

*If it is difficult to come at the time period specified by the organizer, please come at the appropriate time on the carry-in day (13:00-19:00) and carry-out day (15:00-20:00). It is not possible to change the date or extend the time.

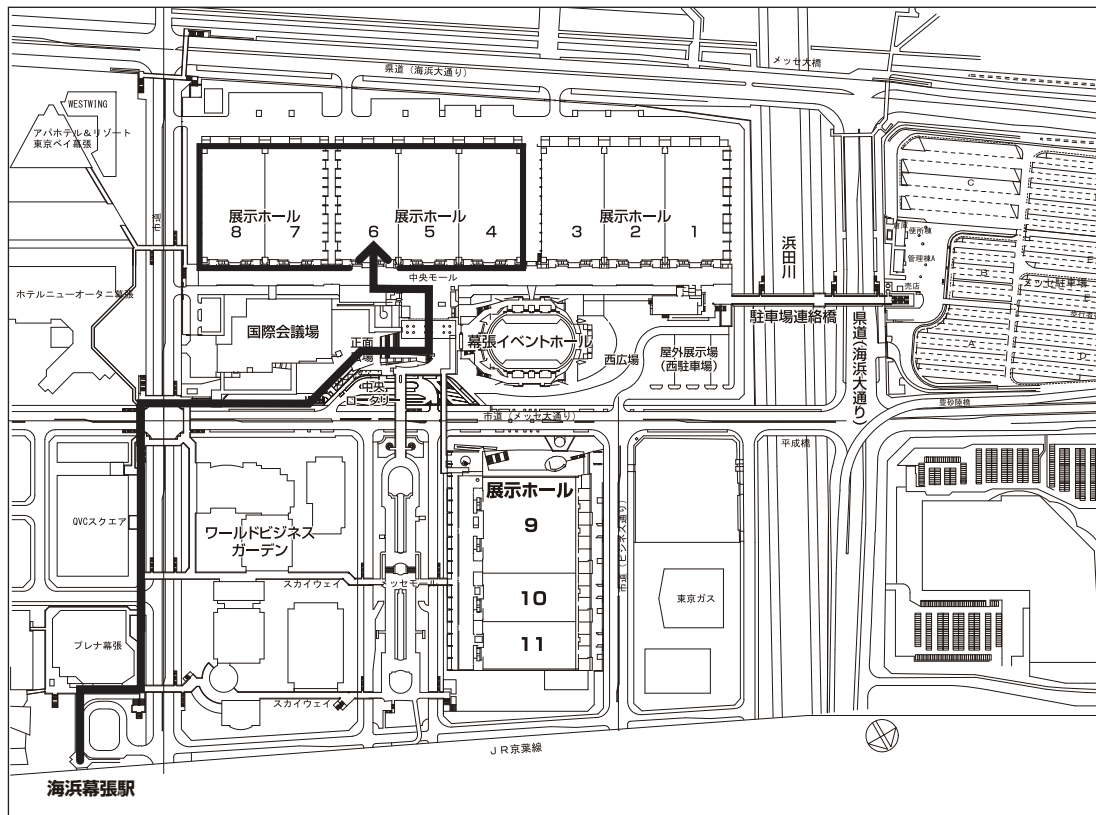
*Only applicants who have obtained the Carry-in/out Vehicle Pass issued by the organizer can drive in and enter the venue while showing the vehicle pass. (Maximum vehicle carrying capacity 45t)

*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 official agency service to install and dismantle your entries]

For applicants from abroad the agency service assigned by organizer can be requested to install and dismantle the display items. Please check the detailed information about this service (P24~).

[Access to the venue]



Venue: MAKUHARI MESSE 4, 5, 6, 7, 8 Hall

2 Chome-1 Nakase, Mihama Ward, Chiba, 261-0023

■By car

- Approx. 40 minutes from central Tokyo or Haneda Airport
- Approx. 30 minutes from Narita Airport
- Approx. 5 minutes from Wangan Narashino Interchange (Higashi Kanto Expressway)
- Approx. 5 minutes from Makuhari Interchange (Keiyo Expressway)
- Approx. 5 minutes from Wangan Chiba Interchange (Higashi Kanto Expressway)

