SUBMISSION INSTRUCTIONS EXHIBITOR Magazine's 38th Annual Exhibit Design Awards

Entry Requirements

- 1. Entry Form and Fee. Fill out the online entry form and remit payment via credit card.
- 2. PowerPoint/Summary (for judging purposes). Download the PowerPoint Template. (Visit www.ExhibitorOnline.com/EDA and under How to Enter on the far right, click on PowerPoint Template under Step 3.) This document provides detailed instructions and a template to help you create a PowerPoint presentation 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. (This template includes special instructions for the Best Conceptual Design category.)
- 3. High-Res Photos (Raw, TIFF, EPS, or JPEG format for publication).
- Traditional Categories (fabricated/realized stands)

While renderings will be accepted among the images, at least two and no more than 20 images of the completed project must be included. For Before and After, provide at least two images of the realized 'before' project.

Best Conceptual Design Category:

Provide at least two and no more than 20 renderings of the conceptual design. Provide the same images contained in the PowerPoint (see No. 2 above), but 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.** Floor Plan (optional but recommended) Include a high-res floor plan.
- **5. Videos (optional but recommended)** Include any videos related to the entries using a format compatible with Windows Media Player. Provide actual video files, not URLs.

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Submission Process

- 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 any floor plans and videos) via Dropbox.com. You must use Dropbox.com, as opposed to your company's preferred file-transfer service.

Prior to submission, place all entry components — the PowerPoint/Summary, High-Res Photos, Floor Plan, and Videos — into a folder and <u>label it with the awards-name</u> <u>abbreviation (EDA), the client-company name, and the category you're entering.</u> For example, your folder might be titled "EDA, Cisco Systems Inc., International Designer" or "EDA, Bob's Widgets, Interactive Exhibit." (Please include the commas and spacing exactly as indicated to aid in file location. Improper folder labeling may make it impossible to match your Dropbox folder to your online entry form, resulting in disqualification.) (NOTE: Unless this is an entry in the Self Promotion category, an agency or exhibit house is NOT the client.)

3. Finally, share this file with larmstrong@exhibitormagazine.com and ensure that it remains accessible through February 2025.

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Additional Aids and Instructions

<u>Budget Ranges</u> (Select one of the following for the title slide of your PowerPoint presentation.)

- Less than \$40,000
- \$40,000 \$79,000
- \$80,000 \$149,000
- \$150,000 \$249,000
- \$250,000 \$499,000
- \$500,000 \$749,000
- \$750,000 \$999,000
- \$1 \$1.9 Million
- \$2 \$4.9 Million
- \$5 Million or More

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

- Before and After
- Conceptual Design
- Double-Deck Exhibit
- Excellent Element/Application (also select one of the following)
 - Components
 - Graphics
 - Materials
 - o Product/Service Demonstration
 - Technology
- Experiential Exhibit
- Green Exhibit

- In-Line Exhibit
- Interactive Exhibit
- International Exhibit
- Island Exhibit
- Lighting Design
- Peninsula Exhibit
- Self-Promotion
- Small Booth
- Small Budget
- Use of Storytelling

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Deadlines and Entry Fees

Early bird deadline: June 7, 2024 - \$195Regular deadline: June 14, 2024 - \$245

• Late-entry deadline: June 21, 2024 - \$295

Payment is collected via the <u>online form</u> and must be made in U.S. funds via Visa, MasterCard, or American Express. To be eligible for the pricing indicated, all entry requirements (including visuals submitted via Dropbox) must be submitted by 11:59 p.m. on or before each deadline. No entries (nor Dropbox materials) will be accepted after 11:59 p.m. on June 21, 2024.

Additional Info

- Entries submitted without all requirements will not be considered, and entry fees will not be refunded.
- By entering the Exhibit Design Awards, entrants grant permission to reproduce the
 materials and information entered in any magazine, book, promotional material, or
 online format produced by Exhibitor Group, and to display all materials and information
 at any EXHIBITORLIVE or related event.
- Once you fill out an online form, your payment will be processed, and no refunds will be given regardless of your ability to supply additional entry requirements.
- Pending judges' scores, winners may not be selected in all categories.
- Failure to provide an interview or significant discrepancies between the entry and information provided after judging could result in forfeiture of the award.
- EXHIBITOR reserves the right to disband the awards program if the quantity of entries
 affects the viability and integrity of the program. Should this happen, applicable entry
 fees will be refunded.

Questions?

Contact Linda Armstrong, larmstrong@exhibitorgroup.com.