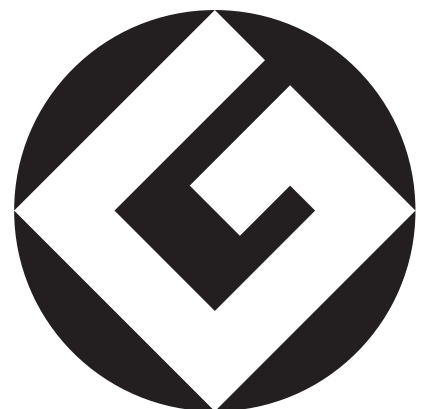


GOOD DESIGN AWARD 2025

2nd Screening Guide



**GOOD DESIGN AWARD 2025**

2nd Screening 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 - June 30	1st screening period
	July 1, 13:00 JST	Notification of the 1st screening results
2nd Screening	July 1 - July 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	Registration period of the award acceptance information
	September 19	GOOD DESIGN BEST100 Presentation Special Awards Screening Session
	September 28	Deadline for payment of award package fee
Announcement	October 15	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.		

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# About 2nd Screening

In the GOOD DESIGN AWARD, the 1st screening is conducted based on the information provided by the applicants at the time of entry. Entries that pass the 1st screening must be submitted in physical form for the 2nd screening, during which the jury members evaluate the physical items in comparison with the submitted materials.

During the 2nd screening, jury members will individually examine the physical items submitted by applicants and verify them against the application documents. For entries that can be powered on, they will actually turn them on to check their functionality. In some cases, they may wear or operate the items themselves to evaluate them through hands-on experience. For entries that cannot be submitted as physical items, they will carefully review alternative materials such as panel boards or documents. If requested by the Judging Committee, certain entries may also undergo hearing screening (limited to entries designated by the Judging Committee). Upon completion of these steps, jury members will conduct comprehensive evaluations and discussions in their respective units from multiple perspectives and make a collective decision on the results of the 2nd screening.

Therefore, all applicants whose entries have passed the 1st screening are requested to carefully read this guide and ensure that their entries are presented in the best possible condition for evaluation.

GOOD DESIGN AWARD Office, Japan Institute of Design Promotion



## [Outline of the 2nd Screening Implementation in Japan]

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

**Move-in: August 5, 13:00 ~ 19:00\***

**2nd Screening Session: August 6 ~ 8 (Closed)**

**Move-out: August 8 15:00 ~ 19:00\***

\*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.

\*For entries that are vehicles, please follow the designated time slots specified by the organizer for move-in/out.

\*Applicants are not allowed to visit the venue and should exit the venue immediately after move-in/out.

\*Applicants who select the screening for undisclosed entries, will be informed of the date for move-in/out separately.

### [Inquiry]

GOOD DESIGN AWARD Office (Japan Institute of Design Promotion)

E-mail : [info-e@g-mark.org](mailto:info-e@g-mark.org)

Contact during 2nd screening (Organizer Room, Hall 6)

E-mail : [info-e@g-mark.org](mailto:info-e@g-mark.org)



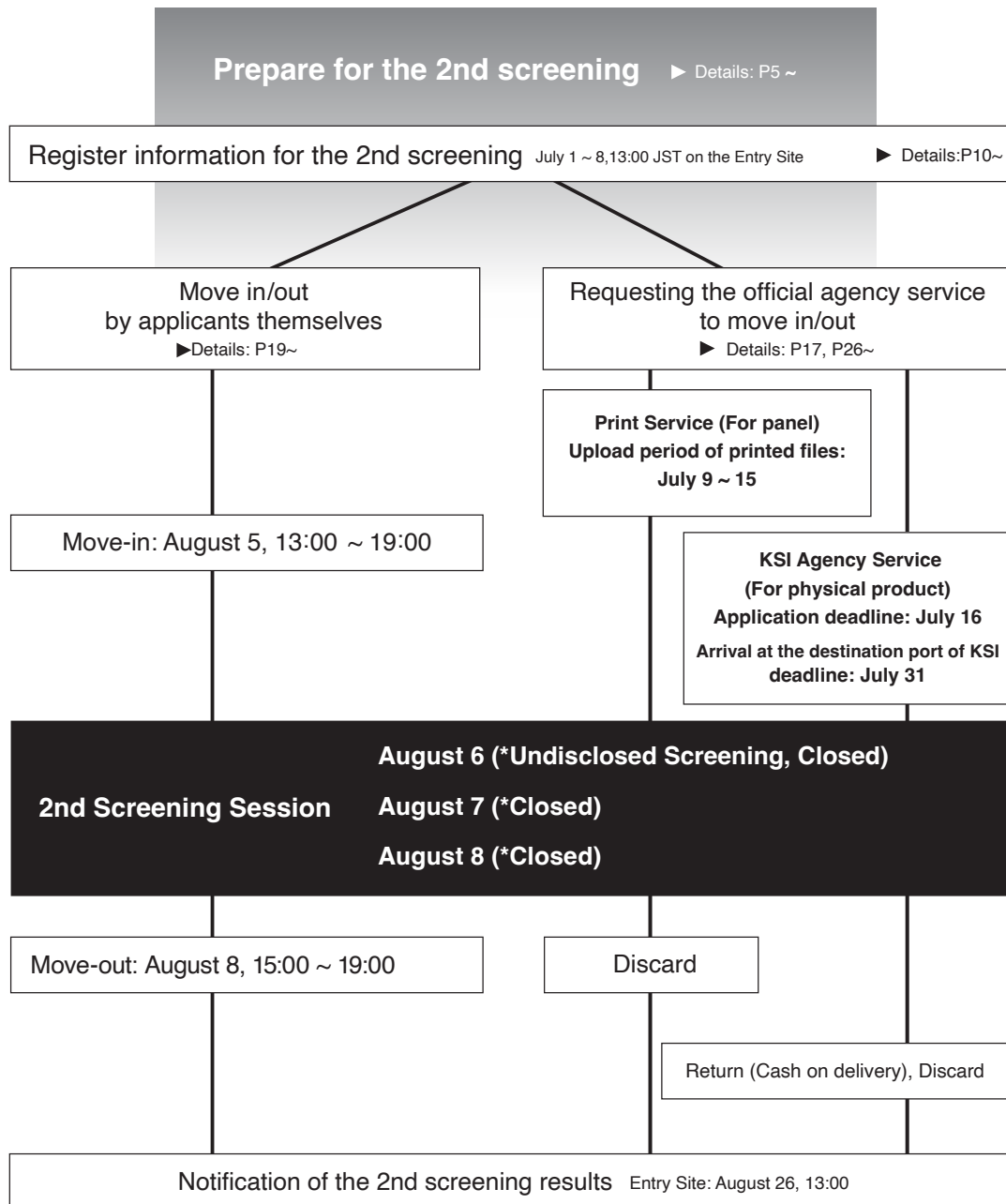
## [Process of the 2nd Screening]

Applicants are required to move in and move out their entries on the designated dates for the second screening, either by themselves or through the agency service appointed by the organizer.

\*To use the official agency service, advance application is required. Please submit both the "Quotation Request" and "Display Instruction" forms by July 16, and ensure that the cargo arrives at the destination port by July 31.

\*Please note that the agency can only accept requests that include both move-in and move-out services. Requests for move-in or move-out only will not be accepted.

\*When selecting "Request OTHER AGENT...", it is strictly prohibited to use the organizer as the IMPORTER, and the organizer will not provide any assistance related to customs clearance (including the POWER OF ATTORNEY, etc.). The organizer is not responsible for any delay in customs clearance.



### 2nd Screening for Undisclosed Entries

Applicants who wish to ensure safety of confidential information of their undisclosed entries can select the undisclosed screening. The applicants who choose this screening method must be present in person for move-in/out and screening on August 6, at the time specified by the organizer. Official agency service and print service are not available for those who choose undisclosed screening. Organizer will notice the details in mid-July.



# About the Materials to be Displayed

During the 2nd screening, the physical items of the entries are displayed at the screening venue, 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 portrait panel

+

[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 displaying non-entry items, please label them clearly as "Not an Entry."
- For sharp items (e.g., blades), use protective covers and include safety instructions. For hazardous devices (e.g., heaters), disconnect power and ensure safe handling.
- 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 physical items is acceptable.

