

## MATERIAL SUBMISSION GUIDELINES & FORM

Material submissions are reviewed on a monthly basis by our New York City headquarters. The information you provide will be used to write a description of your material. For Terms and Conditions please see the last page. **If a form is not provided or is incomplete, we will not be able to present your material for review.** We thank you in advance for your time and cooperation. Please feel free to contact us in the future for any material, company or contact updates.

### Instructions

1. Please complete this form in English.
2. Any shaded cells need to be completed.
3. You can type into the form or select from the drop down boxes.

### SUBMISSION CHECKLIST

**EMAIL** Please email each of the items below to [materials@materialconnexion.com](mailto:materials@materialconnexion.com) (Subject: Material Submission)

- Completed Submission Form
- Testing Data Sheets (if applicable)
- Certifications (if applicable)
- Technical Specification Sheets, Material Presentations or Video Links (if available)
- High resolution images of your material's application (if available)

**MAIL** Please mail each of the items below to  
Material ConneXion Inc.  
ATTN: Library Submissions Dept.  
1271 Avenue of the Americas, 17th Floor  
New York, NY 10020  
United States of America

**T** +1 212 842 2050

- Packing Slip (printed, signed and included with samples)
- 1 product brochure in English (if you do not have this information available online)
- Material Samples
  - **30 samples total (no larger than 8 x 8 in or 20 x 20 cm) for review by the jury.** You may like to provide a variety of colors, textures, sizes or grades which best represent your material's uniqueness.
  - Once your material has been accepted, your materials will be mounted on tabula (see images: tiles, panels, objects, fabrics are mounted; powders, pellets are place in plastic boxes).
  - Please label your samples.
  - **Please note that we do not cover shipping costs.** Material ConneXion is promoting your material through display in our libraries worldwide. We require that sample materials are sent to our New York office and all shipping costs and taxes are the responsibility of the manufacturer.



<b>PART 1. MATERIAL INFORMATION</b>	
MATERIAL NAME	<i>(please include ™ or® if applicable)</i>
RELEASE DATE	<i>Year Introduced to Market? This is not provided to members, internal use only.</i>
DESCRIPTION	<i>How would you describe your material in one sentence?</i>
CATEGORY	<i>Please select the category which best represents your material or process</i>
COMPOSITION	<i>What is the composition of your material? (for example 100% cotton OR 60% polyvinyl chloride (PVC), 35% wood powder and 5% additives OR low iron cast fire tempered glass)</i>
INNOVATION	<i>Why do you think your material is unique, different, or an improvement on similar commercially available materials?</i>
PROPERTIES	<i>What are the major physical or usage properties of your material? (for example high impact resistance OR light absorbing OR high abrasion resistance)</i>
MANUFACTURE AND PROCESSING	<i>How is the material made? How is the material subsequently processed into products? (please provide as much detail as possible)</i>
MATERIAL SIZE	<i>How is your material sold? (for example 200 mm x 100 mm panel OR 5kg bag/packet)</i>
MATERIAL THICKNESS	<i>(If applicable)</i>
VARIATIONS	<i>Please list available colors, patterns, textures, finishes (if there are under 10 please name them, over 10 please state number of variations. for example 50 colors available in this collection)</i>
CUSTOM OPTIONS	<i>Can your material be customized? If yes, please provide details:</i>
CERTIFICATION	<i>Has your material attained any certifications such as Cradle to Cradle, Forest Stewardship Council (FSC), Greenguard, BlueSign, EPA, FDA, LEED credits? Please attach certificates to your submission</i>

TESTING	<i>Please include testing results and standards for your material (if available)</i> <i>Please attach testing sheets to your submission (if available)</i>			
	Test	ASTM E84, AATCC	Result	Pass, Meet, Exceed, Grade X, Result
	Test		Result	
	Test		Result	
	Test		Result	
	Test		Result	
APPLICATIONS	<i>What applications have you identified for your material?</i>			
AVAILABILITY	<i>Stocked or Special Order? This is not provided to members, internal use only.</i>			
	<i>Approximate lead times. This is not provided to members, internal use only.</i>			
PRICE	<i>Range (if applicable). This is not provided to members, internal use only.</i>			

**PART 2. MANUFACTURER CONTACT INFORMATION**

The following information will be provided to our members.

