

REGULATIONS OF 2020 TOP DESIGN AWARD COMPETITION

§1

COMPETITION ORGANIZER

The Organizer of the '2020 TOP DESIGN AWARD' competition (hereinafter referred to as "Competition") which accompanies the 2020 ARENA DESIGN event is **Międzynarodowe Targi Poznańskie sp. z o.o.** whose registered office is at ul. Głogowska 14, 60-734 Poznań, registered in the National Court Register (KRS), Poznań District Court - Nowe Miasto i Wilda, 8th NCR Division, registered number KRS 0000202703, registered as VAT payer with taxpayer identification number NIP 777-00-00-488, having a share capital of PLN 42,310,200 (hereinafter referred to as "Organizer")

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SUBJECT AND OBJECTIVE OF THE COMPETITION

1. The Competition aims to promote and popularize new design solutions of producers and designers, deepen the knowledge about design concerning entrepreneurs and target customers, as well as point at the needs of cooperation between a producer and a designer thus making it possible to achieve high position on the international market.
2. The Competition's objective is to select those products which are distinguishable in terms of their design, quality, and functionality, and which also comply with standards of today's industrial design, thus meeting the needs of the international market and its target customers.
3. The product should be understood as an item or as a set of individual elements which form an inseparable functional or decorative whole.

§3

COMPETITION RULES

1. Producers as well as designers (hereinafter referred to as "Participants") with mass-produced products which have been on the market for up to two years or whose production shall commence in 2020 may apply for the Competition.
2. The Competition is of an international character.
3. The Competition entails 12 thematic groups, listed in point I of the Appendix to these Regulations.
4. The Competition takes place in two stages. The 1st stage is to review the products on the basis of information and materials provided and to grant nominations which guarantee a pass to the 2nd stage of the Competition, which is a part of the TOP DESIGN AWARD exhibition.
During the 2nd stage, out of the nominated products displayed at the exhibition, the Jury will select the best-rated products of each thematic group. The products' designers and producers will be awarded and will become the laureates of the Competition.
5. There is a fee for participation in the Competition and in the TOP DESIGN AWARD exhibition. The fees for participation are set out in §8 of these Regulations.

§4

COMPETITION JURY

1. The Organizer appoints the Competition Jury. The Jury consists of experts in the field of design, representatives of media and institutions connected with architecture and design.
2. The Organizer appoints a chairman and a secretary for the time of each Competition stage.
3. The Organizer cannot be involved in the Competition Jury and cannot influence the Jury proceedings.
4. The Jury provides assessment according to the criteria determined in point II of the Appendix to these Regulations.
5. The Jury may decide not to grant awards in the Competition.
6. The Jury has the right to change the category of a submitted product.
7. Decisions taken by the Jury are final and binding.
8. The Jury has the right not to provide reasons for their verdicts.

§5

CONDITIONS OF PARTICIPATION AND DOCUMENTS REQUIRED

In order to join the Competition it is necessary to fulfill the following points, including the deadlines settled in §7 of the Regulations:

1. register online on the Exhibitors Zone at <https://swdb.mtp24.pl/en/>. Once the registration is successful the Organizer will confirm vis e-mail the receipt of application.
2. pay an obligatory registration fee stated in §8 point 1 until **15.12.2019** into the Organizer's bank account at PKO BP bank, account number 38 1020 4027 0000 1102 0424 2962 as well as send the payment confirmation to malgorzata.ozog@grupamtp.pl, on the basis of which the information form concerning the product will be sent by e-mail to the Participant. The form allows the registration of the product referred to in section 3 below.
3. complete the information form concerning the product. The filled-in form must be complete and must include all the necessary information about:
 - 3.1. the participant: address data, contact person, data for an invoice for registration fee and the fee for a Competition participation package;
 - 3.2. the product submitted:
 - a. name of the product
 - b. name and surname of the designer
 - c. name, city and country of the producer
 - d. the category the product is submitted to in accordance with the thematic groups listed in the Regulations
 - e. a statement saying that the product is in serial production and has been on the market not longer than two years or its production will begin in 2020
 - f. estimated cost of production
 - g. proposed market price

The product information form will constitute one of the most important documents used while selecting and assessing products in both 1st and 2nd stage of the Competition, according to the list of criteria stated in point II of the Appendix to the Regulations. The form must not include advertising content.