#### [In Case That Physical Item Is Not Finished]

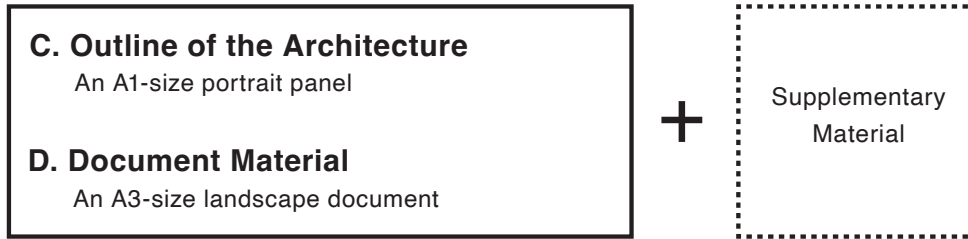
In principle, physical items of the entries are required for the 2nd screening. Under unavoidable circumstances, prototypes or mock-ups with the same specifications and functions as the final products are acceptable as substitutes. However, substitutes may be judged not to satisfy the requirements if they are expected not to have the same performance as the physical 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 portrait panel)

For heavy/large items or services and systems without physical forms, please use an A1-size portrait panel (H841×W594mm, mounted on the 5 mm thick board, with the Entry Number clearly marked) containing the outline and the design point of the entry, as a substitute for the physical item.

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

[Obligatory]



**C. Outline of the Architecture (An A1-size portrait panel)**

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

Please use an A1-size portrait panel (H841×W594mm, mounted on the 5 mm thick board, with the Entry Number clearly marked) containing the outline and the design point of the architecture or construction, to present the entry. Please ensure that the A1-size panel alone provides sufficient information to give viewers a clear overall understanding of the entry.

**[Specifications of the A1-Size 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 clearly show the summary, appeal, innovation and special features of your work.

**D. Document Material (An A3-size landscape document)**

\*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.

- Please submit the document material to the staff at the screening unit reception during the move-in period. During the screening period, the organizer will move it to the designated display area according to the Entry No. Only one copy should be submitted. Do not submit or display duplicates.
- Submitted document material will not be returned, as it will be used beyond the 2nd screening.
- It will be shredded after the screening ends (scheduled for late September).
- "Within 10 pages" excludes the cover, meaning up to 5 double-sided sheets or 10 single-sided sheets.
- Print on regular paper and staple at two places on the left. Submissions using special paper, lamination, or insert-type folders are not allowed.
- If using the official print service, the document material will be printed single-sided.

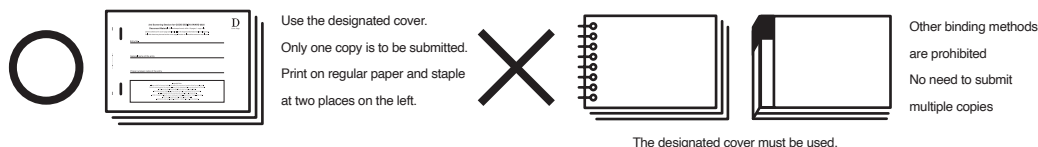
**[Specifications of the Document Material]**

1. Please download the designated cover template, fill in the required information, and use it as the cover (non-designated covers are not allowed). The cover is not included in the total page count.
2. Provide a concise summary of the overall concept, including the design details and key points.
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. Drawings (layout plan, floor plan, elevation, etc. / scale is optional).
  6. Work photos (No limit to the number of photos)
- \*If the document explains the contents on the A1-size 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.
- \*Please refer to the following illustrated instructions for binding methods.

#### [Binding Method]



#### [Designated Cover]



Entries in the Interior Space category (Unit 16) must also use the designated cover.

Download URL: [https://assets.ctfassets.net/5md7dhlbgv9/7nDE6RCDYG6Hxx2h5TpPq/633ef65fe2d84fa588a1c8682a2b16f2/coverpage\\_for\\_a3\\_document2025.pdf](https://assets.ctfassets.net/5md7dhlbgv9/7nDE6RCDYG6Hxx2h5TpPq/633ef65fe2d84fa588a1c8682a2b16f2/coverpage_for_a3_document2025.pdf)

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

##### [Obligatory]

**E. Outline of the Building Construction, Construction Method**  
(An A1-size portrait panel)



##### [Optional]

Supplementary  
Material

#### **E. Outline of the Building Construction & Construction Method (An A1-size portrait panel)**

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

Please use an A1-size portrait panel (H841×W594mm, mounted on the 5 mm thick board, with the Entry Number clearly marked) to present the entry. Please ensure that the A1-size panel alone provides sufficient information to give viewers a clear overall understanding of the entry.

##### [Specifications of the A1-Size 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.)

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

[Obligatory]

**F. Outline of the Service/System for Housing**  
(An A1-size portrait panel)



[Optional]

Supplementary  
Material

**F. Outline of the Service/System for Housing (An A1-size portrait panel)**

\*Unit 12, 13 only.

Please use an A1-size portrait panel (H841×W594mm, mounted on the 5 mm thick board, with the Entry Number clearly marked) to present the subject entry. Please ensure that the A1-size panel alone provides sufficient information to give viewers a clear overall understanding of the entry.

**[Specifications of the A1-size 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.)

▼Interior Space (Unit 16)

[Obligatory]

**G. Outline of the Interior Space**  
An A1-size portrait panel

**D. Document Material**

An A3-size landscape document



[Optional]

Supplementary  
Material

**G. Outline of the Interior Space (An A1-size portrait panel)**

\*Interior Space: Unit 16 only.

Please use an A1-size portrait panel (H841×W594mm, mounted on the 5 mm thick board, with the Entry Number clearly marked) containing the outline and the design point of the interior space, to present the entry. Please ensure that the A1-size panel alone provides sufficient information to give viewers a clear overall understanding of the entry.

**D. Document Material (An A3-size landscape document)**

\*Interior Space: Unit 16 only.

As the supplementary materials of G, please use an A3-size document (W420×W297mm) within 10 pages to present it.

**[Specifications of the document material]**

1. Please download the designated cover template, fill in the required information, and use it as the cover (non-designated covers are not allowed). The cover is not included in the total page count.
2. Provide a concise summary of the overall concept, including the design details and key points.
3. Drawings (layout plan, floor plan, elevation, etc. / scale is optional).
4. Work photos (No limit to the number of photos)
5. List of materials used in the submitted work (with photos).

\*It is recommended—but not required—to also display a material board showing physical samples.

## **2. About the Display Space**

Please apply for the required unit display space via the Entry Site based on the actual dimensions and setup of your work. As space at the screening venue is limited, please select the minimum necessary display space. Exceeding the requested space is strictly prohibited. Any excess may be removed by the organizer.

## **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 Moved 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 moving 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**

Please make your own arrangements. For wired internet, see P13 and apply from the Entry Site during 2nd screening registration.

## **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 move 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 2nd Screening Session**

The screening session is not open to applicants. Applicants can not enter the venue these days.

## **11. Other Points to Note**

Please confirm P24 and follow the rules.

# Register Information for the 2nd Screening

From July 1 to July 8, 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]** 2nd screening fee: 71,500 yen (tax included)

**[2nd Screening for Undisclosed Entries]** 2nd screening fee: 71,500 yen + Screening fee for undisclosed entries: 110,000 yen = 181,500 yen (tax included)

For the implementation of the undisclosed screening, the organizer will provide a secure space at the second screening venue to ensure the protection of confidential information. Undisclosed screening is recommended only for entries that are not yet disclosed at the second screening stage, or for entries where exposure to other applicants may cause trouble. Applicants who request undisclosed screening will be notified separately regarding the schedule and move-in location. No further registration for the regular second screening is required for these entries.

\*Undisclosed screening schedule: August 6 (move-in, screening, and move-out will be conducted at the time designated by the organizer).

\*Entries using the official agency service or print service are not eligible for undisclosed screening.

## 2. Submission of Physical Entry

Please select one from the two forms of display items below, after you confirm the contents, 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

### If [Submit actual product] is selected

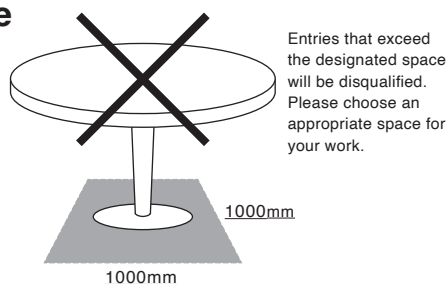
Please select one from

[Install on the table]

[Install on the floor]

[For cars only].

