

Delivery & Pick up

Original items



Quick guide

1. Send your project with a **shipping company of your choice** and ensure timely delivery!
2. Please **mark your exhibit** and the packaging with your **project ID**: GDA2025-XXXXX.
3. Please note that delivery must be at **ground level**. A loading ramp is not available. If necessary, inform your shipping company that delivery must be made by truck with a **lifting platform**.
4. Please take out **transport and exhibition insurance!** The German Design Awards and its logistics partners handle all exhibits with the utmost care. Nevertheless, your exhibit could be damaged during transportation or assembly.
5. Please take care of the **customs clearance** of your shipment yourself and provide all necessary documents, e.g. a proforma invoice. If you wish to deliver from outside the EU, please apply for an **EORI number** from the German customs authorities.

What is the size of my exhibit for the jury meeting?

Size **S**
length/width/height of the exhibit
each up to **1m** and up to **20kg**

Size **M**
length/width/height of the exhibit
each up to **2m** and up to **100kg**

Size **L**
length/width/height of the exhibit
each up to **3m** and up to **200kg**

Size **XL**
length/width/height of the exhibit
each up to **3m** and over **200kg**

Delivery

Delivery of original items sizes S & M
to our logistics partner
9 – 18 September 2024
Monday to Friday, 9:00 a.m. to 4:00 p.m.

Self assembly of original items sizes L & XL
directly to the location of the jury meeting
23 & 24 September 2024
9:00 a.m. to 4:00 p.m.

Vehicles:
Delivery directly to the jury session location
25 September 2024
9:00 a.m. to 4:00 p.m.

Pick up

Pick up of original items sizes S & M
at our logistics partner
7 - 11 October 2024
Monday to Friday, 9:00 a.m. to 4:00 p.m.

Self dismantling of original items sizes L & XL
directly at the location of the jury meeting
30 September & 1 October 2024
9:00 a.m. to 4:00 p.m.

Vehicles:
Pick up directly at the location of the jury meeting
27 September 2024
4:00 p.m. to 6:00 p.m.

Important notes on delivery

- The German Design Awards is **not liable for** any **damage** caused during assembly and dismantling unless an order has been placed.
- All deliveries by forwarding agents and/or delivery companies must be made at **ground level** using a lifting platform if necessary. A loading ramp is not available.
- The exhibits must be delivered in **packaging** that is **reusable** and safe for transportation.
- Packaging material:
If it is necessary to **store packaging material** during the jury meeting, the submitter will be charged EUR 60.00 per cm³. Storage can be ordered at the time of delivery.
- Luminaires:
The exhibits must be in working order for the jury meeting, equipped with a **Euro plug**, a power cable (min. 3m), battery or rechargeable battery and designed for use with **230 V** electricity. If work (e.g. plug replacement, current transformer, etc.) is necessary for the presentation at the jury meeting, the submitters accept any costs that may arise. The costs will be invoiced after the jury meeting.
- Bicycles and e-bikes:
Exhibits must be in working order for the jury meeting. The bicycles must have a **bicycle stand** fitted or be supplied with a separate stand.

Important notes on pick up

- Collectors must identify themselves and provide the project ID (GDA2025-XXXXX) for the project to be collected.
- Disposal:
The exhibit will be disposed of at your request. You were able to make the selection during the online registration process. If you are not sure what you had chosen, please see the data sheet attached to your registration confirmation or contact the German Design Awards team.
- Size S & M:
Exhibits that have not been collected from the logistics service provider within the specified period will be stored for a maximum of ten working days at a charge and then disposed of without exception. The **storage costs** of EUR 40.00 per day and per submission as well as possible **disposal costs** vary depending on the effort involved and will be charged to the submitter.
- Size L & XL:
Exhibits that have not been collected by the entrant within the deadline will be disposed of at the entrant's expense. The **disposal costs** (vary depending on the effort involved) and will be invoiced to the participants.
- Vehicles:
Vehicles that have not been collected by the entrants within this period will be **removed** at the entrant's **expense**.

