



Information and tips for sending your entries to iF

Successful delivery in 6 steps



As participant apply for EORI number before shipment!



Transport and exhibition insurance



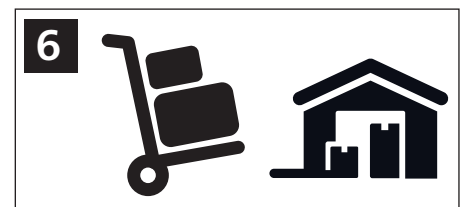
Label your transport packaging as well as the products with the labels provided in your my iF account



Choose your forwarder and send your shipment ddp (delivered duty paid). Provide all necessary documents like proforma invoice.



Please take care of customs clearance process.



Successful delivery at iF logistic partner DHL Trade Fairs & Events

Dates

Registration	Early bird registration: 28 June 2019 Regular registration: 27 September 2019 Last chance registration: 18 October 2019
Apply for EORI number	until 1 November 2019
Shipment of entries to jury	1 - 30 November 2019 (arrival at the warehouse of DHL Trade Fairs & Events)
Dates for self-assembly Dates for motor vehicle delivery	6 and 7 January 2020 20 January 2020
Jury session	21 - 23 January 2020
Date for self-dismantling Dates for motor vehicle pick-up	30 and 31 January 2020 in the jury hall 24 January 2020 in the jury hall
Jury results	will be announced in February
Dates for pick up at the warehouse of DHL Trade Fairs & Events	10 February to 29 February 2020
Awards ceremony Berlin	4 May 2020
iF design exhibition Berlin	2 - 10 May 2020

**All entries have to arrive between 1 to 30 November 2019
at the following address:**

DHL Trade Fairs & Events GmbH

iF DESIGN AWARD 2020
Ulmer Strasse 2
30880 Hannover - Laatzen
Germany
Phone: +49.511.47562920
Email: ifdesign@dhl.com

Please note:

We will refuse to accept entries delivered before 1 November 2019.

1. Fees for shipping and assembly

Entries can be shipped by any courier or forwarding company to the address named above. All costs must be pre-paid by the sender and the shipment must arrive free of charge for iF. We will refuse to accept entries for which we have to pay anything. Shipments which are free of costs for the recipients are called "delivery duty paid" or "ddp". Ask your shipping company to send your entries with this method.

Entries must be delivered pre-assembled or registered for self-assembly. You will find more details on self-assembly in point no. 8 of this document. If we have to assemble your entry, we may charge you an additional fee of EUR 100 per hour.

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In these disciplines, entries will not be returned unless you specifically request the return in the registration form. You have to pay all shipping fees relating to the return of the entries. iF will charge you a handling and storage fee of EUR 30 (plus VAT) per entry which should be returned.

2. EORI number for shipments coming from outside of the EU

If you send something into the EU you will need an EORI number.

The EORI number is an identification number for companies which would like to send something into the EU. Without this number, custom clearance is not possible and if you do not have it, your entries will be stopped by German customs. Neither iF nor DHL Trade Fairs Events GmbH can give out their EORI number, because we are not the official importer.

You should check whether your company already has an EORI number.

If not, please apply for an EORI number 3 weeks before shipment at the German customs:

Request an EORI number

The EORI number has to be applied for once only and can be used again for shipment of products to EU countries.

3. Transportation and exhibition insurance

Even though iF and our contractors take the utmost care when handling the entries, your entry may be damaged in shipping or set up. We therefore recommend that you get a transportation and exhibition insurance for each of the entries you submit.

If you do not have a transport and exhibition insurance yet, you can get one here:

Insurance form

4. Labeling of entries and packaging

All entries and their transport packaging must be clearly labeled with the entry-ID and category number. If your shipment contains more than one entry, all entry-IDs must be listed on the outside of the packaging. We have prepared labels for you. You will find the link to download the labels in "my iF", "Entry overview" next to your entries on the right hand side.