Please contact us with any changes as they occur.

MAIN OFFICE	Name of Company		Division (if applicable)		
	Address (street number and name)				
	City		State/Province	Zip/Postal Code	Country
	Phone (country code + area code + number)		Fax (country code + area code + number)		
SALES CONTACT	Name		Title		
	Phone (country code + area code + number)		Email		
TECHNICAL CONTACT (if different than above)	Name		Title		
	Phone (country code + area code + number)		Email		
MARKETING CONTACT (if different than above)	Name		Title		
	Phone (country code + area code + number)		Email		

**PART 3. GLOBAL DISTRIBUTION**

Please indicate in which of the following regions your materials are distributed for sale.

<b>DISTRIBUTION BY REGION</b>	North America		Europe		Asia	
	Central America		Middle East		Oceania/Australia	
	South America		Africa			

Please complete the distribution information for your material. A Material ConneXion library is located in each of the countries below. You do not need to complete the section for your Main Office (from Part 2) if that country appears below.

<b>USA</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
	Email		Website
	<b>SALES CONTACT</b>		
	Name	Title	
Phone (country code + area code + number)		Email	

<b>GERMANY</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
	Email		Website
	<b>SALES CONTACT</b>		
	Name	Title	
Phone (country code + area code + number)		Email	

<b>ITALY</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
	Email		Website
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>CHINA</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
	Email		Website
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>THAILAND</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
	Email		Website
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>KOREA</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
Email		Website	
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>TURKEY</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
Email		Website	
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>SWEDEN</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
Email		Website	
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>DENMARK</b> (if applicable)	Name of Company		
	Address (street number and name)		
	City	State/Province	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)
	Email		Website
<b>SALES CONTACT</b>	Name		Title
	Phone (country code + area code + number)		Email

<b>JAPAN</b> (if applicable)	Name of Company			
	Address (street number and name)			
	City	State/Province	Country	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)	
	Email		Website	
<b>SALES CONTACT</b>	Name		Title	
	Phone (country code + area code + number)		Email	

<b>SOUTH AMERICA</b> (if applicable)	Name of Company			
	Address (street number and name)			
	City	State/Province	Country	Zip/Postal Code
	Phone (country code + area code + number)		Fax (country code + area code + number)	
	Email		Website	
<b>SALES CONTACT</b>	Name		Title	
	Phone (country code + area code + number)		Email	

## TERMS & CONDITIONS

A. Manufacturer hereby agrees and acknowledges that:

(i) by submitting the material(s) identified in the form above, Manufacturer is granting to Material ConneXion a non-exclusive, worldwide, royalty-free right and license to incorporate such material(s) in the Material ConneXion proprietary materials library, which exists in both a physical and digital form (collectively, the “Library”);

(ii) in addition to having its material(s) showcased in the Library, Manufacturer acknowledges that its material(s) may also appear in other material libraries situated globally that have been established by authorized licensees of Material ConneXion;

(iii) once a submitted material(s) has been accepted by Material ConneXion and incorporated into the Library, as determined based upon the evaluation process and procedure instituted by Material ConneXion, it may then use, incorporate and display the same material(s) in any trade show, exhibit, conference, presentation, press conference and reference material, in any medium whether now existing or hereafter devised;

(iv) to the best of Manufacturer’s knowledge, the information submitted above regarding the material(s) submitted to Material ConneXion is accurate and represent an accurate description of such material(s); and

(v) Material ConneXion shall not be required to pay any consideration to Manufacturer for the rights set forth herein.

B. Material ConneXion reserves the right to remove Manufacturer’s submitted material(s) from the Library if it determines necessary to do so, in its sole discretion.

<b>SUBMISSION CONTACT</b>	Name of Company		Division (if applicable)	
	Material Submitted By (Name)		Title	
	Phone (country code + area code + number)		Email	
	Signature		Date	