

2022 DIA Delivery Instructions for Shortlisted Entries

According to the DIA evaluation rules, in principle, all shortlisted entries shall be delivered to the DIA Committee and videos shall be uploaded in the system.

-For physical entries, launched products, functional prototypes or appearance models shall be delivered;

-For intangible entries such as software, and Concept Group entries, videos shall be uploaded;

The participants shall click the "Delivery" button in the "Entry List" on DIA website (<https://en.di-award.org>) to fill in and submit the relevant materials for Final Evaluation **before August 15th**.

I. Delivery Info

1. For Entries from China:

- 1) Delivery Duration : September 13-28, 2022 (Beijing time 08:30-16:30 on working days);
- 2) Recipient: Ms. Wang
- 3) Address: Building 7, North District, Mengqi Town, No. 2988, Moganshan Road, Liangzhu Town, Yuhang District, Hangzhou City, Zhejiang Province, China
- 4) Tel: +86-13989832879

2. For Overseas Entries (According to China's pandemic prevention policy, all overseas parcels should be held for disinfection for 14 days after arriving in China. To ensure the entries can be successfully shown in the final evaluation, **all overseas entries need to be sent no later than August 15th.**) :

- 1) Delivery Duration : August 09, 2022-September 10, 2022 (Beijing time 08:30-16:30 on working days);
- 2) Recipient: Mr. Deng
- 3) Address: 48 Baofeng Street, Nanzhou Road, Haizhu District, Guangzhou, Guangdong province, China
- 4) Tel: +86-18925195129

3. Entries fail to arrive during the delivery duration will be rejected.

II. Delivery Method



Please follow the process above to complete the shipment and read the items below carefully:

(1) All shortlisted entries shall ship the physical product or prototype to DIA. For physical entries, launched products, functional prototypes or appearance models shall be delivered; For intangible entries such as software, and Concept Group entries, videos shall be uploaded.

(2) For works are too large to transport like aircraft, vessel, etc., shall deliver a small-scale model or functional prototype.

(3) Participants should bear all expenses occurred in delivery.

(4) Participants should inform DIA Committee by email (info@di-award.org) **if the entry length exceeds 2.5 meters or the weight over 100kg.**

(5) Participants should contact DIA Committee for making an appointment in advance for self-delivery.

(6) For oversea participants, please read “Notes for Overseas Shortlisted Entry Delivery” carefully.

(7) Entries under below situations will be rejected by DIA Committee, which will be deemed as abstention of Final Evaluation automatically.

-1- Entries don't arrive during delivery duration.

-2- Entries need to pay freight or customs clearance fees by DIA Committee.

-3- The entry outer package is damaged seriously.

-4- Participants don't fill in delivery information in registration system within 24 hours after delivering the work.

-5- Entries don't paste QR Code on package.

-6- Entries are not qualified for DIA Final Evaluation.

III. Return

1. To ensure the fairness of the DIA evaluation, all participants are requested to delivery their entries within the time limit. The shortlisted entries cannot be retrieved without approval after being delivered.

2. DIA Committee will arrange the returning of the entries from oversea (or entry retrieving by the participants) around December 2022, and the specific time will be notified separately.

3. In order to ensure the integrity of the entries and effectively avoid the risk of damage in the process of packing and returning, DIA Committee suggests that the participants should pack and send back or retrieve their entries in person. Participants who cannot pack and send back their entries in person due to objective reasons may entrust DIA Committee to arrange the return.

4. If DIA Committee is entrusted to send back an entry, any expenses and losses incurred in the process of sending back the entry shall be borne by participants.

5. If DIA Committee is entrusted to send an entry back to a place in China, DIA Committee will to send the entry by SF Express with the payment term of “Freight Collect”.

6. If DIA Committee is entrusted to return the entry, DIA Committee suggests the following two ways:

① SF Express “Freight Collect” service: Participants can entrust DIA Committee to send back entries by SF Express with the payment term of “Freight Collect”.

② FedEx/DHL/UPS Remote Pickup Service: Participants can prepare required documents for remote pickup (including but not limited to express waybill, proforma invoice and packing list) and contact the courier companies to pick up the parcels at the designated time and place.

7. For all entries sent to DIA Committee by participants in person, the participants are requested to retrieve their entries at the designated time and place. To retrieve entries quickly, the participants are requested to make an appointment with by telephone at least one day in advance.

8. If the valid entry return information is not submitted before August 15, 2022, DIA Committee will keep the entry until early December. If the relevant participant fail to contact DIA Committee within the time limit, it will be deemed that the participant has waived the ownership of the tangible entry, which will be disposed of by DIA Committee.