■By train

- Approx. 5 minutes on foot from Kaihimmakuhari Station on the JR Keiyo Line (approx. 30 minutes on the rapid train from Tōkyō Station)

■Parking Guide (Organizer does not provide parking)

- Makuhari Messe Parking
- Hours of operation: 8:00 - 23:00 (Last entry 21:00)
- Standard ¥1,000/1day/1time
- Large and Medium ¥4,100/1day/1time

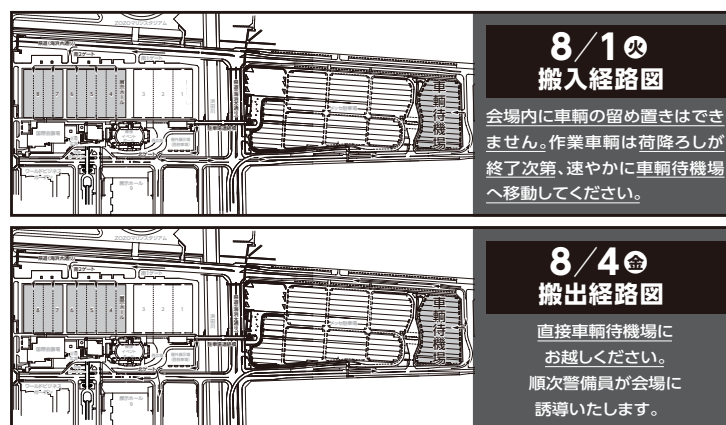
[About entrance to and exit from the screening venue]

1. About the screening venue

The screening venue is at MAKUHARI MESSE 4, 5, 6, 7, 8 Hall. Please confirm the location of the screening venue in advance to make the entrance more smooth. If you are entering by car, please 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 at 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 distributed by the organizer on an evident place where it's easy to see it from the front glass. One applicant will get one pass in advance. Vehicles without the pass can not enter the venue. If you need vehicle pass, please apply for it via email (info-e@help.g-mark.org) before July 18 and organizer will post it to your Japanese address.

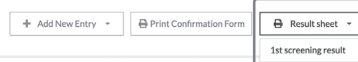


4. Entry Pass

Please download and print the "1st Screening Result Sheet" from the Entry Site and bring it to the venue to exchange for an entry pass at the service counter of the entrance. In principle, one registration account can apply for a maximum of 5 passes.

Entry List

- For application procedures and regulations, please refer to [Application Guidelines](#). Register "View details".
- Items with the "REL" will be released when the entries pass the screening and win the award the information to be released.



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 official agency service 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.

Installation August 1, 13:00 ~ 19:00

In order to prevent intensive contact at the venue, Organizer will divide the time zone for carry-in and carry-out in advance. After completing the work and receiving the "Confirmation Form of Installation", leave the venue immediately. It is strictly forbidden to take photos or visit the venue.

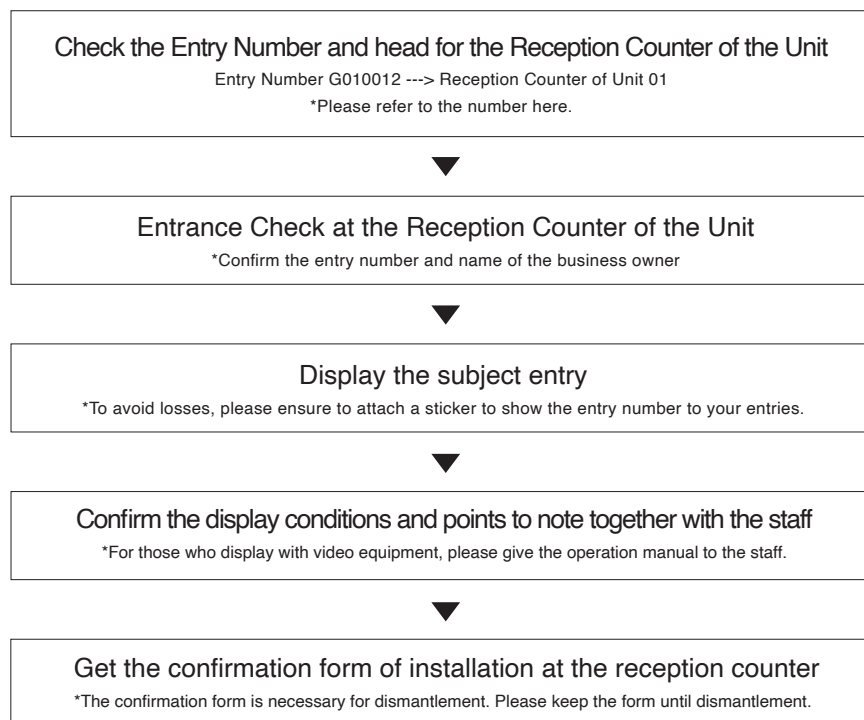
Things to prepare in advance:

