



Installation Project Management

What can I enter? Installation/ implementation and post- placement activities, with entries covering the project management involved in the process of installation along with compliance, maintenance, merchandising and staff training projects.

Based solely on the text, photos and video supplied, judges will score the entries online equally amongst the criteria below, before meeting face-to-face to debate final places.

- Interpretation of brief and marketing objectives
- Planning
- Complexity
- Resource Management
- Timescale
- Performance

1. Describe the overall retail campaign this project relates to. (50 words)
2. Why is this entry award worthy? (max 100 words)
3. Individually list up to 10 project objectives (50 words each max). You will be required to give evidence of how each objective was met (50 words each max).
4. What were the critical timings involved and describe how challenging they were. (100 words max)
5. What were the project complexities? For example, complexities of scale, technical constraints, shopper technology integral to the display, international factors, diversity of retail estate (200 words max)
6. What resources were involved in the project? (200 words max)
7. What was the overall project cost ex VAT? (this is confidential and will only be shared with the judges)

Client Quote (50 words max)

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Your entry must be supported with **at least 3 images and a maximum of 5 in total**. At least one of these must be of the entry in the retail environment of at least 300dpi at A4 size. When uploaded these will display below and you can replace these if necessary.

Image guidance:

- Only use .jpg or .png files. Max file size 10mb.
- Use high resolution images where possible
- Visuals or technical drawings must only be used if they provide detail not clear from the photograph
- Collages of images are not accepted (except in Shopper Marketing Campaigns, these will not be used as your main image or for any marketing of your entry with POPAI)
- Consider using a before and after image for entries where it may add value to the entry

(Optional) Include a video to demonstrate the practical use of your entry in its retail context, demonstrate a particular feature or bring the entry to life for the judges. **No words or annotations are allowed on video unless annotating a technical element, e.g. hidden bracket.**

Upload your video in MP4 format, a maximum of 1 video of 1 minute in duration and no more than 15MB.

Upload your PDF as proof of shipment/delivery. This may be a statement letter from a brand/retailer, shipment receipt or delivery note.

Any entries which have logos, marks, names, or other identifying features of the entrant in any of the photos or videos submitted, will not have that element submitted to the judges and may be disqualified altogether.

If you want to stop a piece of text appearing on the POPAI website, use this convention: **The secret to our success is [START-HERE] we source our materials from a supplier in Iceland [STOP-HERE] and we don't want customers to know this...** This will then on the PUBLIC PDF appear and POPAI website as: **The secret to our success is ** REDACTED TEXT ** and we don't want customers to know this...**