The combination of floor placement and table placement is unacceptable.

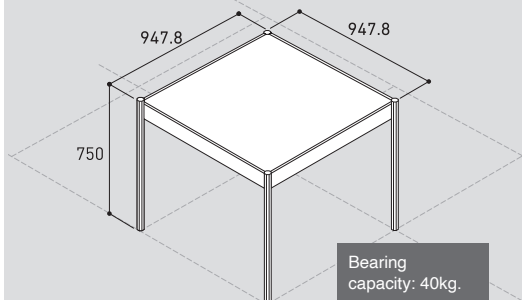


### [Install on the table]

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)

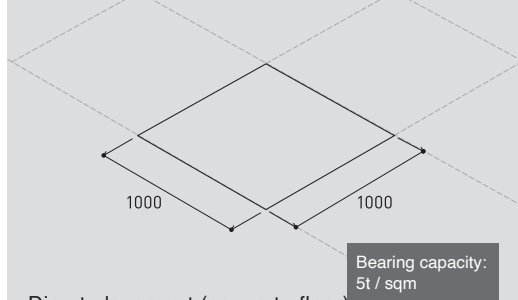
- No partition, no backboard.
- The space under the top board is not for display.
- No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

### [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)

- Display stands and racks may be placed freely.
- 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].

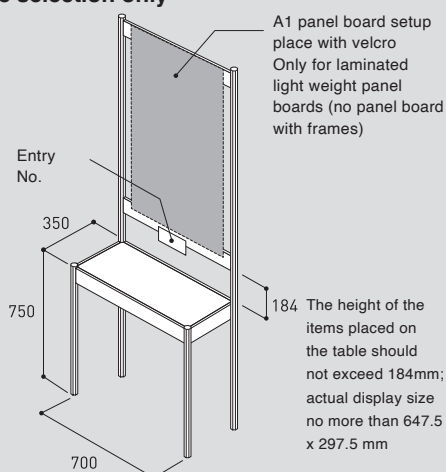
\*It is not allowed to select both the panel package and the general display table (Install on the table).

\*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]\***

**5,500 yen (tax included)**

**One selection only**



OCTANORM system (silver), top board (white)

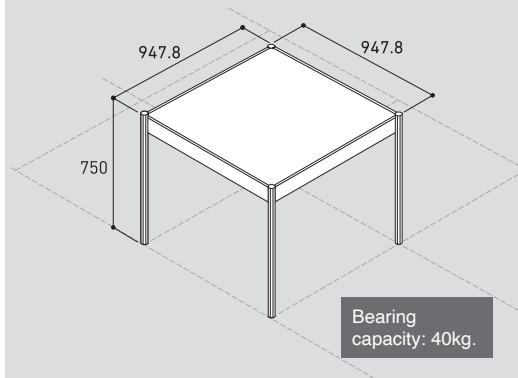
- No partition, no backboard.
- The space beneath the top board can not be used for display.
- Unable to install "shelving for the table".
- No screw, no glue on the table. In the case the table is damaged, repair fee will be charged.

**[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.

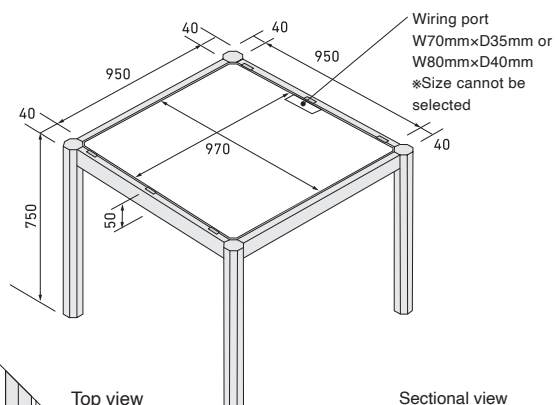
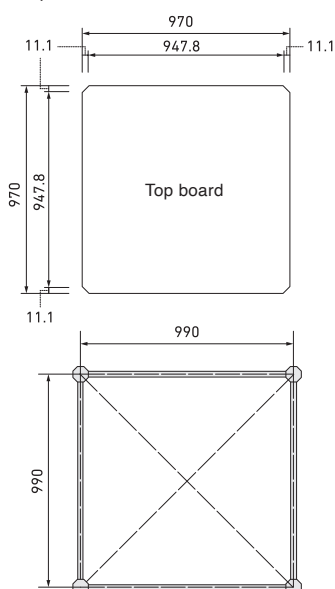
**Details of the table for [Install on the table]**

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

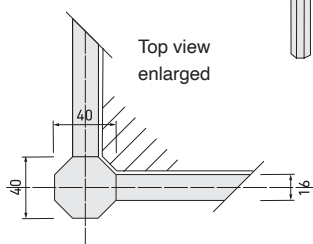
\*If electric supply is applied, an opening will be made for wiring, with the top board.

\*Tables are connected; left, right, and rear spaces belong to other entries.

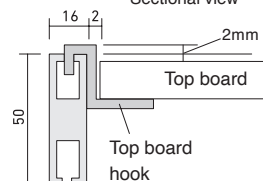
Top view



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 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: 11,000 yen (tax included); < 1kW: 17,600 yen (tax included);

> 1kW: 17,600 yen (tax included) per 1kW

### [Electrical outlet box(es)]

Outlet box (2 sockets/ AC100V grounded, maximum capacity 1.5kW)

1 box: 3,850 yen (tax included)

\*If you apply for the electric power supply, please at least apply for 1 outlet box.

#### <Examples of electricity outlets application>

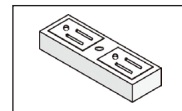
Please calculate the total electricity consumption of all the machines in advance, and make applications for the necessary electricity supply.

E.g.1: Display with a laptop (electricity consumption: 60W)

Application: 0.5kW + 1 Outlet box = 11,000 yen + 3,850 yen = 14,850 yen

E.g.2: Display with two laptops (electricity consumption: 60W), and one laser printer (1.2kW)

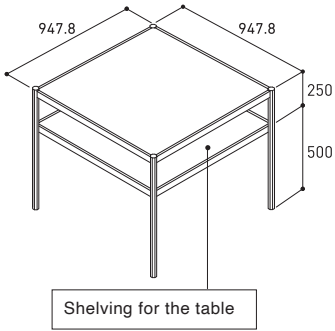
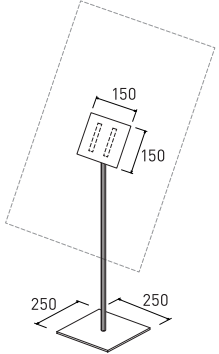
Application: 2kW + 2 Outlet box = 35,200 yen + 7,700 yen = 42,900 yen



### [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><b>For [Install on the table]</b></p> <p><b>Shelving for the table</b></p> <p><b>3,300 yen (tax included) per table</b></p>  <ul style="list-style-type: none"><li>- The number of the middle shelf you apply shall be equal to the section amount of the necessary space.</li><li>- You can not only apply for one middle shelf if you have applied several table sections.</li></ul>	<p><b>For [Install on the floor]</b></p> <p><b>Panel stand</b></p> <p><b>2,750 yen (tax included)</b></p>  <ul style="list-style-type: none"><li>- Equipped with velcro tape. Height (adjustable from 520 mm to 850 mm) / angle can be adjusted.</li><li>- Only able to afford a foam board (not able to hold a heavy frame).</li><li>- Cannot be placed on the [Table placement]</li></ul>
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### **[Internet access]**

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

Fee: 44,000 yen (tax included) per address

Period: August 5 ~ 8

- 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.

# Reference: Display Space and Precautions

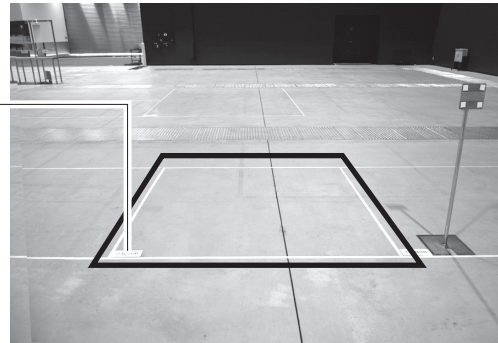


All exhibits must be displayed in the space requested on the entry site. In case of "Install on the floor", the display area is within the white line box, and in case of "Install on the table", the display area is within the white board. Although there is no height restriction on the display, please 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 Entry 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.



