

Delivery & Pick-Up

Quick delivery guide for original products:

- 1 **Shipment from outside the EU:** Do you have an **EORI number**?
If not, please request one at the German Customs Authority! This identification number is necessary to import into the EU and has to be requested only once.
It can be used again for any future shipments into the EU.
- 2 Please get a transport and exhibiton **insurance**.
The German Design Council and its contractors handle your products with utmost care. Nevertheless, your project could get damaged during the shipping or assembly.
- 3 Please mark your projects and packaging with your **project ID**: GDA2023-XXXXX.
- 4 Please **send your project duty paid** with a shipping company of your choice. Please take care of the **customs clearance process** and provide all necessary documents, e.g. a proforma invoice.
- 5 **Deliver successfully** to our logistics partner **Sempex** and in time for the jury meeting!

Important Facts and Dates

Dates

- | | |
|---|---|
| » Delivery of project size S & M to our logistics partner | 12 - 30 September 2022
Monday to Friday, 9:00 a.m. to 4:00 p.m. |
| » Delivery and self assembly of project size L & XL | 17 and 18 October 2022 9:00 a.m. to 4:00 p.m. |
| » Delivery of vehicles | 19 October 2022 9:00 a.m. to 4:00 p.m. |
| » Jury meeting | 20 and 21 October 2022 |
| » Pick-up of vehicles | 21 October 2022 4:00 p.m. to 6:00 p.m. |
| » Pick-up and self dismanteling of project size L & XL | 24 October 2022 9:00 a.m. to 4:00 p.m. and
25 October 2022 9:00 a.m. to 11:00 a.m. |
| » Pick-up of project size S & M at our logistics partner | 31 October 2022 to 11 November 2022
Monday to Friday, 9:00 a.m. to 4:00 p.m. |

Shipping and pick-up address

Delivery to our logistics partner:

Sempex Deutschland GmbH
GDA2023 / project ID (Please always specify!)
Wurzelstraße 2
D - 60327 Frankfurt am Main

Self-delivery and vehicles:

Messe Offenbach
Loading zone 2 via hall A2
GDA2023 / project ID (Please always specify!)
Goethestraße 5
D - 63067 Offenbach am Main

Delivery & Pick-Up

Notes on the size categories

- » **Size S:** Length/width/height of the project each up to 1 m and up to 20 kg
- » **Size M:** Length/width/height of the project each up to 2 m and up to 100 kg
- » **Size L:** Length/width/height of the project each up to 3 m and up to 200 kg
- » **Size XL:** Length/width/height of the project each over 3 m and over 200 kg

Delivery Notes

- » The German Design Council is not responsible for damages that occur during assembly and disassembly unless instructed otherwise.
- » The projects are to be delivered in **reusable and transport-safe packaging** for return shipment.
- » All **deliveries** by forwarding agents and/or delivery companies must be made at **ground level**. A loading ramp is not available.
- » If it is necessary to **store packaging material** (self-assembly) during the jury meeting, this will be charged in the amount of EUR 60.00 per cm³. Storage can be ordered at the time of delivery.
- » **Category Lighting:**
The products must be **functional** for the jury meeting, with a **Euro plug**, a power cable (min. 3m), battery or accumulator and be designed for use with 230 V power. If any additional work (e.g. plug replacement, current transformer, etc.) is required for the presentation at the jury meeting, the submitter accepts any costs that may be incurred. The costs will be charged afterwards.
- » **Category Bicycles and E-bikes:**
The products have to be **functional** for the jury meeting and must be equipped with a **bicycle stand** or delivered with a separate bicycle stand.

Pick-Up Notes

- » The person collecting the project must be able to identify themselves and specify the **project ID** (GDA2023-XXXXX).
- » **Disposal:**
The project will be disposed of at your request.
- » **Size S & M:**
Contributions that have not been collected by the participants within the specified period will be **stored for a fee for a maximum of ten working days** and then removed without exception. The storage costs in the amount of EUR 40.00 per day and per submission, as well as possible removal costs (depending on the effort) will be charged to the participant.
- » **Size L & XL:**
Contributions that have not been collected by the participants within the specified period will be **disposed of at a charge**. The removal costs (depending on the effort) will be charged to the participant.
- » **Vehicles:**
Vehicles that have not been picked up by the participants within this period will be removed for a fee.

Delivery & Pick-Up

Directions to the Offenbach exhibition grounds

Messe Offenbach

Loading zone 2 via hall A2

GDA2023 / project ID (Please always specify!)