The following should be attached to the form in the online registration system:

- 3.3. the company's logo, both color version as well as black and white, saved in the one of the formats: *cdr, *eps or *ai or *pdf; the size of each file up to 1MB (the width must not be smaller than 10 mm and not bigger than 100mm),

- 3.4. two photos of the product; it is required to attach photos with neutral background with no arrangement; saved in the *.jpg, *.tiff, or *.psd formats, in high resolution; vertical photo: height 20-27cm, horizontal photo: width 14-21cm.
4. provide the Organizer with any additional information and materials about the product:
 - 4.1. a sample or a design of the product submitted (1 piece) by regular post additionally on the Organizer's address: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań, Poland (with a note TOP DESIGN AWARD 2020); only in case the product will be submitted in one of the following groups:
 - a. interior fitting and finishing elements (8)
 - b. materials and components (9)

The product's samples and designs are an inseparable part of the application in the abovementioned groups. The packages must be properly secured and marked with the product's ID number only. The Participant shall cover for the delivery of the samples or the designs of the product applied themselves. The Participant shall also pay for the return of the item.
 - 4.2. an installation manual should the product submitted require assembly.
5. the Participant may register as many products as they wish; however, each product needs a separate registration and a separate payment stated in §8 of the Regulations must be made.
6. by sending the registration form to the Organizer, the Participant agrees to accept these Regulations and confirms their participation in both Competition stages, including all the liabilities stated in §8 of these Regulations.
7. provide a statement proving that the Participant owns the authorship rights to the product they apply as well as other necessary rights which do not violate the rights of other parties.

Having received information saying that the product has been awarded with the nomination to the 2nd stage of the Competition, thus progressing to the TOP DESIGN exhibition, the Participant is obliged to:

8. send a properly secured product at the expense of the Participant to the Organizer at: Międzynarodowe Targi Poznańskie sp. z o.o., Magazyn – pavillon 12, ul. Głogowska 10, 60-734 Poznań, Poland (with a note TOP DESIGN 2020) (it is recommended to insure the parcel prior to sending it) or deliver product on 24.02.2020 directly to the exhibition TOP DESIGN in pavilion 3. The product must fully correspond to its technical description and photos submitted in the registration form and the samples sent via postal services.
9. make a 150x50x50 structure to present products which were applied to the MATERIALS and COMPONENTS category, especially to present decors, veneers, decorative papers, wallpapers.
10. online purchase of the participation package in the Exhibitor Zone: <https://swdb.mtp24.pl/pl/> and pay a mandatory fee for the participation package in the 2nd stage of the Competition stated in §8 point 2, on the basis of a pro forma invoice sent by the Organizer; the fee is to be paid into the Organizer's bank account by due date given in the invoice; a confirmation of the payment is required to be sent to malgorzata.ozog@grupamtp.pl
The invoice will be issued after the payment has been settled and available for download in the Participant's Panel in the Exhibitor Zone.
11. once the TOP DESIGN exhibition is over the Participant shall be obliged to collect, at their own expense, the product(s) presented at the exhibition on the last day of exhibition, after closing it for the public, i.e. 28.02.2020 from 17:00 to 21:30.
If reception in the aforementioned deadline is not possible, the Participant is obliged to inform the Organizer prior to the exhibition, i.e. until 24.02.2020. Then the exhibit will be delivered to the warehouse where it will be waiting for pick up for the next 7 days.

The products which the Participant should fail to collect by due date given by the Organizer shall be deemed abandoned property, and the Organizer shall have the right to charge the Participant for their disposal.

