



# Submission Guidelines

# Content

## Entry

## Preparation

Digital	2-3
Graphics	4-7
Product	8-11
Spatial	12-15

## General Information

About GDA	16
Eligibility	17
Design Categories	18-19
Submission of Entries & Fees	20-24
Important Dates	25
Terms and Conditions	26-27
FAQ	28-29
Contact Us	30

# Entry Preparation

## 1. Digital (Entry should be launched on or after 1 Jan 2015)

### 1.01 Consumer & Promotional Website

(promotional website for product, event, brand, etc.)

- Submit a link to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Please specify 3 more key webpages for judges to visit (if necessary)
- Single entry only

### 1.02 Corporate Website

(business & community portal, company, association website, etc.)

- Submit a link to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Please specify 3 more key webpages for judges to visit (if necessary)
- Single entry only

### 1.03 Apps

(apps for iOS or Android platform)

- Submit a link to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Single entry only

### 1.04 Game

(mobile game, computer game, etc.)

- Submit a link to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Single entry only

### 1.05 UI / UX Design

- Submit a link to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Single entry only

### 1.06 Online Marketing Campaign

(online marketing campaign should include not less than 3 categories of digital item. Example-1 : website + eDM + motion graphics. Example-2 : website + online video + banner ad, etc.)

- Submit links to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Will be considered as series entry only (3-8 items)

### 1.07 Animation

- Submit a link to your entry by filling out the online submission form
- Please specify if any password or username is needed
- Single entry only

### 1.08 Moving Image Design

(motion graphics, projection mapping, etc.)

- Submit a link to your entry by filling out the online submission form
- Duration : Max. 10 mins
- Please specify if any password or username is needed
- Single entry only

### 1.09 Short Film - Commercial

- Submit a link to your entry by filling out the online submission form
- Duration : Max. 10 mins
- Please specify if any password or username is needed
- Single entry only

### 1.10 Short Film - Non-Commercial

- Submit a link to your entry by filling out the online submission form
- Duration : Max. 10 mins
- Please specify if any password or username is needed
- Single entry only

### 1.11 Digital Installation

- Submit a link to your entry by filling out the online submission form
- Duration : Max. 10 mins
- Please specify if any password or username is needed
- Single entry only

## **2. Graphics (Entry should be launched on or after 1st Jan 2015)**

### **No identity of the entrant should be shown on the entry**

#### 2.01 Assorted Promotional Item

(calendar, greeting card, promotional mailing / leaflet, invitation, postal items, etc.)

- Actual sample
- For 3D item, unmounted, total size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 380 x 510mm OR 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s) / Paste "Entry Label" on the back or bottom of all unmounted item(s)

#### 2.02 Institutional / Marketing Literature

(annual report, company brochure, etc.)

- Actual sample
- Unmounted
- Single entry (1 item), Series entry (2-4 items)
- Paste "Entry Label" on lower right-hand corner of all back cover(s)

#### 2.03 Book

- Whole book
- Unmounted
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all back cover(s)

#### 2.04 Editorial

(cover, single page or spread pages of magazine / journal / periodical / booklet, etc.)

- Tear-Sheet of actual printed page
- Mounted on 380 x 510mm OR 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s)

## 2.05 Logo

- A3 computer printout is acceptable. Include the company name and nature of the business on the front for the jury's information (English only)
- Vertically mounted on 380 x 510mm, 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s)

## 2.06 Stationery Set

(business card, letterhead, envelope, compliments slip, etc.)

- Actual sample, min. 3 items
- Mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Series entry ONLY (3-8 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s)

## 2.07 Visual Identity System

(corporate, brand, event identities, etc.)

- Actual sample and photo (if necessary), min. 4 items
- Mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Series entry ONLY (4-12 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s)

## 2.08 Environmental Graphics

- Provide photo only. Photo(s) of the work in actual application mounted on 510 X 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Series entry ONLY
- Paste "Entry Label" on lower right-hand corner of all black board(s)

## 2.09 Package

- Actual sample. Item size over 500 x 500 x 500mm, provide photo only
- For photo and 2D item, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- For 3D item, unmounted
- Single entry (1 item), Series entry (2-10 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s) / Paste "Entry Label" on the back or bottom of all unmounted item(s)

### 2.10 Poster - Commercial

- Actual printed sample (inkjet output is not acceptable)
- Min. size : 380 x 510mm; max. size : 1200 x 1800mm
- Unmounted, rolled and packed in a tube
- For oversized poster (acceptable), photo of the oversized work in actual application mounted on 510 x 760mm, 2mm thickness blackboard, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all poster(s)