1: Entry Pass* 2: Entry Number 3: Entry (Display item)

- *Please bring the "1st Screening Result Sheet" (downloadable from Entry Site) to the entrance to exchange for an entry pass.
- Display location is allocated to each 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 In late July.

Process from reception to display

Subject entries shall be carried in and installed following the process below.



[Points to note about installation]

- Organizer cannot keep packing materials at the venue. Please take them away with yourself. If the applicants leave the packaging material at the venue, the organizer will dispose it and charge a disposal fee later (per entry 5,500JPY tax included).
- Please do not lend your pass to others.
- Delivering the display items of the entries directly to the venue is NOT allowed.
- Visting and photo shooting at the venue is strictly prohibited. Please make sure that the photos taken of your work do not include the work of other applicants.
- If you want to use the official agency service, please check P24~.
- In the case of carrying in by vehicles, please follow the staff's instructions and carry in obey commands.
- Please bring any necessary tools for your installation with yourself.
- Organizer cannot supply electricity for the tools. Please bring the battery type tools.
- Please be careful to prevent heat stroke.

Dismantlement August 4, 15:00 ~ 20:00

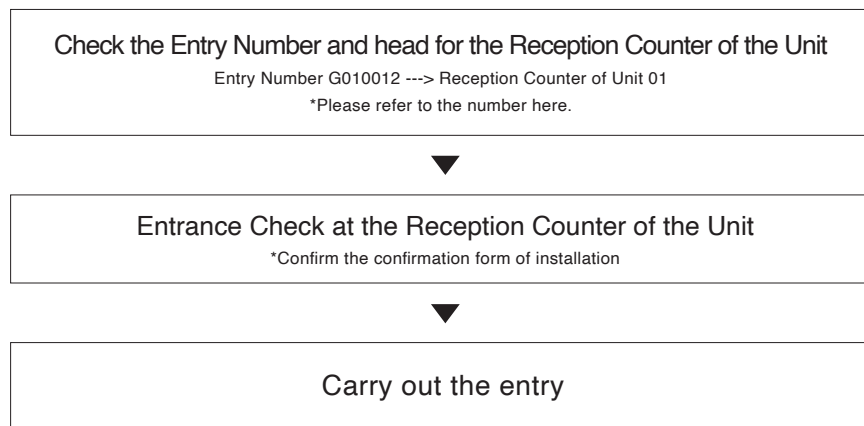
In order to prevent intensive contact at the venue, Organizer will divide the time zone for carry-in and carry-out in advance. After completing the work, leave the venue immediately. It is strictly forbidden to take photos or visit the venue.

Things to prepare in advance:

1: Entry Pass 2: Entry Number 3: Confirmation form of installation

Process from reception to dismantlement

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



[Points to note about dismantlement]

- Organizer cannot keep packing materials at 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).
- Visting and photo shooting at the venue is strictly prohibited. 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 obey commands.
- Please bring any necessary tools for your dismantlement with yourself.
- The electric power supply will stop at 18:00 for those who have applied for it.
- Organizer cannot supply electricity for the tools. Please bring the battery type tools.

Management for Entry and Venue

1. About display

Display location decision

The location of the display will be decided by the organizer, and participants will be notified in early August.

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.

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.

- The display must be conducted within the scope of the prior application.
- The volume of audio equipment must be set below 60phon.

6. Security maintenance of the venue

- For the wastes, bundles and packaging materials, corrugated boxes, etc. generated by the carry-in and carry-out process, the applicants 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 charge a disposal fee (¥5500 for each item).

- Restoration of display space

Participants have until 20:00, August 4, 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 at 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

[About 2nd screening results]

The results of the 2nd screening will be notified as from 13:00 JST on August 18 on your Entry Site account.