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COMPETITION PROCEDURE

The competition takes place in two stages.

STAGE 1

1. Online product registration by Exhibitors Zone at <https://swdb.mtp24.pl/en/> must be done by **15.12.2019** via the registration form, as described in §5.
2. During the proceedings on **15.01.2020**, the Jury shall assess and nominate products to the 2nd stage of the Competition and the TOP DESIGN exhibition on the basis of the documents and materials provided. The results shall be sent to the Participants via e-mail to the e-mail address given in the registration form by **17.01.2020**.

STAGE 2

1. Having been granted nomination to the 2nd stage, the Participant shall be obliged to:
 - a. deliver the nominated product to the TOP DESIGN exhibition,
 - b. purchase on-line by Exhibitors Zone at <https://swdb.mtp24.pl/en/> a package including an area module, suitable for the size of the nominated product, as stated in §8. All the products nominated to the 2nd stage of the Competition shall be presented in the 2020 ARENA DESIGN catalogue. Each product shall be given one page in the catalogue.
2. The products nominated to the 2nd stage of the Competition, namely to compete for the statuette and the TOP DESIGN AWARD 2020 sign, will be presented during the TOP DESIGN exhibition, which shall be held during 2020 ARENA DESIGN taking place on 25-28.02.2020.
3. On 25.02.2020 the Jury will assess the products nominated to the 2nd stage of the Competition. The total amount of points granted by the Jury, in accordance with the rules stated in point II of the Appendix to these Regulation, shall be decisive as to selecting the winner of the Competition for each of the 13 thematic groups.
4. The laureates of the 2nd stage shall receive:
 - 4.1. the TOP DESIGN AWARD 2020 sign (sent via an e-mail); the sign may be used for promotion purposes only together with the product honored by the Competition Jury. The sign remains valid as long as the product is available on the market,
 - 4.2. the statuette of TOP DESIGN AWARD 2020,
 - 4.3. the certificate of the TOP DESIGN AWARD 2020 sign,
5. The Jury may decide not to grant awards in all or chosen thematic groups, thus not to grant the sign, the statuettes, nor the TOP DESIGN AWARD 2020 certificates.
6. The official presentation of the Competition results shall take place during a solemn Gala on 25.02.2020 at the 2020 ARENA DESIGN exhibition.

§7

DATES

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|----|-------------------|--|
| 1. | 15.12.2019 | deadline for product registration |
| 2. | 15.01.2020 | 1st stage Jury proceedings; classification and nomination of products to the 2nd stage and the TOP DESIGN exhibition |
| 3. | 17.01.2020 | deadline for informing the Participants about the results of the 1 st stage (information about products nominated to the 2 nd stage and the TOP DESIGN exhibition) |

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|----|-------------------|--|
| 4. | 24.02.2020 | deadline for the Participants to deliver the nominated products to the Organizer's address: Międzynarodowe Targi Poznańskie sp. z o.o., ul. Głogowska 14, 60-734 Poznań, pavillon nr 3 and the product assembly at the TOP DESIGN exhibition from 14:00 to 21:30. The presence of the technical personnel of the Participant is recommended. In case this is not possible, the Participant is obliged to inform the Organizer one week in advance. |
| 5. | 25.02.2020 | 2 nd stage Jury proceedings; selection of the winners of TOP DESIGN AWARD 2020 |
| 6. | 25.02.2020 | official information about the Competition results and the TOP DESIGN AWARD 2020 ceremony (at the ARENA DESIGN exposition) |
| 7. | 25.02.2020 | publishing of the 2020 ARENA DESIGN catalogue |
| 8. | 06.03.2020 | deadline for the Participants to collect the products |

§8

FEES

1. STAGE 1

The registration fee for participating in the 1st stage totals PLN 800 (eight hundred 00/100) + VAT per each product submitted. The fee is due by 15.12.2019 in order to receive the login necessary to register a product to the Competition. The fee is not refundable.