### 2.11 Poster - Cultural Promotion

- Actual printed sample (inkjet output is not acceptable)
- Min. size : 380 x 510mm; max. size : 1200 x 1800mm
- Unmounted, rolled and packed in a tube
- For oversized poster (acceptable), photo of the oversized work in actual application mounted on 510 x 760mm, 2mm thickness blackboard, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all poster(s)

### 2.12 Poster - Thematic

- Actual printed sample (inkjet output is not acceptable)
- Min. size : 380 x 510mm; max. size : 1200 x 1800mm
- Unmounted, rolled and packed in a tube
- For oversized poster (acceptable), photo of the oversized work in actual application mounted on 510 x 760mm, 2mm thickness blackboard, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all poster(s)

### 2.13 Photography - Commercial

- Photo only
- Mounted on 510 x 760mm, 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s)

### 2.14 Photography - Non-Commercial

- Photo only
- Mounted on 510 x 760mm, 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste "Entry Label" on lower right-hand corner of all black board(s)

### 2.15 Illustration – Commercial

- Actual printed sample or photo
- Mounted on 380 x 510mm OR 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-8 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s)

### 2.16 Illustration – Non-Commercial

- Actual printed sample or photo
- Mounted on 380 x 510mm OR 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-8 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s)

### 2.17 Typography

(typeface design, typographic treatment, wordmark, etc.)

- Mounted on 380 x 510mm OR 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Item size over 500 x 500 x 500mm or 3D work, provide photo of the work in actual application mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-6 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s)

### 2.18 Character

(mascot, cartoon character, branded character, etc.)

- Actual sample or 2D rendering of launched work
- Item size over 500 x 500 x 500mm, provide photo only
- For photo or 2D rendering, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- For 3D item, unmounted
- Single entry (1 item), Series entry (2-8 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all unmounted item(s)



### 3. Product (Entry should be launched on or after 1 Jan 2015)

#### No identity of the entrant should be shown on the entry

##### 3.01 Household Item

(items for living rooms, bedrooms, kitchen, bathroom, etc.)

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

##### 3.02 Office Item

(office equipment, office partition system, office accessories, stationaries, etc.)

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.03 Electronic & Electrical Consumer Product

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.04 Lifestyle Product

(watch, eye glasses, sports goods, etc.)

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.05 Fashion

(clothing collection, casual wear, sportswear, evening wear, etc.)

- Photo only
- Mounted on 510 x 760mm(horizontal), 2mm thickness black board, max 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.06 Fashion Accessories & Jewelry

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.07 Gift and Premium

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.08 Toy / Children Product

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.09 Lighting / Furniture

- Photo Only
- Mounted on 510 x 760mm, 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.10 IoT (Internet of Things)

(product / device connected and integrated with phone / tablet / computer)

- Actual sample
- You may provide photo(s) as supporting information (if necessary)
- Item size over 500 x 500 x 500mm, provide photo only
- For 2D item or photo, mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s) / Paste “Entry Label” on the back or bottom of all 3D item(s)
- Please upload the link of the related apps to the online submission form

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

### 3.11 Mobility

(mass transportation, car, aeroplane, bicycle, personal transportation device, etc.)

- Photo Only
- Mounted on 510 x 760mm (horizontal), 2mm thickness black board, max. 3 boards
- Single entry (1 item), Series entry (2-10 items)
- Paste “Entry Label” on lower right-hand corner of all black board(s)

\*Remarks: If you want to show your entry in video (max. 90 seconds) as supporting information, you can provide a video hyperlink to the online submission form (optional). But you still need to send the actual sample or mounted photo(s) of oversized entry for judging.

## 4. Spatial (Entry should be launched on or after 1 Jan 2015)

### 4.01 Residential

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any place of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

### 4.02 Small Flat

(500 sq. feet or below)

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

### 4.03 Show Flat

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.04 Office

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.05 Retail / Window Display

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.06 Hospitality & Entertainment

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.07 Architectural Interior / Public Area

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.08 Architectural Lighting Design

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.09 Exhibition

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.10 Stage Design

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

#### 4.11 Landscape / Park

- PDF format only (.pdf) (Remark : Please do not display any identity of the entrant in any page of PDF file)
- Max. 10 pages per entry
- Max. 1980x1080 pixel
- Max. file size 100 MB
- Upload the PDF file to the online submission form
- Will be considered as series entry

\*Remarks: If you want to show your entry in video (max. 90 seconds) (optional), you can provide a video hyperlink in the PDF file.