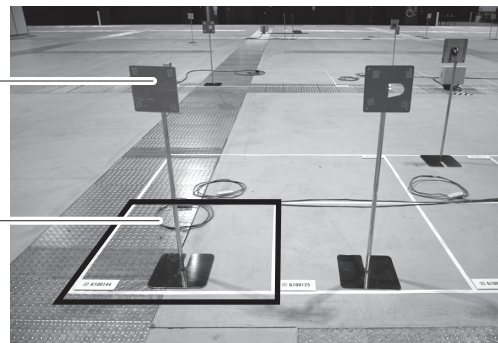
## Install on the floor, 1 display space With optional equipment / display area within the white line box

### 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

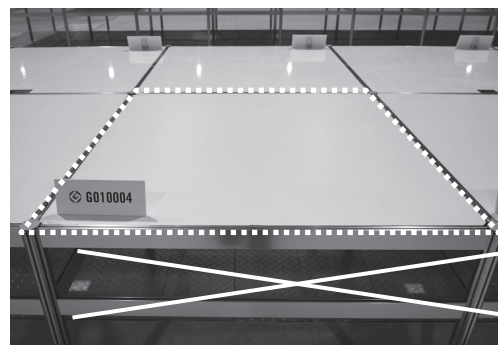
Power supply and wiring for display space.



## 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.

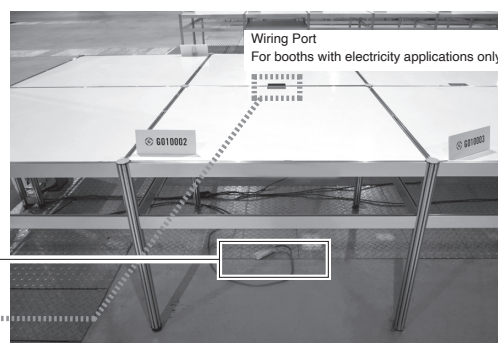
No items can be placed underneath the table, and the front, sides and ground below the table are not allowed to be used for display.



## Install on the table, 1 display space With optional equipment / display area within the white top board

### Optional equipment: Electricity supply

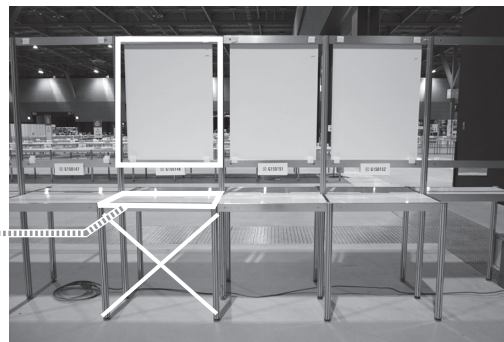
Power supply and wiring for display space. Although the wire is reserved for a certain degree of spare length, please prepare your own extension cord if needed. White top board is equipped with wiring port.



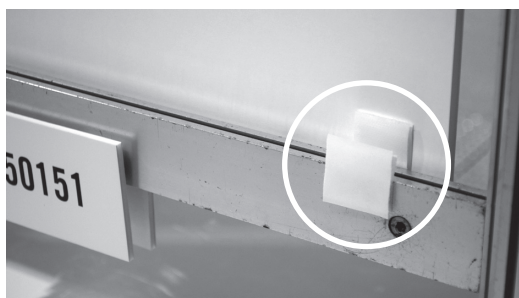
**Panel package** Only 1 display space can be applied, no additional space is allowed

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.



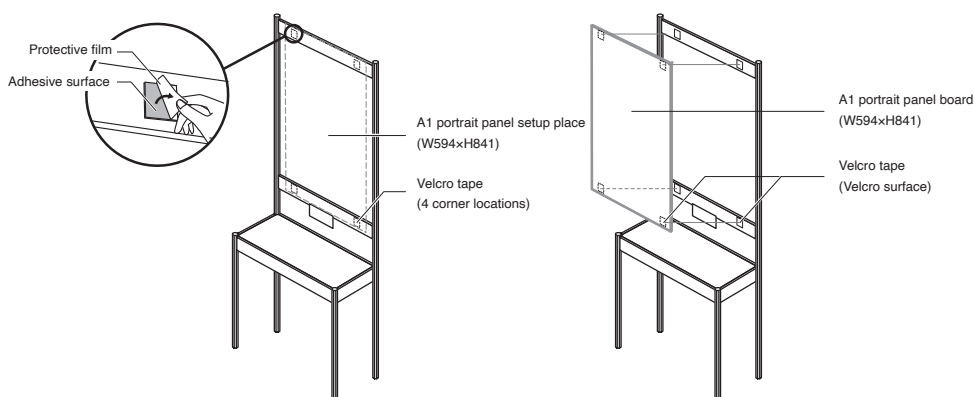
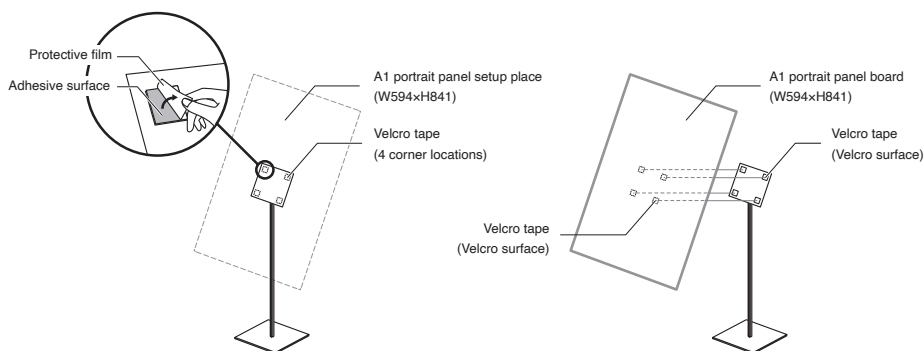
The panel package and panel stand (optional equipment) are equipped with velcro to hold the panel in place. Remove the protective film and directly stick to the panel board.



**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.



# Reference: Display FAQ

**Q: My exhibit may exceed the applied space by about 10cm. Is that allowed?**

A: No. Exhibits must fit entirely within the applied space. Overflow into neighboring areas or aisles is not allowed. Any excess will be removed by the organizer, and disqualification will be the applicant's responsibility.

**Q: Can I place a panel upright on the tabletop if I selected "Install on the table"?**

A: Yes, but the organizer does not provide panel stands. If needed, prepare your own (e.g., paper stands). Ensure panels are stable and do not affect nearby exhibits.

**Q: Is there a specified format for the optional supplementary materials? How many items can be displayed?**

A: No. You may include panels, printed materials, models, or videos (on tablets or computers). You're free to decide, as long as everything fits within your space.

**Q: Can I store boxes under the table or within the display area?**

A: No. All non-display items must be removed. Storage under tables or within the exhibit area is not allowed. The venue has no storage facilities.

**Q: Do I need to allocate space for the A3-size document submitted to venue staff?**

A: Yes. Ensure your exhibit space can accommodate the A3-size landscape document. Submit one copy at move-in; the organizer will place it at your booth. Document will be destroyed after the screening and not returned.

**Q: Can I use my own Wi-Fi instead of the venue's wired network?**

A: Yes. You are responsible for setup and connectivity. The organizer does not provide support. Prepare and test your equipment in advance.

**Q: Can I set up anti-theft measures for items on the table?**

A: Yes, as long as they stay within your space, don't disturb others, and can be removed cleanly. Prepare all tools (e.g., nylon thread or wire) and install them during move-in.

**Q: If my entry is a food item, can it be sampled by jury members?**

A: No. Due to hygiene and health regulations, sampling food or drink is not allowed.

**Q: Can I play audio with my video?**

A: Yes, but keep the volume limited to your booth area, or allow the organizer to adjust it. Avoid loud playback, especially near other audio exhibits.