*According to "Principal Regulations for the GOOD DESIGN AWARD", the organizer and the Judging Committee will not respond to a request for the disclosure of information on individual screening details, including information on an item that has not received an award.

[After passing 2nd screening]

The entries passed 2nd screening are to be "GOOD DESIGN AWARD 2023 winners" as from October 5, the day of award announcement. Applicants are requested to hold back to release the result before October 5, official announcement date.

[About award announcement and exhibition]

After passing the 2nd screening, applicants should complete the registration of "release information" and "exhibition information" through Entry Site between August 18 and 25. In addition, participation in the exhibition is mandatory and non-participation will not be eligible for the award.

*Due to the limited space in the exhibition, products smaller than 600x500mm need to be displayed physically, while products over that size and awarded works in other categories will be displayed by A1 panels.

[Schedule]

Aug. 18 - 25	Release Information, Exhibition Information Registration
Sept. 15	GOOD DESIGN BEST100 Presentation & Special Awards Screening Session
Oct. 5	Award announcement
Oct. 25	GOOD DESIGN AWARD Ceremony / GRAND AWARD Election
Oct. 25 - 29	GOOD DESIGN EXHIBITION 2023
2024 Mar.	Publication of the Yearbook

[About award announcement, certificate, and yearbook]

Organizer produces 1. the page of award gallery; 2. certificate; 3. exhibition caption; 4. yearbook "GOOD DESIGN AWARD 2023", based on the information registered on the Entry Site.

Applicants are required to confirm and correct the information registered through the Entry Site. Applicants with joint application works, works with multiple awards, and works that require relevant confirmation are required to complete the confirmation of the release, certificate, and yearbook information within the deadline.



The organizer does not accept requests for changes for any reason after the deadline, August 25, 13:00 JST.

After being selected as BEST100

Among all the GOOD DESIGN AWARD awarded works 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 appreciated.

Participate in the "GOOD DESIGN BEST100 Presentation"

All the GOOD DESIGN BEST100 winners are requested to give a presentation at a presentation event called the "GOOD DESIGN BEST100 Presentation" held on September 15 at Tokyo Midtown Conference. This presentation is one part of the screening for the special awards.

Guide of the Official Agency Service

Requesting official agency service to install and dismantle your entries

For applicants from abroad the agency service assigned by the organizer can be requested to install and dismantle the display items.

GOOD DESIGN AWARD 2023 official agency service provider, Kintetsu World Express Sales, Inc.(KSI) will receive the cargoes from applicants, carry them into the 2nd screening venue, open and set up, pack and carry out after the 2nd screening, discard, return or storage.

*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 submitting the Quotation Request & Display Instruction:
2023, July 14 JST**

*Please complete and send Quotation Request (Excel data) and Display Instruction (Excel data) by email :
gmark-ksi@kwe.com

*Please note that KSI will contact you via email for further matters.

Deadline of cargo arrival to destination port of KSI: 2023, July 25 JST

[Download]

Quotation Request

Display Instruction

Case Mark Label

Shipping/Proforma Invoice

Official Agency Service Guide

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



Official Freight Forwarder of GOOD DESIGN AWARD 2023

INTERNATIONAL COURIER SHIPMENT SHIPPING MANUAL & TARIFF



Kintetsu World Express Group

Kintetsu World Express Sales, Inc.

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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 2023 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.

TEL: +81-3-5443-9455

Contact: KSI G Mark 2023 Team

E-mail: gmark-ksi@kwe.com

OUTLINE



IMPORTANT NOTICE

1. Warehouse availability

Our warehouse will be available between Jul 4 (Tue) and 25 (Tue), 2023. Our warehouse will be closed on Saturday, Sunday and Japanese public holiday (July 17, 2023).

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 2023 team for further information.

Email: gmark-ksi@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. The insurance doesn't cover during the screening 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? Visit web site : www.paypal.com

6. Transport Term

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 reasons.**

For any other terms are used, All parcels will be returned to origin by the original sender's responsible and their expenses. Terms correction fee **JPY30,000** will be incurred.

7. 2nd PAYMENT for GOOD DESIGN EXHIBITION

After the 2nd screening, JDP will announce the applicants who have passed the 2nd screening on August 18th.