If there is any inconsistency between English and Chinese versions, the English version shall prevail.



# General Information

## About GDA

Established in 1972, the Hong Kong Designers Association (HKDA) is the first of its kind in Hong Kong for practising designers and design administrators, with aims to uphold the status of design practitioners and to encourage the use and the appreciation of quality design in the community.

The HKDA Awards has been one of the most established cross-disciplinary design competitions in the Asia-Pacific region organised by HKDA since 1975. To embrace the development of the design industry and the best designs worldwide, HKDA Awards was revamped to become HKDA Global Design Awards (HKDA GDA) in 2011 and welcome entries from all over the world. It is not simply a design competition to honour global design excellence, but also acts as an engine to energise a series of events as a yearlong campaign that aims to promote Hong Kong designs internationally and to enhance Hong Kong as one of the major creative hubs in Asia-Pacific.

## **Eligibility**

HKDA warmly invites designers, design's owners or users of design (client), brand's owners, its designers or its design consultancy to participate in the HKDA Global Design Awards 2018, without limit of submission.

Please note below the only criteria to apply :

The entry must have actually been launched, produced and (in the case of commercial designs) have become available in any market(s) from 1 January 2015 or after.

## Design Categories

### Digital

- 1.01 Consumer & Promotional Website
- 1.02 Corporate Website
- 1.03 App
- 1.04 Game (mobile game, computer game, etc.)
- 1.05 UI / UX Design
- 1.06 Online Marketing Campaign
- 1.07 Animation
- 1.08 Moving Image Design (motion graphics, projection mapping, etc.)
- 1.09 Short Film – Commercial
- 1.10 Short Film – Non-commercial
- 1.11 Digital Installation

### Graphics

- 2.01 Assorted Promotional Item (calendar, greeting card, stamp, invitation, etc.)
- 2.02 Institutional / Marketing Literature (annual report, company brochure, etc.)
- 2.03 Book
- 2.04 Editorial
- 2.05 Logo
- 2.06 Stationery Set
- 2.07 Visual Identity System
- 2.08 Environmental Graphic
- 2.09 Packaging
- 2.10 Poster – Commercial
- 2.11 Poster – Cultural Promotion
- 2.12 Poster – Thematic
- 2.13 Photography – Commercial
- 2.14 Photography – Non-commercial
- 2.15 Illustration – Commercial
- 2.16 Illustration – Non-commercial
- 2.17 Typography
- 2.18 Character

## Product

- 3.01 Household Item
- 3.02 Office Item
- 3.03 Electronic & Electrical Consumer Product
- 3.04 Lifestyle Product
- 3.05 Fashion
- 3.06 Fashion Accessories & Jewelry
- 3.07 Gift & Premium
- 3.08 Toy / Children Product
- 3.09 Lighting / Furniture
- 3.10 IoT (Internet of Things) (product / device connected and integrated with phone / tablet / computer)
- 3.11 Mobility (mass transportation, car, aeroplane, bicycle, personal transportation device, etc.)

## Spatial

- 4.01 Residential
- 4.02 Small Flat (500 sq. feet or below)
- 4.03 Show Flat
- 4.04 Office
- 4.05 Retail / Window Display
- 4.06 Hospitality & Entertainment
- 4.07 Architectural Interior / Public Area
- 4.08 Architectural Lighting Design
- 4.09 Exhibition
- 4.10 Stage Design
- 4.11 Landscape / Park

## **Submission of Entries & Fees**

Only online registration is accepted. The submission procedure is as below.

### **Step 1 : Register your Account**

Please click the 'Register/Login' button and fill in all the information to open an entrant account.

After email verification and once the entrant account is created, you can submit your entry details at any time before the submission deadline. You can always edit your account information and review your entry record. Please note that each entrant only needs to open one account. You can submit other entries in different categories by using one single account.

### **Step 2 : Submit Entry Details**

Enter your Login Email and Password and access your account. Select a design category and enter the details of your entry. Complete the form and click 'Save Submission' to confirm your submission.

Once the entry details are submitted, the Title of the entry will be shown on the 'Submit' page. You may click 'Add more entries' and submit other entries by repeating the above procedures.

### **Step 3 : Entry Preparation**

Please refer to page 2-15 'Entry Preparation' to prepare all entries in the formats specified in the 'Entry Preparation'.