**Q: If I submit multiple entries, will their booths be placed together?**

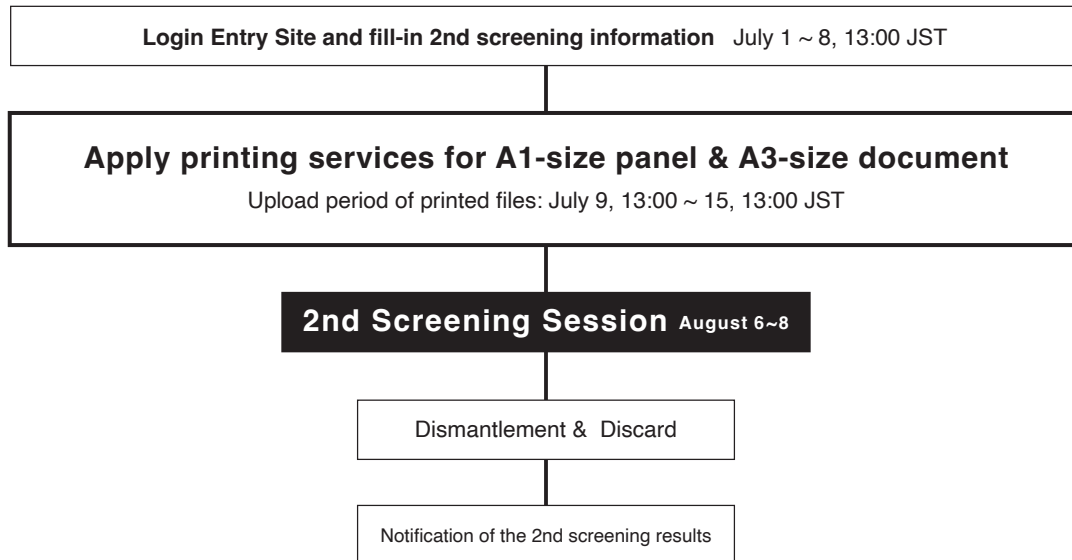
A: Booth placement will be determined based on factors such as Entry Number, number of unit spaces, and display format. Even for entries from the same company with consecutive Entry Numbers, adjacent placement is not guaranteed. Booth locations cannot be designated by applicants.

**Q: We're using an agent for move-in/out. Anything to note?**

A: Only those with an "Entry Pass" may enter. Vehicles must display a "Move-in/out Vehicle Pass." Provide your agent with the 2nd Screening Guide, 1st Screening Result Sheet, and Move-in/out Vehicle Pass.

\* Entry Pass can be obtained at the venue reception on move-in day by presenting the 1st Screening Result Sheet.

## [Process for Printing Services]



For the convenience of the applicants and to avoid the dense state of move-in and move-out operations, organizer will provide agency services for the production of A1-size panel and A3-size document material (Only for printing, laminating and binding), move-in, setting up and move-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, 13, 14, 15 and 16.

### Upload period of printed files: July 9, 13:00 ~ July 15, 13:00 JST

- An A1-size portrait panel (for large equipment, architecture, intangible design and other works that cannot show the physical works)
- An A3-size landscape document material (for the architectural, construction and interior space category of the entries. 1 cover page + 10 data pages (one side print))
- Fee (tax included) : A1-size portrait panel: 33,000 yen  
A3-size landscape document material: 5,500 yen
- Move-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.
- Move-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 P5~.

### A1-Size Portrait 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 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-size portrait panel (H841×W594mm).
- 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. (H841mm×W594mm) 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)

## **An A3-Size Landscape Document Material (Unit 12, 13, 14, 15, 16 only)**

The PDF document will be printed to a landscape 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.



# Move-In and Move-Out

## [Schedule]

	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22							
August 5	Move-in for official agent											Move-in for applicant					Preparation					All move-in must be completed by 19:00.  It is strictly forbidden to take photos or visit the venue.
August 6 ~ August 7	2nd Screening Session (closed)																					2nd Screening Session is closed, applicants are not allowed to enter. *Applicants of undisclosed screening should come to the venue according to the specified time.
	Undisclosed Screening (only August 6)																					
August 8	2nd Screening Session (closed)											Move-out for applicant										Please arrive at the venue at the time slot designated by the organizer.  Move-out accomplished 19:00

### Move-In/Out for Applicants

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

**Move-in: August 5      12:00 ~ 13:00 (For Vehicles)**  
**13:00 ~ 19:00;**

**Move-out: August 8      14:00 ~ 15:00 (For Vehicles);**  
**15:00 ~ 19:00**

\*Please come to the venue strictly for move-in/out according to the above time slots, and actively cooperate with the arrangements of the organizer. It is not possible to change the date or extend the time.

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

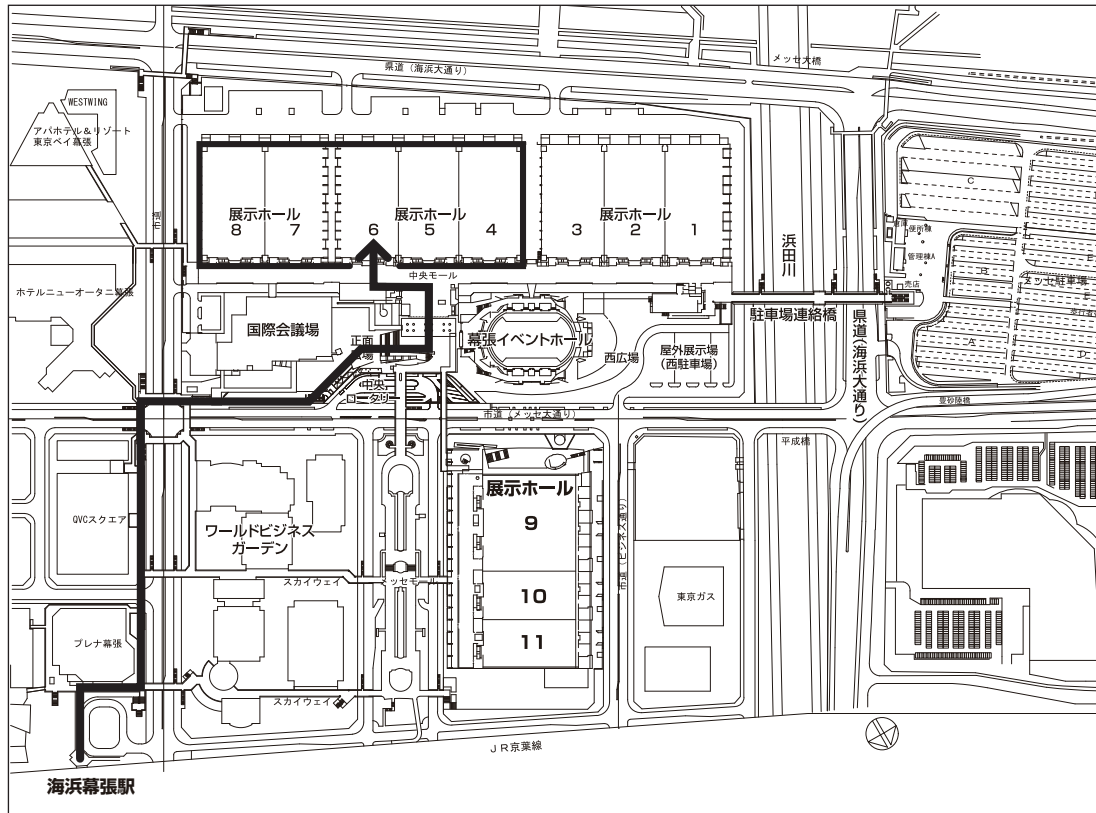
\*Only applicants who have obtained the Move-in/out Vehicle Pass issued by the organizer can drive in and enter the venue while showing the vehicle pass. (Maximum vehicle carrying capacity 45t)

\*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 Move-In/Out 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 (P26~).

## [Access to the Venue]



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

2 Chome-1 Nakase, Mihama Ward, Chiba, 261-8550

#### ■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 Tokyo 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

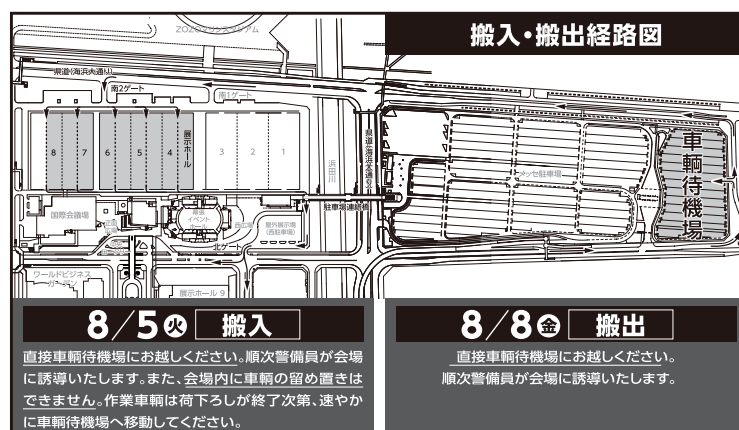
## [About Entrance to and Exit from the Screening Venue]

### 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 Moving In/Out by Car

Please find the back side of "Move 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 moving out, please come to vehicle waiting area at first, and follow the guard's guidance.