Goethestraße 5

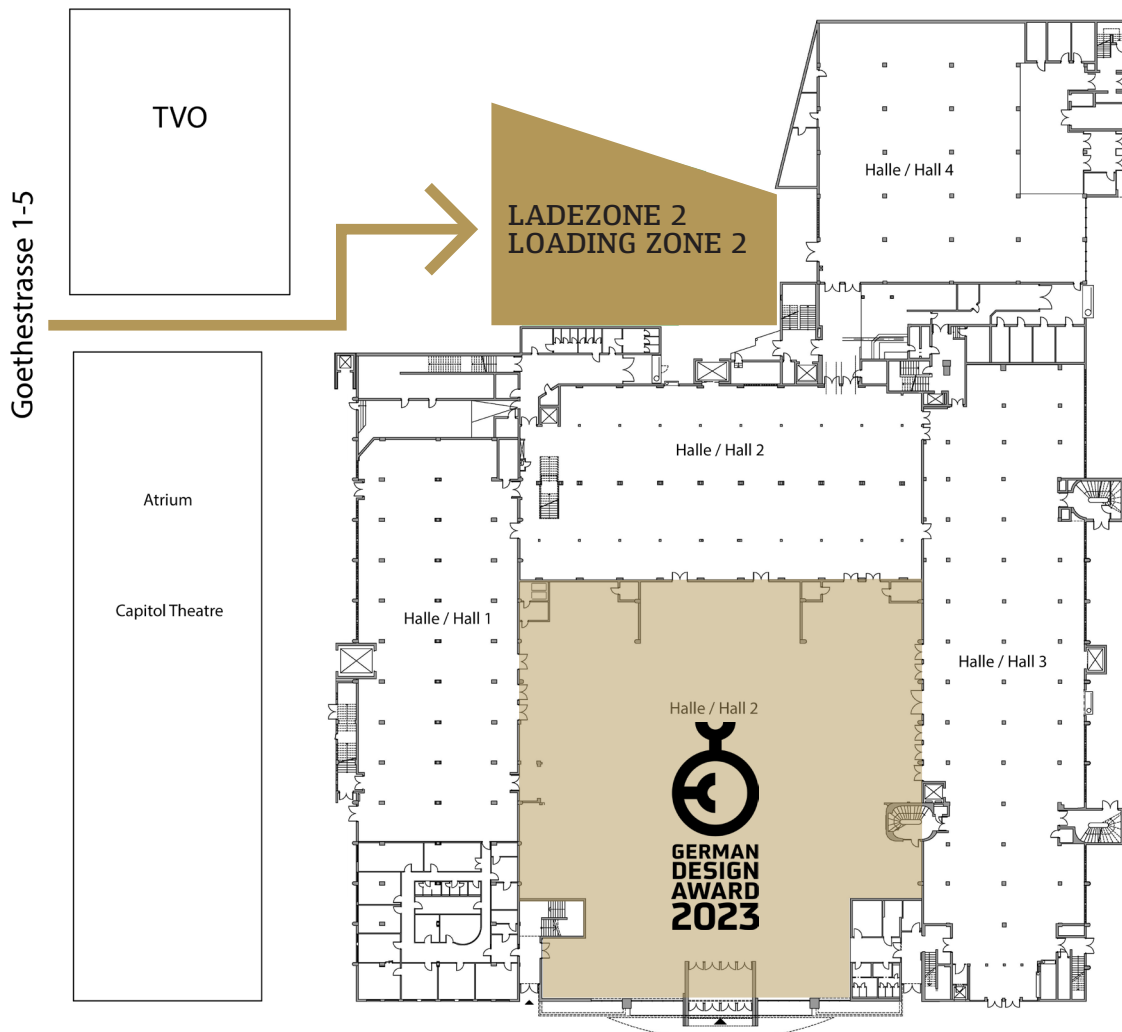
D - 63067 Offenbach am Main

Directions from Stuttgart/Basel, Cologne/Dortmund & Hanover/Kassel:

- » A5 to Frankfurter Kreuz
- » A3 towards Würzburg/Offenbacher Kreuz junction
- » A661 direction Bad Homburg
as far as the Offenbach-Kaiserlei exit
- » At the roundabout, take the second exit
and then follow the trade fair signs.

Directions from Munich/Nuremberg or Frankfurt Airport:

- » A3 direction Würzburg/Offenbacher Kreuz
- » A661 in the direction of Bad Homburg to the
take the Offenbach-Kaiserlei exit
- » At the roundabout, take the second exit
and then follow the trade fair signs.



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Delivery - Digital Upload

Upload

The data from the upload will be presented digitally to the jury.

All files must be received by the German Design Council by **23 September 2022**.
The link to the upload has been sent to you with the confirmation mail.

Eligible files:

- » A maximum of **2 files (PDF or mp4)** may be uploaded, max **50 MB**.
- » Submission of a video: **max. 180 seconds**, **mp4** format, **English subtitles**.
- » Submission of a presentation: **PDF file** (no PowerPoint!), **max. 10 pages**, **English texts**
- » All files must be clearly marked with the **project ID** (GDA2023-XXXXX)

Apps

The apps will be presented to the jury digitally on the corresponding devices.

All files must be received by the German Design Council by **23 September 2022**.
The link to the app has already been provided during registration.

- » The app must be **fully testable** (without any limitations).
If the app is not available for download (free of charge) in Germany,
the submitter will provide a **full trial version** ready.

Website

The website will be presented digitally to the jury.

The website link was uploaded by you during the submission process.

- » An **English version** of the website must be available.