### **Step 4 : Fees & Payment**

After checking that all submitted information is correct, you can go to 'Proceed with Payment' and choose your payment method. Entries without payment before the submission deadline will not be accepted. It is not allowed to delete, add or edit your entries after the payment procedure is completed. All the fees are non-refundable under all circumstances.

## Entry Fee

Entry Fee	HKDA Member Entrant	Federation Member* Entrant	HK Local (Non-member) & Macau Entrant	Mainland China Entrant	Overseas Entrant
Single	HKD 150	HKD 250	HKD 300	RMB 350 <sup>#</sup>	USD 50
Series	HKD 250	HKD 350	HKD 500	RMB 600 <sup>#</sup>	USD 90

\*Federation Member: members of Hong Kong Federation of Design Associations.

Member of 1) Hong Kong Fashion Designers Association (HKFDA); 2) Hong Kong Interior Design Association (HKIDA), and 3) The Chartered Society of Designers Hong Kong (CSDHK) are eligible for this entry fee.

<sup>#</sup>Included logistic costs for non-Hong Kong & Macau regions.

## Payment Methods

### 1) By Online Payment (via PayPal)

The entry fee can be paid online via PayPal. You can use Visa, Mastercard or American Express credit card to make PayPal payments. You can use your credit card for payment without a PayPal account. If you choose PayPal as your payment method, select 'By Online Payment (via PayPal)' on the 'Proceed with Payment' page and you will be directed to the PayPal page to proceed.

### 2) By Cheque (only accept cheque issued by Hong Kong local banks)

If you choose cheque as your payment method, select 'By Cheque (only accept cheque issued by Hong Kong local banks)' on the 'Proceed with Payment' page. Please fill in and save your cheque number and account name for reference. The cheque should be crossed and made payable to 'Hong Kong Designers Association Limited'.

Please mark 'GDA 2018' and the Entrant Name on the back of the cheque. Please print your 'Payment Summary' and attach it to the cheque and physical work(s) (if applicable) and send to :

Hong Kong Designers Association, Workshop C, 4/F, Wui Wah Factory Building,  
1035 – 1037 Yee Kuk West Street, Lai Chi Kok, Kowloon, Hong Kong

### 3) By Wire Transfer

If you choose wire transfer as your payment method, select 'By Wire Transfer' on the 'Proceed with Payment' page and upload a photo of your payment slip.

Bank Name : HSBC (The Hong Kong and Shanghai Banking Corporation Limited)

Bank Address : Causeway Bay Branch, 1/F Causeway Bay Plaza II, 463-483 Lockhart Road,  
Causeway Bay, Hong Kong

Swift Code : HSBCHKHHHKH

Account Name : Hong Kong Designers Association Limited

Account No. : 809-895030-838

ALL bank and handling charges should be borne by the entrants. The payment slip to be uploaded must clearly show 1) the date of transfer; 2) the name of Payer and Payee, and 3) the amount of transfer.

### 4) Payment arrangement for Mainland China Entrants

For Mainland China Entrants, please transfer the HKDA GDA2018 entry fee(s) to the following bank account :

Account Name : 王畏清

Account No. : 6227 0033 2158 0284 842

Bank Name : 中國建設銀行廣州昌崗路支行

Please fill in 1) Entrant Name, 2) Design Category and 3) Contact Number in the payment remark column during the transfer. After payment, please send the photo of your payment slip by email : [gda2018@design360.cn](mailto:gda2018@design360.cn) or by WeChat : Design360Staff2

QR code for WeChat :



### After Announcement of Winners

Winners will be contacted with details of the Awards Presentation Ceremony and payment of publication fee after the announcement of the Winning Entries List. HKDA will collect the publication fees for the publisher.

Publication Fee (for winning entries only\*): HKD 500 per entry for HKDA Member Entrant, HKD 600 per entry for Federation Member Entrant, HKD 850 per entry for HK Local (Non-member) & Macau Entrant, RMB 750 per entry for Mainland China Entrant, USD 110 per entry for Overseas Entrant.

### Step 5 : Packing (only applicable to Graphics and Product entries)

You are required to submit your work according to the formats specified in the 'Submission Guidelines'. Go to the 'Register/Login' page to login and print out the 'Entry Label'. You are required to stick the label on the lower right hand of the back of your work.

The entry work should be well-packed with protection. The 'Package Label' can be found and downloaded after payment. Please stick the filled 'Package Label' on the front of your parcel.

You should also print the 'Payment Summary' after completing the payment procedure. The 'Payment Summary' must be attached in the parcel when you post the work.