Logistic Label

5. Can I choose any forwarder for shipment?

In general you are free to choose any logistics company you want to send your entries. Please make sure that the logistics company can take care of customs clearance for you. Do not use your normal postal service for shipments from Non-EU-Countries. Please use a professional freight forwarder. Please note that DHL Trade Fair & Events (TFE) is only the owner of the iF warehouse. The logistic company you choose has to do all the logistic service for you – also the customs clearance if this is needed.

Shipment from non-EU countries

Each shipment from Non-EU countries must have the following documents:

- 2 copies of Air Waybill / Sea Waybill (ask your logistic company for details)
- 3 copies of commercial/pro forma invoice, containing:
 - Entry-IDs of each declared product
 - Goods description ("What is it?" i.e. TV, microwave oven)
 - Value of each entry (for customs-purposes only)
 - Complete address and contact of shipping company

You can use our online form to make a pro forma invoice. You will find this form here:

Proforma invoice

6. Why can my shipment be stopped by German customs and what to do then?

There can be many reasons why a shipment is stopped by the German customs: e.g. sample inspection, value of goods not properly declared, suspicion of plagiarism, products/materials that may not be imported into the EU. Please do not send food, liquids or batteries. Category packaging: please send empty packages only.

If your entries are stopped by customs, it is the job of your logistics company, you paid to bring the entries to Germany, to solve the problem. If they cannot solve it, DHL TFE might can help you, but they will charge extra money.

7. How do I know if my shipment has arrived?

Please ask the logistics company, you used to send the entry, if it arrived at the address named above. If they say yes, you can be sure your shipment has reached our warehouse.

8. Self-assembly & motor vehicles

iF does not do any assembly of entries. If an entry needs to be assembled, you can come directly to the jury hall in Hamburg, Germany and assemble the entry. You will also have to come again to disassemble the entry after the jury.

This process is called self-assembly.

Please remind:

if you choose self-assembly for an entry, you can not send it to the warehouse of DHL TFE. You will have to bring it with you when you come to the jury hall to assemble it.

As the space in the jury hall is limited we need to check, if the space you use is appropriate. Therefore, you will need to apply for self-assembly. To do this, please go to the entry overview in "my iF", select the entry and click the box for self-assembly on tab "Logistics". The deadline to apply for self-assembly is 1 December 2019.

After you have registered for self assembly in "my iF", please send a drawing with the measures of the entry including the floor space and height to service@ifdesign.de. Based on your drawing/sketch, iF will decide if your registration for self-assembly is accepted and will reserve space for you. Small products/entries (table presentation) are not allowed for self-assembly. Only if your product is very sensitive or very difficult to set up, you can apply for self-assembly.

Dates for self-assembly

Delivery and assembling: 6 and 7 January 2020 between 9 a.m. and 5 p.m.

Dismantling and collection: 30 and 31 January 2020 between 9 a.m. and 5 p.m.

Please remind that you will have to use these dates, you cannot come before or after.

Motor vehicles

All vehicles (automobiles, buses, motorbikes etc.) must be delivered customs cleared without any costs for iF directly to the jury hall in Hamburg, Germany on the following dates:

Delivery: 20 January 2020 between 9 a.m. and 5 p.m.

Pick-up: 24 January 2020 between 9 a.m. and 5 p.m.

Delivery and pick-up address for self-assembly and motor vehicles

Schuppen 52

Australiastraße 52 B

20457 Hamburg

Germany

All entries that have been self-assembled, have to be disassembled and picked up again after the jury, regardless if the entry is awarded or not. If an entry is not picked up, it will be disposed and you will have to pay EUR 100 (plus VAT).

9. After the jury session

After the jury session you will receive an email with detailed information for return shipping.

Pick up of entries

Entries can be picked up at the warehouse of DHL TFE, where they have been sent to (see address above).

If you cannot pick up your entry or cannot hire a logistics company to do this, you can also contact DHL TFE directly to request a quote for returning your entry.

Dates for pick up

10 - 29 February 2020

If you do not pick up your entry and they need to be disposed afterwards, you will have to pay fee of EUR 100 (plus VAT).

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If you want to have your entry back, you have to tick the respective box in the online registration form. In this case, you will have to send your entry in reusable packaging.

Should you have any questions or comments please do not hesitate to contact us.

iF Team

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