We will send a 2nd payment invoice to applicants who have passed the 2nd screening and need to apply for agency services for GOOD DESIGN EXHIBITION 2023.

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 2023 team by e-mail.

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

DISPLAY INSTRUCTION

Display instruction with pictures needs to be submit to KSI G Mark 2023 team by Email along with a QUOTATION REQUEST no later than July 14, 2023 and also put 1 copy in the parcel.

Without the instruction, KSI is unable to submit our quotation properly.

GOOD DESIGN AWARD 2023 Display Instruction	
REF No.	KWE use only
GDA No.	G0000000


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)
A4 Panel and Leaflet needs to be dispaly with pen.
1 ページ

5. Display image



From

- 2nd Screening for GOOD DESIGN AWARD -

FULL SERVICE COURIER HANDLING TARIFF

KSI offers FULL HANDLING SERVICE

We, KSI, offer you FULL SERVICES for the 2nd Screening Works of GOOD DESIGN AWARD 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 July 31st, 2023.

	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		¥20,000 / Consignment
4	MHLW License Application Fee ※Import permission for food related items		¥8,000 / Shpt
5	Storage Fee	Minimum 25.0kg & PCS Charge	¥4,500
		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.

- 2nd Screening for GOOD DESIGN AWARD - FULL SERVICE COURIER HANDLING TARIFF

<Move-Out Transfer> from the warehouse to the venue on August 4th, 2023.

	Operation	Remark	UNIT PRICE 10% 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		¥20,000 / 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	NEW CARTON BOX FEE FOR RETURN SHIPMENT		¥500 / CARTON
15	SPECIAL REQUIREMENT (IF ANY)		As per outlay

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

FULL SERVICE COURIER HANDLING TARIFF

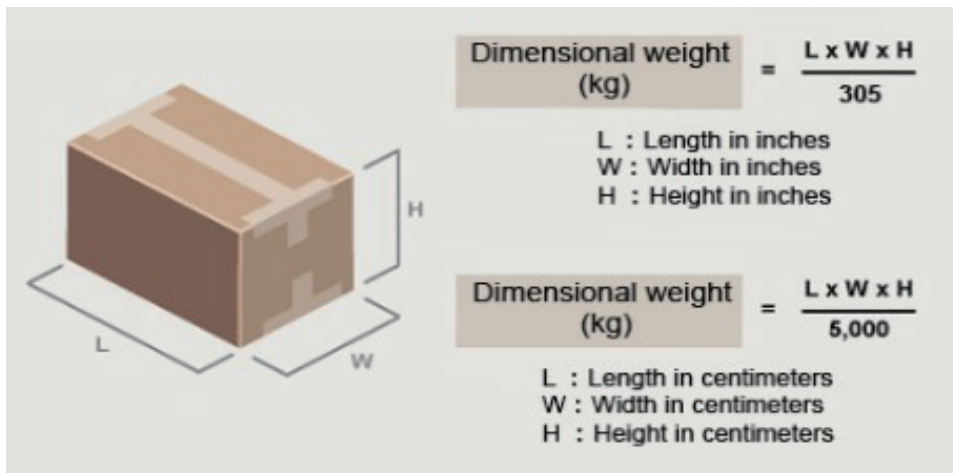
<INSURANCE AND RETURN SHIPPING>

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

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 cm³/kg)

For example: 50(L) x 50(W) x 50(H)cm ÷ 5,000cm³ = Volumetric Weight 25.0kgs



QUOTATION REQUEST

For your product shipment, please ask KSI G Mark 2023 team to send quotation request form along with your display instruction. Fill in the following form and email us no later than July 14, 2023.

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 2023 - 2nd Screening -



Kindly please send this Quotation Request by email : gmark-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

14th/July,2023

1. Applicant's Information

Company Name			
Bill to Company <small>Other than above</small>			
Address Line		City	
State/Province		Country	
Zip code		Phone number	
Contact Person		E-mail	

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 Entry No.	Commodity Description	QTY	Currency	Unit Value	Value ¥1	After the screening ¥2 Chose one	Carton No. ¥3
I						0.00		
II						0.00		
III						0.00		
IV						0.00		
V						0.00		
VI						0.00		

※1 The information on the above value 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 add extra lines if you need more.