Logistics partner

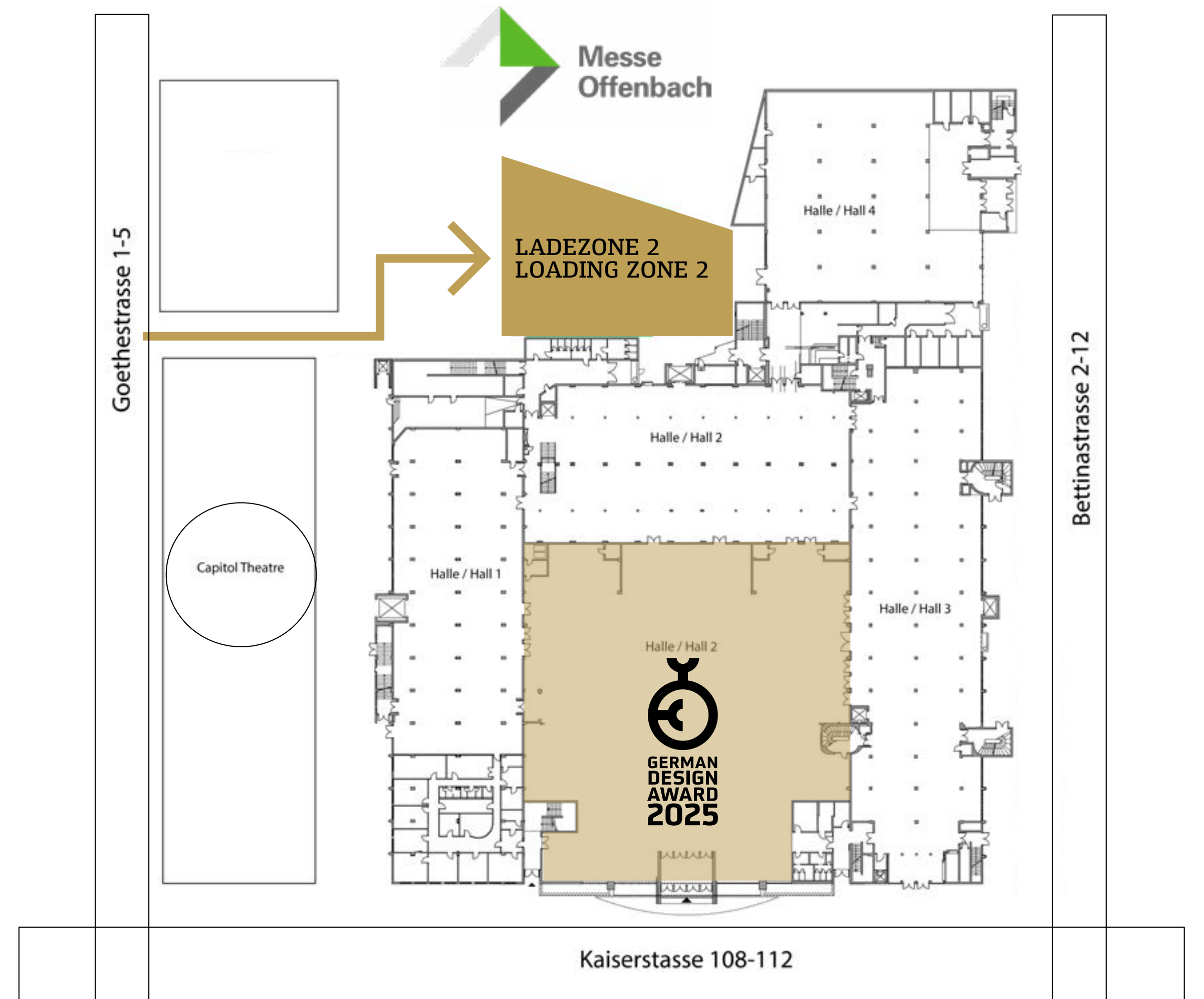
Sempex Deutschland GmbH

German Design Awards 2025
 Project ID: GDA2025-XXXXX (always specify!)
 Wurzelstraße 2
 60327 Frankfurt/Main
 Germany

Location of the jury meeting

Fairgrounds Messe Offenbach

Loading zone 2 via hall A2
 German Design Awards 2025
 Project ID: GDA2025-XXXXX (always specify!)
 Goethestraße 5
 63067 Offenbach/Main
 Germany



Delivery for the jury meeting

Digital material



PDF presentations and videos

To evaluate your product/project, you can prepare a PDF presentation and/or a short video clip.

As our jury is predominantly international, your PDF and video must be **in English**.

Permitted formats & sizes:

- PDF** file, max. 10 pages,
- mp4** file, max. 180 seconds
- Upload for max. 2 files
- total max. **50 MB**

Your PDF and/or video must be **uploaded via** the **link** in the registration confirmation. All files must be clearly marked with the project ID (GDA2025-XXXXX).

Upload until:
13 September 2024

Apps

The jury uses various end devices to assess apps. Therefore, please provide us with a download link to the app.

For apps with restricted access or apps that are subject to a fee, please provide us with a demo version.

Passwords or logins should be sent to the German Design Awards Team by e-mail so that they can install and activate everything for the jury meeting.

During the registration process, you had the opportunity to enter the **link to download the app**. If you have not done so, please contact the GDA team immediately at gda@gdc.de.

Entering the link to the app/download link:
Directly with the registration
(13 September 2024 at the latest)

Websites

In the „Web“ category, the jury looks at the websites on different end devices.

An English version of the website must be available.

During the registration process, you had the opportunity to **enter the URL to the website**. If you have not done so, please contact the GDA team immediately at gda@gdc.de.

Entering the URL:
Directly with the registration
(13 September 2024 at the latest)