### 3. Move-In/Out Vehicle Pass

For moving 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 Move-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@g-mark.org](mailto:info-e@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.

+ Add New Entry

+ Print Confirmation Form

+ Result sheet

1st screening result



### 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 moving in/out the display items, following the time designated by the organizer. In case of congestion, please follow the staff's instructions.

## Move-In August 5, 13:00 ~ 19:00

Please arrive and complete the move-in within the time slot designated by the organizer. 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.

### Check the Entry Number and Head for the Reception Counter of the Unit

Entry Number G010012 ---> Reception Counter of Unit 01

\*Please refer to the number here.



### Entrance Check at the Reception Counter of the Unit

\*Confirm the entry number and name of the business owner



### Display the Entry

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



### Confirm the Display Conditions and Points to Note Together with the Staff

\*For those who display with video equipment, please give the operation manual to the staff.



### Get the Confirmation Form of Installation at the Reception Counter

\*The confirmation form is necessary for dismantlement. Please keep the form until dismantlement.

## [Points to Note About Move-In]

- 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 P26~.
- In the case of moving in by vehicles, please follow the staff's instructions and move 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.

## Move-Out August 8, 15:00 ~ 19:00

Please arrive and complete the move-out within the time slot designated by the organizer. 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.

Check the Entry Number and Head for the Reception Counter of the Unit

Entry Number G010012 ---> Reception Counter of Unit 01

\*Please refer to the number here.



Entrance Check at the Reception Counter of the Unit

\*Confirm the confirmation form of installation



Move Out the Entry

### [Points to Note About Move-Out]

- 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 moving out by vehicles, please follow the staff's instructions and move 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 applicants will be notified in late July.

### 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 move-in. However, the cable network connection will be completed by the morning of the move-in day.

### Attention about display

- Due to ventilation measures, move-in, move-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 move-in and move-out, and the organizer shall be responsible for the non-public period such as screening day.**
- Participants shall abide by the move-in and move-out time set by the organizer. Be careful in the process of move-in and move-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 move-in and move-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 19:00, August 8, to restore their display space and related equipment to their pre-relocation status. If the restoration is not completed, the organizer will move-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 26 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 2025 winners" as from October 15.

Applicants are requested to hold back to release the result before October 15, 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 26 and September 2. 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 550×500mm need to be displayed physically, while products over that size and awarded works in other categories will be displayed by A1 panels. For details regarding the exhibition space size, please contact the organizer directly.

## [Schedule]

Aug. 23 - Sept. 2	Release Information, Exhibition Information Registration
Sept. 19	GOOD DESIGN BEST100 Presentation & Special Awards Screening Session
Oct. 15	Award announcement
Nov. 1 - 5	GOOD DESIGN EXHIBITION 2025
Nov. 4	GOOD DESIGN AWARD Ceremony
2026 Mar.	Publication of the Yearbook

## [About Award Announcement, Certificate, And Yearbook]

Organizer produces 1. the page of award garelly; 2. certificate; 3. exhibition caption; 4. yearbook "GOOD DESIGN AWARD 2025", 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, September 2, 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 19 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 Move-In/Out 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 2025 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:  
2025, July 16 JST**

\*Please complete and send Quotation Request (Excel data) and Display Instruction (Excel data) by email :  
**[gmark2025\\_ksi@kwe.com](mailto:gmark2025_ksi@kwe.com)**

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

**Deadline of cargo arrival to destination port of KSI: 2025, July 31 JST**

### [Download]

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

Official Agency Service Guide

Quotation Request

Display Instruction

Case Mark Label

Shipping/Proforma Invoice



Official Freight Forwarder of GOOD DESIGN AWARD 2025

# **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 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,

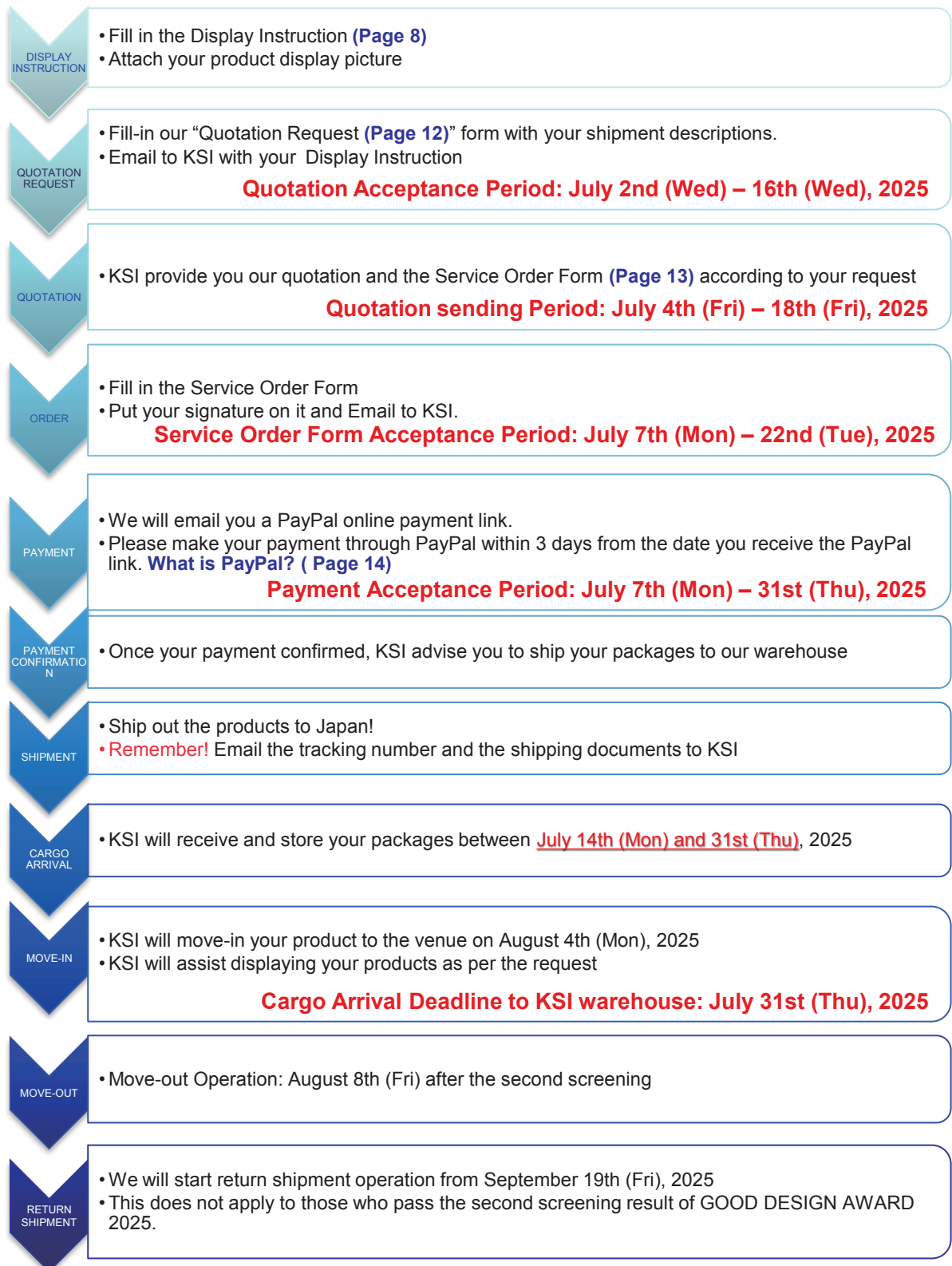
**KINTETSU WORLD EXPRESS SALES, INC.**

Exclusive Logistics Sales Dept.