2. STAGE 2

A Participant which is nominated to the 2nd stage of the Competition is obliged to order a package corresponding to the size of the nominated product, which will be displayed at the TOP DESIGN exhibition, accompanying the Competition.

The TOP DESIGN exhibition area is devoted only to present the products which qualify to the 2nd stage of the Competition. The space (module) size of a package is inseparably connected with the size of the submitted (nominated) product. Only 1 product can be presented in a participation package.

Participation packages including space modules at TOP DESIGN exhibition

| | | | |
|-----------|-------------------------|------|------------------|
| package A | including the module of | 1m2 | PLN 2.000 + VAT |
| package B | including the module of | 2m2 | PLN 3.000 + VAT |
| package C | including the module of | 4m2 | PLN 4.000 + VAT |
| package D | including the module of | 6m2 | PLN 5.000 + VAT |
| package E | including the module of | 8m2 | PLN 6.000 + VAT |
| package F | including the module of | 10m2 | PLN 7.000 + VAT |
| package G | including the module of | 12m2 | PLN 8.000 + VAT |
| package H | including the module of | 14m2 | PLN 9.000 + VAT |
| package I | including the module of | 16m2 | PLN 10.000 + VAT |

Each package includes:

- TOP DESIGN exhibition space corresponding to the size of the package ordered with arrangements matching the area's scenographic concept (the styling relevant to a pavilion's scenographic concept), a platform for a product presentation corresponding to the size of the package ordered,

- 1 product information plate (color company logo, company's / producer's name, town, country, website address, designer's name, name of the product, short description in Polish and English (acc. to Organiser's indications),
- 1 page in the 2020 ARENA DESIGN catalogue (color company logo, company's / producer's name, town, country, website address, designer's name, name of the product, short description in Polish and English acc. to Organiser's indications; 1 photo of the nominated product),
- 1 piece of the catalogue,
- 1 permanent fairgrounds entry card,
- 2 cards with permission to enter the fairgrounds during 2020 ARENA DESIGN,
- 2 invitations to the award ceremony.

Should the products displayed at the exhibition need electricity, the package will additionally include:

- 1 electrical mains of 0.1 – 3.0kW (1x16A),
- 1 230V socket

The payment due for the participation package will be based on an invoice issued by the Organizer and payable until the date provided therein.

§9

LAWS AND RESPONSIBILITIES OF THE PARTICIPANT AND THE ORGANIZER

1. By joining in the Competition every Participant accepts the provisions of these Regulations.
2. A Participant of the 2nd stage gives permission to have the image and photos of their products, awarded in the Competition, published, recorded and reproduced, as well as have them used in materials promoting the Competition, particularly in outdoor advertisements, press advertisements, on the Organizer's website, without any extra remuneration, time and territorial limits.
3. The Participants' personal data will be processed by the Organizer only for the purposes of organizing the Competition and agreements taken by the Participants and connected with participation in the Competition and the TOP DESIGN exhibition.
4. The image of a Participant of the 2nd stage of the Competition and the photographs of their products awarded in the Competition will be used by the Organizer only for the promotion of the Competition.
5. Once the Competition is settled the Organizer reserves the right to publish any material about the awarded products, in full or in parts, free of charge, retaining the copyrights of the Participants.
6. The Organizer shall not be obliged to pay for any costs concerning the delivery and collection of products or samples to the Competition.
7. The Organizer shall not be liable for the products/samples given for the time of the Competition, their loss or damage, or loss of their properties being a result of an improper security provided for by the Participant.
8. In case the product delivered shall not correspond to the product described in the registration form, its technical description, photos of the products, or the samples of designs sent in by post, the Organizer has the right not to allow the product in the Competition nor, consequently, the Exhibition. In such a case the registration fee shall not be refundable.
9. Should a Participant resign from the 2nd stage of the Competition, the Participant is obliged to pay for a package ordered, as stated in §8.

