SUBMISSION INSTRUCTIONS
EXHIBITOR Magazine's Expo 2017 Awards

Entry Requirements

1. **Entry Form and Fee (required).** Fill out the **online entry form** and remit payment via credit card.

2. **PowerPoint/Summary (for judging purposes) (required).** Download the PowerPoint Template. This document provides detailed instructions and a template to help you create a PowerPoint presentation and written summary that will be consistent with other entries. It will house your low-res visuals as well as a written description of the project. (You must use the template as opposed to your own design.)

3. **High-Res Photos (for publication purposes) (required).** Include a minimum of 10 overall and detail images of the completed project in Raw, TIFF, EPS, or JPEG format. Provide images as individual files in their original, high-res formats. Files must be 300 dpi or more and 8.5-by-11-inch or more.

4. **Videos, Renderings, Ancillary Descriptions (optional).** Use Dropbox to submit any additional videos, descriptions, and renderings of the project that you wish the judges to consider. Video files must be provided in a format compatible with Windows Media Player and must be provided as actual files, not URLs. Any additional written descriptions must be provided in Word format.

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Submission Directions

1. Complete the **online form** and remit payment via credit card.

2. Submit the remaining requirements (i.e., the PowerPoint/Summary, High-Res Photos, and Videos, Renderings, and Ancillary Descriptions) via Dropbox.com. (You must use Dropbox.com, as opposed to your company's preferred file-transfer service.)

   To ensure that your online entry form is properly matched to your Dropbox.com components, place all entry components — the PowerPoint/Summary and High-Res Photos, along with Videos, Renderings, and Ancillary Descriptions — into a folder and label it with the awards-name abbreviation (Expo), the pavilion or exhibit name, and the category you're entering. For example, your folder might be titled "Expo, Switzerland Pavilion, Best Exterior Design." Please ensure spacing and commas are included as indicated.

3. Finally, share this file with larmstrong@exhibitormagazine.com and ensure that it remains accessible through December 31, 2017.

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(continued)

Category Names (Select one of the following for the title slide of your PowerPoint presentation.)

- **Best Pavilion**
- **Best Exterior Design**
- **Best Small Pavilion**
- **Best Activity/Interactive**
- **Best Interpretation of Theme**
- **Best Presentation**
- **Best Use of Technology**
- **Elements and Details**

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Deadlines and Entry Fees
July 19, 2017
$250 early bird deadline

July 26, 2017
$325 final deadline

Payment is collected via the **online form** and must be made in U.S. funds via Visa, MasterCard, or American Express. To be eligible, all entry requirements must be submitted on or before the deadlines.

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Additional Info

- Entries submitted without all requirements will not be considered, and entry fees will not be refunded.
- By entering the Expo 2017 Awards, entrants grant permission to reproduce the materials and information entered in any magazine, book, promotional material, or online format produced by Exhibitor Media Group, and to display all materials and information at any EXHIBITOR*LIVE*-related event.
- To receive the early, discounted rate, all components must be received on or before the early deadline. To be eligible for the competition, all components must be received on or before the final deadline.
- Pending judges' scores, winners may not be selected in all categories, and size restrictions may be altered at the judges' discretion.
- Failure to provide an interview or significant discrepancies between the entry and information provided after judging could result in forfeiture of the award.
- Once the online entry form is completed, entry fees will not be refunded.

Questions?
Contact Linda Armstrong, larmstrong@exhibitormagazine.com.

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