Contact: KSI G Mark 2025 Team

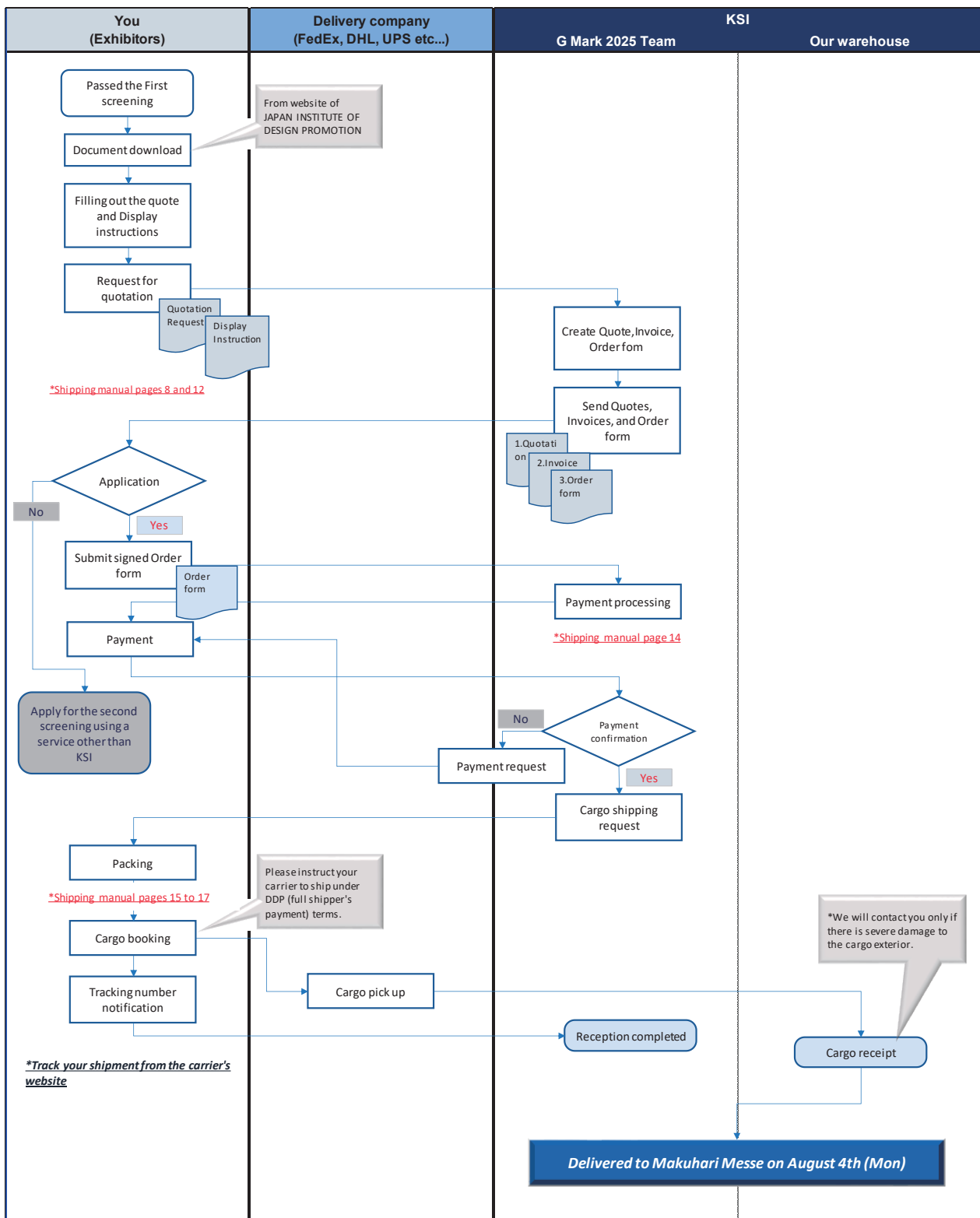
[Email: gmark2025\\_ksi@kwe.com](mailto:gmark2025_ksi@kwe.com)

# OUTLINE





## 2nd screening request flow



# IMPORTANT NOTICE

## 1. Warehouse availability

Our warehouse can receive your package between July 14th (Mon) and 31st (Thu), 2025. Our warehouse will be closed on Saturday, Sunday and Japanese public holiday (July 21st, 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 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?](#) --> 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 reasons.**

## 7. Cancellation

Your order will be automatically cancelled on August 1st (Fri), 2025 if we don't receive your order form and payment by that day.

# IMPORTANT NOTICE

## 8. 2nd PAYMENT for GOOD DESIGN EXHIBITION

After The second screening, JDP will announce the applicants who have passed the second screening on August 26th (Tue).

We will send a 2nd payment invoice to applicants who have passed the second screening and need to apply for agency services for GOOD DESIGN EXHIBITION 2025.

## 9. 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.

# 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 July 16th (Wed), 2025 and also put 1 copy in the parcel.

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

GOOD DESIGN AWARD 2025 Display Instruction	
To be submitted in EXCEL form.	
KSI REF No.	
GDA No.	G0000000
1. Return Shipment / Disposal Instruction ( after the 2nd screening )	
<input checked="" type="checkbox"/> Return (返却)	<input type="checkbox"/>
2. Battery installation ( バッテリー/乾電池の取付け )	
<input type="checkbox"/>	<input checked="" type="checkbox"/> No
3. Electric power connecting ( 電源接続 )	
<input type="checkbox"/>	<input checked="" type="checkbox"/> No
4. Special Request ( if any )	
A4 Panel and Leaflet needs to be displed with pen.	
5. Display image	
	
Front	

## - The Second Screening for GOOD DESIGN AWARD - FULL SERVICE COURIER HANDLING TARIFF

### KSI offers FULL HANDLING SERVICE

We, KSI, offer you FULL SERVICES for The Second Screening Works of GOOD DESIGN AWARD 2025 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 August 4th (Mon), 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**.

## - Second Screening for GOOD DESIGN AWARD -

### FULL SERVICE COURIER HANDLING TARIFF

#### <Move-Out Transfer Fee>

from the venue to the warehouse on August 8th (Fri), 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**.

# FULL SERVICE COURIER HANDLING TARIFF

## <INSURANCE AND RETURN SHIPPING>

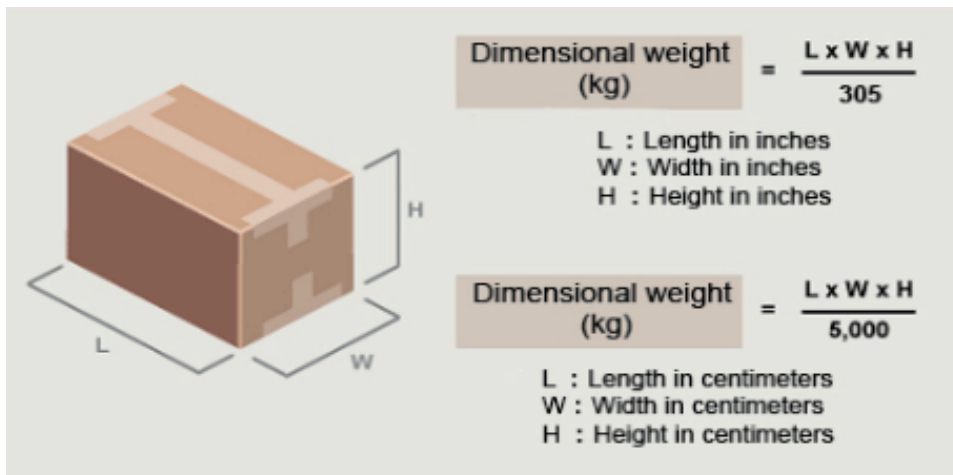
	Operation	Remark	UNIT PRICE Non-Taxable
15	DOMESTIC INSURANCE FEE	Minimum	¥3,000
		Thereafter Exhibit value x 0.5%	as per outlay
16	INT'L COURIER FEE	Depends on the Destination ※ including Fuel / Security charge	as per outlay
17	DOMESTIC COURIER FEE	Depends on the Destination ※ including Fuel / Security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






# 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 **July 16th (Wed), 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**  
**2nd Screening - Makuhari Messe**



Kindly please send this Quotation Request by email : gmark2025\_ksi@kwe.com  
Kintetsu World Express Sales, Inc.

Quotation Request

MUST E-MAIL BY  
16th/Jul, 2025

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

**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.xxxx

**1-2. Billing information**

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

**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 2nd screening *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.

# 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 **July 22 (Tue), 2025**.

We will send you **PayPal** payment notice shortly.