10. Any potential complaints related to the development or the result of the Competition shall be submitted in writing to the Organizer's headquarters within 1 month at the latest counting from the day the fair finished, whereas complaints related to participation in the TOP DESIGN exhibition shall be settled by MTP provided that they are submitted in writing on the last day of the fair inclusive at the latest. The Organizer shall make every effort so that complaints are settled in the shortest time possible, subject to what the complaint refers to and a potential necessity to obtain additional explanations.

§10

FINAL PROVISIONS

1. In all cases not regulated by these Regulations, legal provisions of the Civil Code and the Act on Copyrights and Related Rights in particular shall be applicable.
2. All disputes which might arise as a result of participating in the Competition, the amicable solution of which is not possible, shall be settled by the Common Court competent for the Organizer office.
3. In the event of disputes with foreign contractors, the Polish language and the legal regulations in force in the territory of Poland shall govern the interpretation of these Regulations.
4. The Regulations of the Competition are available in the Organizer's headquarters as well as on the www.arenadesign.pl website.
5. The Organizer reserves the right to alter the Regulations.

Poznań, 01.10.2019

Appendix to the Regulations of 2020 TOP DESIGN AWARD Competition

I. THEMATIC GROUPS

- 1. HOUSE SPACE:**
tables, small tables, wardrobes, chests of drawers, bookshelves, beds, chairs, living room furniture
- 2. KITCHEN:**
furniture, extractors, sinks, fittings, storing solutions
- 3. BATHROOM:**
furniture, bathtubs, washbasins, shower trays, shower cubicles, fittings, bathroom accessories, jacuzzi and saunas, heaters, ceramic tiles
- 4. OFFICE:**
office furniture, office equipment and accessories
- 5. GARDEN:**
garden furniture, garden tools and equipment
- 6. PUBLIC SPACE:**
furniture and seats for parks and public utility areas, street and bus stop furniture
- 7. LIGHTING:**
lights and lighting systems for households and public spaces
- 8. INTERIOR FITTING ELEMENTS:**
shutters, blinds, doors, windows, stairs, railings, radiators, home textiles, wallpapers, floor panels, furniture and construction hardware, switches
- 9. MATERIALS and COMPONENTS:**
decors, veneers, decorative papers, metal sheets, finishing materials, upholstery materials
- 10. CHILD:**
furniture for children and teenagers, pushchairs, infant carriers, baby seats, bikes for children, toys, games, bottles, food heaters, etc.
- 11. MOTORING and PUBLIC TRANSPORT:**
public transport vehicles, car equipment and accessories
- 12. SCIENCE and INDUSTRY:**
medical devices and equipment, rehabilitation equipment, orthopedic supports, medical facility furniture, industrial machines and devices, tools, measuring and control devices, robots, cash machines, cash registers, cleaning devices and equipment, safety devices, access and control systems, gates, 3D printers

II. ASSESSMENT CRITERIA

1. The products will be assessed by the Jury according to an increasing marking scale (from 0 to 5 points) in accordance with the criteria relevant to particular thematic groups: **house space, kitchen, bathroom, office, garden, public space, lighting, ceramics, child, motoring and public transport, science and industry**

| STAGE 1 | STAGE 2 |
|--------------------|------------------------|
| innovativeness | innovativeness |
| functionality | functionality |
| material selection | material selection |
| safety | safety |
| | ergonomics |
| | quality of workmanship |

2. The products will be assessed by the Jury according to an increasing marking scale (from 0 to 5 points) in accordance with the criteria relevant to particular thematic groups: **materials and components, interior fitting elements**

| STAGE 1 | STAGE 2 |
|--------------------|--------------------|
| innovativeness | innovativeness |
| functionality | functionality |
| material selection | material selection |
| safety | safety |

3. The products which received at least 50% of the maximum number of points shall be nominated to the 2nd stage of the Competition.