



Competition in a nutshell

For your convenience, we have prepared this short guide on product registration, required materials and Competition procedure (for full details, please see the Competition Regulations)

STAGE 1

- Product registration deadline: 31 March 2010 (**on-line**).
- Registration form available from www.arenadesign.pl.
- Registration form to be completed electronically.
- Registration form must also be printed out, signed and sent to the Organisers' registered seat (MTP).
- By sending your registration form to the Organisers, you accept all terms of the Regulations and confirm your participation in both stages of the Competition, which entails acceptance of all obligations under § 10 of the Regulations.
- Each participant may register any number of products but each product must be registered separately, and fees must be paid in accordance with § 10 of the Regulations.
- On registration, an identification number will be assigned in the following format: "TD2010_FIVECHARACTERNUMBER". The number will serve as an identification number of the product. The assigned number must be used on the required materials and in whatever you do relative to the Competition.

FORM

- Must be complete and contain all the necessary information on:

Participant

- Contact data, contact person, necessary VAT invoice particulars
- Company logo (colour and black & white versions, .ai format file, vector-based (curve-based text)), each file up to 1 MB in size (width of between 10mm and 100mm)

Product

- Statement that the product is in series production and has not been in the market for more than 2 years or will enter production in 2010
- Product entry category in accordance with the theme groups as specified in the Regulations
- Product name
- Designer's name
- Manufacturer's name, city, country

Product description

- Technical description of product, its functions and design (up to 600 characters for each language, including punctuation marks)
No advertising or marketing texts can be used for product description.
The descriptions will be the basis for selection and evaluation of products in Stage 1 of the Competition.
- Participant's statement that the product's legal situation is clear (author's economic rights)

Product photos and samples

- **For all thematic groups** – to be sent electronically (via registration page)

two (2) product photographs

NOTE

Product photos must be on a neutral background, not arranged
.jpg format, 300 dpi resolution, CMYK colour format, file size up to 3 MB (150 x 150 mm)

Product photos are an inseparable part of your product entry.

Each participant may only send 2 photographs for each product entered in the Competition.

- **For the following thematic groups** • Textiles and decorative articles (10) • Furniture accessories and interior design accessories (11) • Fashion (12)

one (1) sample or model for each product entered in the Competition

Product samples or models are an inseparable part of your thematic group entry.

Each participant may only send 1 sample or model for each product entered in the Competition.

Packages must be properly secured and marked with a product identification number.

Participants pay the cost of sending product samples or models to the Organisers' address: MTP, ul. Głogowska 14, 60-734 Poznań.

Participants will also pay the costs of return shipment.

Fee

- Participants must pay a **competition participation fee** of PLN 400.00 + VAT per single product. Payment will be made against a VAT invoice and the fee is a necessary condition for participation in the Competition. The fee is non-refundable.

STAGE 2

On receipt of information that their product has been qualified for Stage 2 (which also means participation in TOP DESIGN exhibition), Participants must:

Product photo

- by 23 April 2010, send one photograph of the qualified product to an account made available by the Organisers on the FTP server. The photograph will be used for publication in the "arena DESIGN 2009" Catalogue and *it must fully correspond to product information and photo documentation in the registration form or to mailed product samples*. The Participant's folder must necessarily have an ID number assigned during registration.

NOTE

Product photos must be on a neutral background, not arranged (high resolution for printing).

Colour, .tiff format, 300 dpi resolution, CMYK colour format, 150 x 150mm format.

If a Participant fails to send the product photo within said time frame, he will be considered to have decided not to place information and the photo in the "arena DESIGN 2009" Catalogue.

Product

- By 23 May 2010, ship the product at their expense to the Organisers' address: MTP, ul. Głogowska 14, 60-734 Poznań (product to be properly secured and marked with a product ID number).
(we recommend that the package be insured prior to shipment)
- Product must be fully compliant with product information and photo documentation in the registration form or with mailed product samples.

Fee

- Obligatory payments must be made relative to participation in Stage 2 of the Competition (*Organisers will send a VAT invoice to qualified Participants to be used for fee payment purposes*) and a confirmation must be sent to the Organisers either at: MTP, ul. Głogowska 14, 60-734 Poznań, or by e-mail to arenadesign@mtp.pl

Product pick-up

- After the exhibition, Participants must immediately pick up their products at their own cost and within the timeframe specified by the Organisers. Products which will not be picked up within that timeframe will be scrapped.