For Hong Kong, Macau and overseas entrants, please send the entry works to the below address :

Address : Workshop C, 4/F, Wui Wah Factory Building, 1035 – 1037 Yee Kuk West Street,  
Lai Chi Kok, Kowloon, Hong Kong  
Receiver : Hong Kong Designers Association  
Contact No. : +852 2776 9142

You may also submit your work in person to the above address.

The working hours of the collection office :

Monday to Friday - 09 : 30 to 18 : 30

Saturday - 09 : 30 to 13 : 30

Sunday and Public Holiday – closed



For Mainland China entrants, please send the work to the below address :

Address : 廣州市海珠區昌崗街道廣州美術學院(昌崗校區)設計大樓 303-1

Receiver : 三度×環球設計大獎

Contact No. : +86 20 8431 6758 (8041)

You may also submit your work in person to the above address.

The working hours of the collection office :

Monday to Friday - 09 : 30 to 17 : 30

Saturday, Sunday and Public Holiday - closed

## Important Dates

Online Registration	Extended to 9 November 2018(18:00 HKT)
Submission of Entries	Extended to 9 November 2018(18:00 HKT)
Call-for-entries Seminar Series	September to October 2018
Judges' Seminar	27 November 2018
Judging Session	28 and 29 November 2018
Announcement of Shortlisted Entries	6 December 2018
Awards Presentation Ceremony	27 April 2019
Awards Exhibition @ PMQ	4 to 13 May 2019
Winners' Seminar Series	May to June 2019
Hong Kong Best Winners' Seminar Series	June 2019

## **Terms and Conditions**

1. The Entrant hereby represents and warrants that the design (including but not limited to drawings, artworks, photographs, images, sketches, transparencies, sculptures, models, prototypes, and printed or digital materials) (collectively the “Design”) submitted for the Hong Kong Designers Association Global Design Awards 2018 (“Awards”) is original and independently created and does not infringe, breach, prejudice or violate the property, interests or rights (including but not limited to contractual rights, user rights, copyrights, design rights, patents and all other proprietary and intellectual property rights whether registered or otherwise) of any third party.
2. The Entrant hereby acknowledges and warrants that the Entrant is the sole owner or has been authorised by the owner(s) of all rights including but not limited to copyrights, design rights and all other proprietary and intellectual property rights in or pertaining to the Design.
3. The Entrant hereby grants, on a gratuitous basis free of any fee, royalty or remuneration, to Hong Kong Designers Association (“HKDA”), the organiser of the Awards, the right or license to use, edit, amend, copy, reproduce or publish in any size the Design submitted for the Awards or any part thereof in the promotional/exhibition materials or any publications in any media or medium related to the Awards in consideration of HKDA accepting the Entrant’s submission of the Design as an entry for the Awards.
4. The Entrant agrees to fully indemnify HKDA against all actions, claims, loss, damages, costs and expenses which it may incur or has incurred as a result of any breach of this representation or warranty. Should it prove in retrospect that a submitted or even awarded Design breaches third-party rights, HKDA reserves the right to revoke the relevant Awards. The above liability provisions apply accordingly to all items supplied by HKDA in connection with the Entrant’s participation in the Awards.
5. The Entrant agrees and makes full payment of the Entry Fee(s) to HKDA before the submission deadline (9 November 2018, Friday, 18 : 00 HKT).
6. All fees submitted for the Awards, including the Entry Fee(s) and Publication Fee(s), are not refundable under all circumstances.
7. HKDA reserves the right to dispose of the Entrant’s Design, and the entries submitted will not be returned.

8. HKDA reserves the right to cancel, in part or in whole, postpone or bring forward the Awards for any reason and is not obliged to reimburse the Entrant for any expenses related to such cancellation.

9. The Entrant agrees that the decisions of the Judging Panel shall be final. No appeal will be entertained.

10. The Entrant shall be responsible for all costs (including but not limited to all packaging costs, transport costs, postal charges, courier charges, insurance costs, governmental/jurisdictional approvals and licenses and any other costs necessary or likely) in the passing and transport of the Entrant's Design into the possession of HKDA.

11. While reasonable care will be taken when handling the Design in the premises arranged by HKDA, HKDA shall not, in the absence of negligence on the part of HKDA, be liable for any loss or damage of the Design. For the avoidance of doubt, it is agreed that superficial rust, oxidisation, discolouration, or any like condition due to moisture is not a condition of damage but is inherent to the nature of the Design and HKDA shall not be responsible for such condition.