3. Shipping Package Information (Carton / Case size need to be written)

Carton No.	Length	Width	Height	Weight Per Carton (kg)	Type of Package
1					
2					
3					

Carton No.	Length	Width	Height	Weight Per Carton (kg)	Type of Package
6					
7					
8					

ORDER FORM

Once you confirm our quotation, please fill in, out your signature on it and email to KSI G Mark 2023 team by July 21, 2023.

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 Form" to the email gmark-ksi@kwe.com until July 21(Fri) 2023

Exhibition Name		GOOD DESIGN AWARD 2023 =Second Screening Period= August 2(Wed)-August 4(Fri) , 2023 at Makuhari Messe			
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:		TITLE:			
DEPARTMENT:		EMAIL:			
PHONE#					
2. Exhibit's Information					
GDA Entry No.	Description	Qty	Currency	Value(JPY)	
3. Shipping Information for General Cargo					
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 occur separately. Paypal fee : 4.1% of total amount(including 10% consumption tax) +JPY40.	
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.					
Client Signature			Accepted by Kintetsu World Express Sales, Inc.		
I have read and agree to the terms and conditions of this Contract.			on behalf of Kintetsu World Express, Inc.		
Signature:		Signature:			
Name:		Name:			
Title:		Title:			
Date:		Date:			

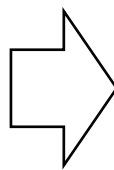
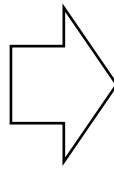
PLEASE SEND THIS SERVICE ORDER FORM UNTIL THE DEADLINE DATE ABOVE MENTIONED!

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.

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.

Marking


KWE
KWE WORLD EXPRESS SALES, INC.

Ref #	
GDA ENTRY NUMBER	G0000000
COMPANY NAME	ABC Company
NUMBER OF CARTON	1/2
Location	

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.



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.
 - GDA ENTRY Number
 - Company Name



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



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.

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



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"
- (F) **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 901040559619

(G) NOTIFY:

Kintetsu World Express Sales, Inc.
Attn: G Mark 2023 Team
Phone: +81-3-5443-9455 / Fax: +81-3-5443-9457

(H) Deliver To (Warehouse):

FUKUYAMA TRANSPORTING CO., LTD.
Fukagawa Branch
1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN
Phone: +81-3-5443-9455
Attn: Komaru / Yano

* Must write the importer on the shipping invoice.

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

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 :

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

Notify :

Kintetsu World Express Sales, Inc.
5th Fl, TDS Mita Building, 2-7-13 Mita, Minato-ku,
Tokyo 108-0073 Japan
TEL : + 81-3-5443-9455

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 :

FUKUYAMA TRANSPORTING CO., LTD.
Fukagawa Branch
1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN
Phone: +81-3-5606-3625
Attn: Komaru / 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 2023 2nd screening at Makuha! Messe use only.

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

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)

FUKUYAMA TRANSPORTING CO., LTD.

Fukagawa Branch

1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN

Phone: +81-3-5443-9455

Attn: Komaru / Yano

Please see below **SAMPLE DHL Waybill** Label ↓

* ARCHIVE DOC *		WPX	DHL
Not to be attached to package			
From : Wayne Enterprises Bruce Wayne 1007 Mountain Drive, WC1E7HU London LO United Kingdom (UK)		Origin: LON	
		Contact: 2005200812	
<div style="border: 2px solid red; padding: 5px;">To:FUKUYAMA Transportation Co., Ltd. 1-13-6 Shinsuna, Koto-ku, Tokyo 136-0075 Japan Phone: +81-3-5443-9455</div>			
Z008US-ELA-HHR			
Product: [P] EXPRESS WORLDWIDE (48)		Features / Services: PAPERLESS TRADE (W) DUTIES & TAXES PAID (DD) SHIPMENT INSURANCE (I)	
Payment code: <div style="border: 1px solid purple; padding: 2px;">Terms of Trade: DDP</div>			
Ref: 12842		Shpt Wght: 1.5 lbs # of Pieces	
Custom Val: 60.00 USD		Shipment Date: 2017-10-26 2	
Insured Amount: 60.00 USD			
		Contents: Packaged shipped by Wayne Enterprises	
WAYBILL 61 8675 6730			

Write the shipping address in red square.

License Plates of pieces in shipment