9. All awarded works with bonus must donate their physical works to DIA Committee. If entries need further research and development, it can be sent back to DIA Committee when completed. Entries that are too large to transport, such as ships, high-speed trains and airplanes, can be replaced by scaled-down models. If the award winners prefer to donate their entries to DIA Committee for collection, DIA Committee will provide the collection certificates accordingly, and there will be more exhibition opportunities for those entries.

Considering the numerous risks involved in the process of delivery, please read and sign “2022 DIA Risks Disclosure Statement” before delivering the Entry. Once works delivered, it would be deemed that you have read and accepted all above terms and conditions.

Please send email to international@di-award.org with Entry ID in the subject if you have any questions.

Annex 1. Required supplementary materials for shortlisted entries

Important note: The items marked with (*) are required items, and the items marked with (Ⓜ) may be announced if the entry is awarded.

| | | | | | |
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| Entry exhibition information | * Type (Entry type to be evaluated in the Final Evaluation) | Physical entry | Launched product | Mass-produced consumable/customized product | |
| | | | Functional prototype | Haven't mass-produced but has a sample with designed functions | |
| | | | Appearance model | Model without designed functions, but shows the appearance of the relevant product. | |
| | Video only This item is only for conceptual entries or intangible entries (such as software or service systems) Physical entry evaluation is an important factor in the final. Please do not choose this item before careful consideration | | | | |
| | * Dimensions (mm) | Length/width/height | If the entry is longer than 2.5 meters in any side, or weight over 100kg, please contact the DIA Committee by email (info@di-award.org) | | |
| | * Weight (kg) | / | | | |
| * Materials of the entry | / | | | | |
| * / Ⓜ Entry information for exhibition | No more than 200 English letters The information will be used as the entry introduction for the exhibition. If the entry is awarded, it will also be used for yearbook publication and publicity. Please fill in the information carefully | | | | |
| * / Ⓜ Video | For all shortlisted entries, a video must be submitted. It is recommended to show the product functions in videos. Participants can keep or replace the videos uploaded before. The video should be in MP4 format, less than 100M and within 3 minutes. The recommended resolution is 1280*720 (720p). Subtitles (if any) should have English version at least. | | | | |
| Delivery information | * Sender's information | * Name * Telephone * Email address * Address * Zip code | | | |
| | * Logistics information | Mailing (if participants cannot be present, he/she can entrust a logistics company to deliver his/her entry) | Text information | * Delivery time * Waybill number * Logistics company | Time for receiving entries: For entries from China: September 13-28 (9:00-16:30 on working days); For entries from overseas: August 9-September 10 (9:00-16:30 on working days) |
| | | | Photo information | * Photo of the waybill * Photo of outer packing * Other photos * Item list (all products and accessories in the parcel should be listed) | |
| | * Logistics information | Delivery by participant in person | Text information | * Delivery time * Contact person * Telephone | The time for receiving entries is September 13-28 (9:00-16:30 on working days) |
| Self-assembly and outdoor entries | | Text information | * Delivery time * Contact person * Telephone * Type of entry * Special exhibition needs | Time for receiving entries is October 8-9 (9:00-16:30) | |
| Photo information | * For entries to be assembled and commissioned by the contestants, or large-scale entries to be exhibited outdoors, product exhibition renderings should be uploaded | | | | |
| Return information | * Options | Donate the entry to DIA Committee | If the participant voluntarily donate his/her entry to the DIA Committee, the entry will not be returned in the future. If the entry is awarded, the DIA Committee will issue an electronic collection certificate for the entry, which has opportunities to be exhibited in related DIA exhibitions. | | |
| | | Return the entry | * Recipient's name * Recipient's telephone number * Recipient's email address * Recipient's zip code * Remarks (parcel insurance, etc.) | The DIA Committee will arrange the returning of the entries (or entry retrieving by the participants) around December 2022, and the specific time will be notified separately. | |
| | | Retrieve the entry | * Recipient's name * Recipient's telephone number | | |
| Others | * Ceremony Attendance | If your win an award, will you accept your award at the award ceremony (Yes/No) | The award ceremony is planned to be held in Shaoxing Convention and Exhibition Center, Keqiao District, Shaoxing City, Zhejiang Province in November 2022. Now we make a preliminary count of the attendance, and DIA Committee will further communicate with award winners for confirmation. The pandemic situation is changing, and any adjustment to the above activities will be notified by email. | | |
| | | Number of attendees (No more than 3) | * Name * Title * Telephone number * Email address of each attendee | | |
| | * Communication and business cooperation after award granting | Please provide the contact information (* name * title * telephone number * email address) of the sales/brand/marketing director of your company for efficient communication. | | | |