SUBMISSION INSTRUCTIONS
EXHIBITOR Magazine's 34th 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 at http://www.exhibitoronline.com/awards/eda/EDA-TemplateandExamples.pptx
   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.)

3. **High-Res Photos (Raw, TIFF, EPS, or JPEG format for publication).** Include overall and detail images of the completed project. While renderings will be accepted among the images, at least two and no more than 20 images of the completed project must be included. Provide the same images contained in the PowerPoint (see 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** — Include a high-res floor plan.

5. **Videos (optional) —** Include any videos related to the design using a format compatible with Windows Media Player. Provide actual video files, not URLs.

^^

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, Floor Plan, and any 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 (optional) — into a folder and **label it with the awards-name abbreviation (EDA), the client-company name, and the category you're entering.** 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 indicate to aid in file location.)

3. Finally, share this file with larmstrong@exhibitormagazine.com and ensure that it remains accessible through June 1, 2020.

^^

(continued)

^^

Budget Ranges (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

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

- Before and After
- Double-Deck Exhibit
- Excellent Element/Application (also select one of the following)
    - Components
    - Graphics
    - Materials
    - 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

^^

Deadlines and Entry Fees

- Early bird deadline: Oct. 9, 2019, $175
- Regular deadline: Oct. 16, 2019 $225
- Late-entry deadline: Oct. 23, 2019 $275

Payment is collected via the **online form** 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 Oct. 23, 2019.

^^

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 Media Group, and to display all materials and information at any EXHIBITOR*LIVE* or related event.
- 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.

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