12. The Awardees of the Awards agree that their winning designs will be displayed in such exhibitions at the decision of HKDA for a period of a minimum of 1 year subsequent to the competition, and agree to provide information as requested by HKDA about the winning design for future activities, including but not limited to reports, publicity, marketing and exhibitions.

13. The Awardees of the Awards must obtain HKDA's approval on using the endorsement mark prior to its being printed.

14. These terms and conditions shall be governed by the laws of the Hong Kong Special Administrative Region. Any claim or dispute must be determined exclusively by the courts in the Hong Kong Special Administrative Region after the event has ended.

15. HKDA or the Organising Committee reserves the right to make further amendments to these terms and conditions which shall be binding on all Entrants. Such amendments shall be posted on the official Awards webpage URL at [http : //gda.hongkongda.com](http://gda.hongkongda.com), and further notice will not be given.

16. These terms and conditions are prepared in English and Chinese languages. If there is any inconsistency between these versions, the English version shall prevail.

## **FAQ**

### **Q1 : Why should I participate in HKDA Global Design Awards 2018?**

Trophies will be given to Gold Awards winners while Silver, Bronze, Excellence, Hong Kong Best and Judge's Choice Awards winners will be awarded certificates by HKDA. The winning entries will have the opportunity to be exhibited publicly and featured on Global Design Awards 2018's social media platforms including Facebook, Weibo and the Awards Website, etc. Awardees will also have the chance to be interviewed by media to share their winning designs.

### **Q2 : Who is eligible?**

The designer, the owner or user (client) of design, the brand's owner, its designer or design consultancy are welcome to submit designs which have actually been produced and (in case of commercial designs) have become available in any market(s) after 1 January 2015.

### **Q3 : What should I do if I created an account but didn't receive the activation email?**

The system will send you a notification email with the activation link to your email address once your account is created. Since it is an automated email, please check the junk mail folder if necessary. You may also check if your email address provided is correct.

### **Q4 : How many entries can I submit?**

There is no limitation on the number of entries for each entrant or company. Each entrant can submit other entries in different categories by using one single account.

### **Q5 : Can I submit the same entry into more than one category?**

You can submit your design into more than one category. However, a separate entry fee will be charged for each category.

### **Q6 : Do I have to submit an actual design?**

To facilitate the assessment, entrants (for 'Graphics' and 'Product' design categories) are all required to submit the actual design to the Global Design Awards Office before the submission deadline (9 November 2018). Please also ensure that the delivery time falls within normal working hours. Submit the design with a legible and clearly noticeable 'Package Label' attached on each parcel for identification and stick the 'Entry Label' on your work. Entries submitted without labels will be subject to disposal without further notice.

For Digital entries, website link should be uploaded via the online submission platform. For Spatial entries, a PDF file of maximum 10 pages (max. 1920 x 1080 pixels) should be

uploaded via the online submission platform.

**Q7 : What will be arranged for the winning entries?**

The winning entries will have the opportunity to be exhibited in the Awards Exhibition.

**Q8 : Can I amend the submitted information/image?**

You can amend the submitted information before completing the payment procedure until the official submission deadline (on 9 November 2018) via the online submission platform. No further amendments or uploading will be allowed after the payment procedure is completed.

**Q9 : When will the results be announced?**

Shortlisted entries will be announced on 6 December 2018.

**Q10. Can I submit other entries after completing the payment procedure?**

After completing the payment procedure, you can register a new account with a different email address for submitting additional entries.

## Contact Us

### For Hong Kong, Macau and Overseas Entrants

Hong Kong Designers Association

The Secretariat

HKDA Global Design Awards 2018

Telephone : +852 2776 9142

Email : [info.gda@hongkongda.com](mailto:info.gda@hongkongda.com)

Address :

Hong Kong Designers Association, Workshop C, 4/F, Wui Wah Factory Building,  
1035 - 1037 Yee Kuk West Street, Lai Chi Kok, Kowloon, Hong Kong

Working Hours :

Monday to Friday - 09 : 30 to 18 : 30

Saturday - 09 : 30 to 13 : 30

Sunday and Public Holiday - closed

### For Mainland China Entrants

Strategic Partner of Global Design Awards 2018

Design 360°

Telephone : +86 20 8431 6758 (8041)

Email : [gda2018@design360.cn](mailto:gda2018@design360.cn)

Wechat : Design360Staff2

QR code for WeChat :



Working Hours :

Monday to Friday - 09 : 30 to 17 : 30

Saturday, Sunday and Public Holiday - closed