

WORLD EXPO AWARDS

SUBMISSION INSTRUCTIONS

1. Submit the Entry Form and Fee.

Complete the online entry form at <https://www.exhibitoronline.com/awards/expo/registration-s.asp> and remit payment via credit card. Data must be entered via one site visit, as entry information will be lost if you close the window or browser prior to completion. So assemble the following information and then complete the form.

<u>Pavilion Details</u>	<u>Organizations and People</u>	<u>Payment and Category Info</u>
Pavilion/Exhibit Dimensions <i>(x-by-x meters)</i>	On-Site Contact Person <i>(name, title, company, email, phone)</i>	Category Selection(s)
Total Exhibit Footprint <i>(xx,xxx square meters)</i>	Design Firm Name and Contact Person <i>(company name and website; main contact's name, phone, and email)</i>	Credit Card Details
Location <i>(zone and space)</i>	Fabrication/Realization Firm and Contact Person <i>(company name and website; main contact's name, phone, and email)</i>	
Photography/Videography Firms <i>(name of company that should receive photo/video credits)</i>	Pavilion/Exhibit Host Country/Organization and Contact Person <i>(country/company name; main contact's name, phone, and email)</i>	
	Additional Firms and Contact Persons <i>(company names and websites; contacts' names, phone numbers, and email addresses)</i>	

2. Submit High-Res Photos (required) and Videos (optional) via Dropbox.

Use Dropbox.com to upload 10 to 50 high-res images and videos pertaining to your selected category/categories.

- The individual photo files should include overall and detail images of the completed project in Raw, TIFF, EPS, or JPEG format. Entries in the Best Pavilion, Best Small Pavilion, and Best Interpretation of Theme categories should include images that depict the entire attendee journey, including all significant elements, interactives, presentations, exhibits, and displays. Entries in the Best Presentation category are encouraged to include a video showcasing the entire presentation.
- Provide images as individual files in their original, high-res formats. Photo files must be 300 dpi or more and 8.5-by-11-inches or more.
- Video files are optional but highly recommended.
- Name each file using the pavilion/exhibit followed by a description of what the image is showing.
For example, UAE_exterior.

NEXT: Place the files in a folder with the following naming convention: Expo, PAVILION/EXHIBIT NAME, CATEGORY.
(Examples: 1) Expo, Germany Pavilion, Best Small Pavilion, 2) Expo, Quest of Life Exhibit, Best Exhibit)

Once you've uploaded your photo/video files and your written summary (see below) to Dropbox, share a link to your folder with larmstrong@exhibitorgroup.com and ensure the folder remains accessible through January 2026. Please share the link via email as opposed to only sharing the folder through the Dropbox "share" platform.

NOTE: Dropbox offers a free, basic version that can be used for submission. (See <https://www.dropbox.com/basic>.) Alternately, you may opt to send these files via WeTransfer or a similar file-sharing service, but it is your responsibility to follow up and ensure all files were transferred successfully. (Please send a confirmation email to linda.armstrong@exhibitorgroup.com on the same day you send the file transfer if not using Dropbox. NOTE that this email is slightly different from the one above.)

3. **Create a Written Summary.** For each entry, provide a detailed written summary per the directions below and submit it in Word format (not PDF) via Dropbox. Summaries should comprise several paragraphs to a full page or more. Judges will use this information to understand and judge your entry.

Include the following information for each entry.

- **Category:** List the category in which this project is being entered. *(A list of categories along with their descriptions appears at the end of this document for your reference. If you're entering a project in more than one category, please complete a separate summary for each and revise each summary slightly to address the nuances of each category.)*
- **Pavilion/Exhibit Name and Host Country, Organization, or Company** — Use 20 words or fewer to describe the country, organization, or company that owns/hosts the pavilion or exhibit.
- **Location:** Provide the zone and space where the exhibit or pavilion is located.
- **Dimensions/Area:** Provide the dimensions of the exhibit or pavilion as well as its total area. *Example, 200-by-100 meters, 25,000 square meters including ancillary space.*
- **Overall Summary** — Provide a written description of the overall pavilion/exhibit, including the significance of and inspiration behind the entry. This description may be adapted for use on the People's Choice voting page. Entries in the Best Pavilion, Best Small Pavilion, and Best Interpretation of Theme categories should include a summary of the entire attendee experience, including the overarching theme and descriptions of the pavilion's exterior, key displays, interactive elements, presentations, etc. The overall summary should comprise the bulk of your text. Thorough summaries will comprise several paragraphs to a page or more of text.
- **Creative/Production Agencies and Photographer/Videographer** — List the design and fabrication agencies involved with this project and include the following for each: contact person, company name, city/country, phone number, website, and email address. Include a one-sentence explanation of what each company supplied. Also list the company that provided the photography and videography.
- **Contact Info:** Provide your name, company, and email. We will use this for administrative purposes only.

Also include category-specific information for your entry. Select the category in which your entry has been submitted and provide the information requested. Aim for explanations that comprise several paragraphs of text.

- **Exterior** — Explain the pavilion's exterior. Include information on the significance of (and inspiration behind) the exterior design, including any noteworthy elements or materials.
- **Sustainable Design** — Discuss the Green/eco-friendly/sustainable aspects of the pavilion and its design. Include information on how the pavilion minimizes and/or offsets its environmental impact and any innovative elements or solutions employed in its design and/or constructions (including materials used). Also explain any relevant details on how the pavilion or its components will be deconstructed and/or reused following Expo 2025.
- **Activity/Interactive** — Explain the specific activity and/or interactive element you would like the judges to consider in the Best Activity/Interactive category. You may include up to three different activities and/or interactives in this entry.
- **Interpretation of Expo Theme** — Specifically explain which theme you're interpreting and how your design relays this message.
- **Presentation/Storytelling** — Identify the specific presentation you would like the judges to consider in the Best Presentation category. Include information on the presentation's plot/key messages as well as the delivery method (live presentation, video presentation, projection mapping, etc.) and any unique elements, special effects, or high-tech components.

ADDITIONAL INFORMATION

- Entries submitted without all requirements will not be considered, and entry fees will not be refunded.
- By entering the Expo 2025 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 EXHIBITOR 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, 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.
- EXHIBITOR reserves the right to disband individual categories or the awards 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@exhibitorgroup.com