[illegible]

## 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.

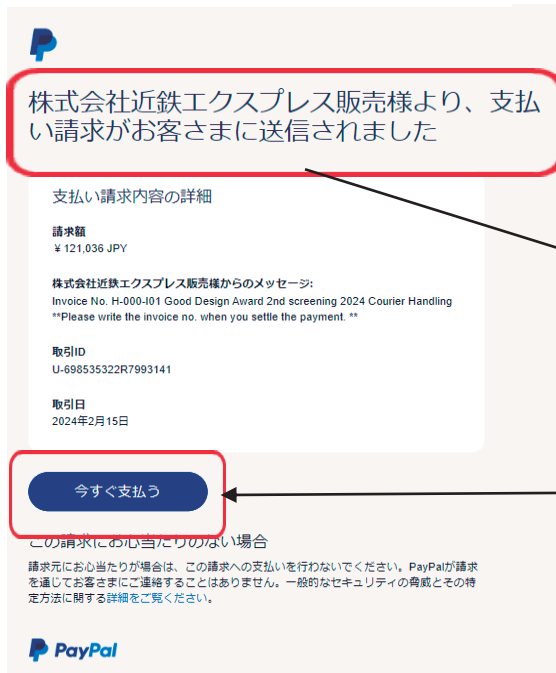
- Upon receipt of the Service Order Form, KSI will Email you a link to pay via PayPal within one business day.  
✕Please check your junk mail folder as well.
- The Email will be sent to the Billing Information contact you indicated in your Quotation Request.
- No need to register your information with 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.

## 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

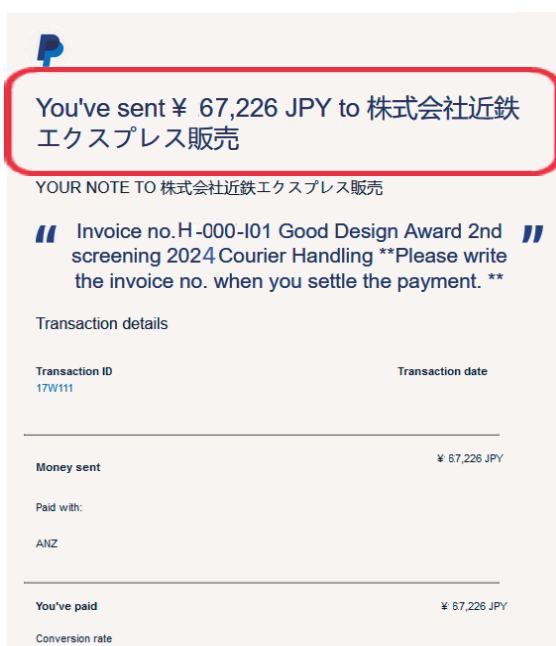
In English **Payment request received**

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.

## 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.
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.





## 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!**



# 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 expense.

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.





# 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.**

# DOCUMENT INSTRUCTION

## Sample Shipping Invoice

You need to issue a 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.  
24F New Pier Takeshiba North Tower  
1-11-1 Kaigan, Minato-ku  
Tokyo 105-0022 JAPAN  
Tel : +81-80-6618-7352

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.

# 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>2008US-ELA-HHR</b>			
<b>Product:</b> [P] EXPRESS WORLDWIDE (48) <b>Payment code:</b> <div style="border: 1px solid pink; padding: 2px;">Terms of Trade: DDP</div>		<b>Features / Services:</b> PAPERLESS TRADE (W) DUTIES & TAXES PAID (DD) SHIPMENT INSURANCE (II)	
<b>Ref:</b> 12842		<b>Shpt Wght:</b> 1.5 lbs <b># of Pieces</b> 2	
<b>Custom Val:</b> 60.00 USD <b>Insured Amount:</b> 60.00 USD		<b>Shipment Date:</b> 2017-10-26	
		<b>Contents:</b> Packaged shipped by Wayne Enterprises	
WAYBILL 61 8675 6730			
License Plates of pieces in shipment			

Write the “deliver to address”  
in red square.

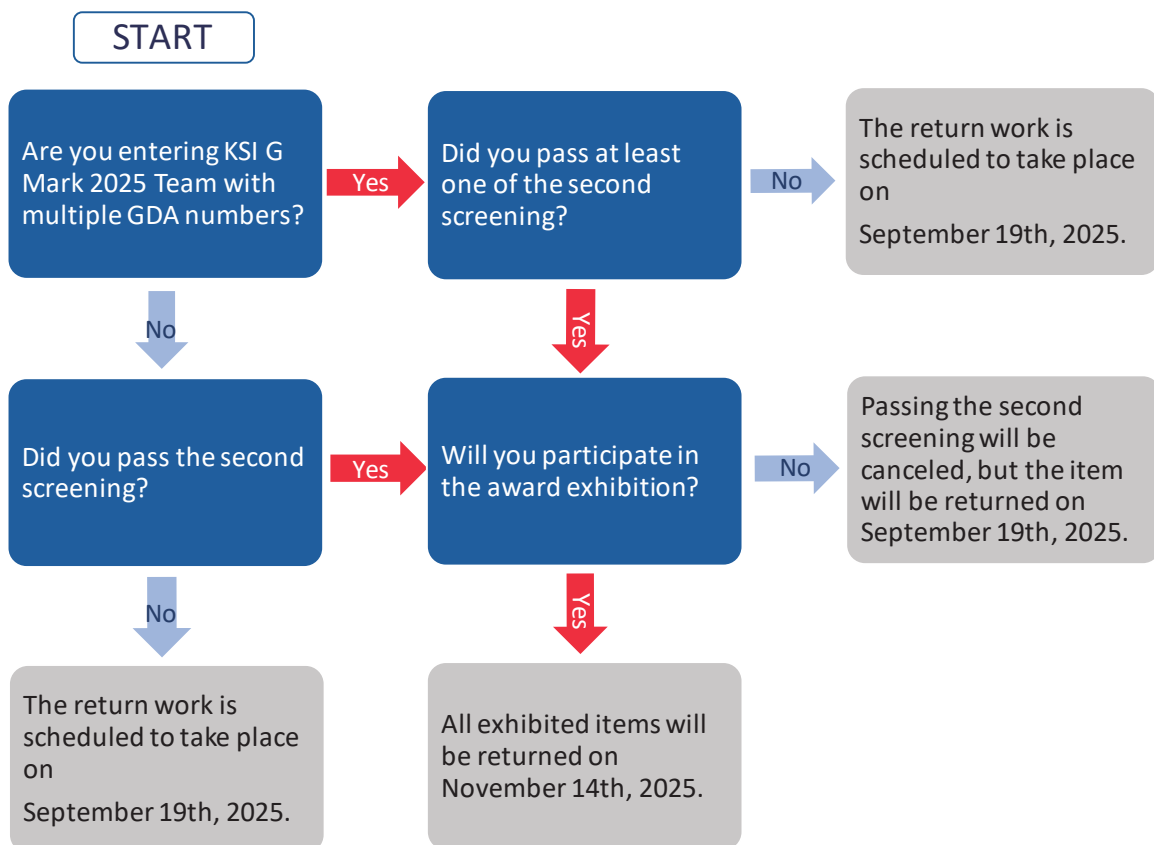
## RETUN SHIPMENT

Items that did not pass the second screening will be shipped in order from September 19th (Fri), 2025.

Items that pass the second screening and will be exhibited at the award-winning exhibition will begin shipping from , November 14st (Fri), 2025.

Please use the flowchart below to see when your shipment will be shipped out from our warehouse.

[Please also check FAQ Page 25](#)



**\*The shipping date is an estimate.**

**\*Delivery dates cannot be specified for all shipments.**

## Frequently Asked Questions

Category	Questions	Answers
Quotation	I plan to exhibit in the second round. 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	Can you print posters or panels?	We Kintetsu will only provide transport (Move-in/Move-out return) service of your physical screening entry goods. We do not provide poster and panel printing services. Please request printing services to the Organizer (JIDP / Japan Institute of Design Promotion).
Quotation	Could you send me a photo of our exhibit after it was displayed in the second screening?	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.

## 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.

## 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.

## Frequently Asked Questions

Category	Questions	Answers
Return shipment	Who is the exporter when returning the product after the second screening?	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 second screening, when will the items be returned from Japan?	We will start returning your products around September 19th (Fri) after the announcement of the results of the second screening. 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.