

North Notts Business Women Awards 2019

Authorisation

Please tick the boxes below to confirm: -

	I confirm that I have read, understand and accept in full the Terms and Conditions of the North Notts Business Women Awards below.
	I agree that if this entry is judged to be a finalist that I shall purchase one or more tickets for, and attend, the North Notts Business Women Awards Ceremony on Friday, 12th July 2019 at Retford Town Hall. Ticket to be purchased by no later than Friday, 28th June 2019.
	I confirm that I am legally authorised to submit this awards entry upon behalf of the firm.

Name:

**Company
and
Position:**

Date:

Please save your entry form electronically as YOURCOMPANY_CATEGORY.doc, e.g. Yyzcompany_excellenceincustomersservicess.doc

Please submit your completed entry form to awards@northnottsbc.uk

Key Dates For Your Diary:-

The closing date for entries is **Friday, 31st May 2019.**

The finalists will be announced at North Notts Business Women Networking on **Thursday, 13th June 2019 at Spencer's on the Square.** All nominees are encouraged to book and attend so that they can be presented and take part in the publicity photos for the finalists.

The North Notts Business Women Awards 2019 Awards Ceremony takes place on **Friday, 12th July 2019 at Retford Town Hall.**

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Terms and Conditions

1. The North Notts Business Women Awards, organised by North Notts Business Connections (NNBC), is free for all firms to enter. No administration fees or entry charges are payable in any category.
2. **Eligibility:** Firms and entrants who meet one or more of the following criteria are eligible to enter the North Notts Business Awards: -
 - a) Any local firm based within the district of Bassetlaw - that's defined as those situated within the geographical district not areas which share a Bassetlaw postal address. If you are unsure, please ask us for postcode verification of the firm's geographical eligibility. NNBC's confirmation is final.
 - b) Any firm based outside the above geographical eligibility areas who have attended a minimum of 3 NNBC Breakfast Networking or North Notts Business Women Networking events during the period from 1st July 2018 to 30th June 2019 inclusive.
3. There is no minimum or maximum number of award categories that any one organisation can enter and we actively encourage you to enter more than one category. For each award that you wish to enter, please complete the appropriate awards category entry form.
4. All entries must be electronic and completed on the North Notts Business Awards entry forms and in a **Microsoft Word** or **PDF** document only. Only entries submitted in these formats will be considered by our judges. All entries must be checked for spelling and grammar.
5. Supporting information is not permitted unless it forms part of, and is contained within, the entry document which must be submitted as a Microsoft Word or PDF document, e.g. testimonials. A maximum of 3 tables, graphs or photos may be included within the entry form. Please be aware that any website links used within your entry may not be activated by the judges.
6. We are unable to accept nominations for the Public Voting Award or entries for the Judged Awards for any firms or individuals who are currently subject to any form of Corporate Voluntary Arrangement, Individual Voluntary Arrangement or bankruptcy process.
7. An awards category may be withdrawn if an inadequate number of eligible entries are received.
8. All eligible applications are independently assessed by the independent judging panel and a short list of between three and five finalists including the winner will be selected. Where exceptional entries are received whom the judges feel deserve recognition, the judges may elect more than 3 finalists or include the entry in an additional award category.
9. In the event that a judge's own organisation has entered a particular award, they will withdraw from the judging panel for the judging of that particular award.
10. Incomplete or ineligible entries will not be judged.
11. Exceptions to the judging process are the Public Voting Awards, namely the Health and Wellbeing Award, Hair, Beauty & Style Award. Here the finalists will consist of the three to five nominees in each category for which NNBC, or its appointed representatives or agents, receive the greatest number of votes through the specified public voting process as published on the North Notts Business Women Awards website www.nnbwawards.weebly.com. The winner of each category will be the nominee who receives the highest number of eligible votes through the specified public voting process as published on the North Notts Business Awards website. The counting of votes may be verified by an independent third party.
12. All applicants must be fully authorised to enter their organisation into the awards programme or accept a nomination and legally responsible for the entry.
13. Award category sponsors may enter their staff for the awards with the exception of the category which they are sponsoring.
14. All entries will be acknowledged upon receipt. Entry forms will become the property of North Notts Business Connections (NNBC) and the North Notts Business Women Awards and entries will not be returned.
15. Proof of sending entry (by email) is not proof of receipt by NNBC, its agents or representatives.

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16. The closing date for entries and votes for all categories is 10.00pm on **Friday, 31st May 2019**. Entries received after this time will not be judged and votes received after this time will not be counted. Under exceptional circumstances the judges may choose to extend the entry deadline for the judged awards categories. The voting deadline will not be extended.
17. The shortlisted companies for all awards categories will be announced on **Thursday, 13th June 2019**. The finalist results will be published on the North Notts Business Women Awards website and announced to the press a number of days later.
18. Award winners will be announced at North Notts Business Women Awards Ceremony on **Friday, 12th July 2019 at Retford Town Hall**.
19. **All awards shortlisted finalists from both the Public Voting and Judged categories will be required to attend the awards ceremony having purchased the appropriate awards ceremony ticket by no later than Friday, 28th June 2019. This forms part of the Terms and Conditions of entering or accepting a nomination for the awards. Any finalists who do not comply with the agreed Terms & Conditions will be duly eliminated from the awards process.**
20. The only exception to point 19 is where a finalist has volunteered their firm's products and services for the purposes of the awards evening **AND** will be fully occupied working throughout the evening at the awards ceremony.
21. Winners will receive a commemorative award presented at the awards ceremony. The list of winners and photographs will also be published on the North Notts Business Women Awards website and the same will be publicised by NNBC through a variety of media.
22. Photographs and video may be taken throughout the awards ceremony and will be published via social media and other media platforms. Please refer to our separate GDPR policy. All photographs and video remain the property and copyright of NNBC and of the Official Awards Photographer.
23. Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application. Finalists and Winners may be requested to participate in post event publicity.
24. Judges and NNBC reserve the right to audit any entry and verify information supplied to them. The organisers reserve the right to reject an entry or withdraw an award from any applicant supplying false, inaccurate or misleading information within an entry. Any decisions made will be final.
25. The judges' decision is final and no communication or correspondence will be entered into before, during or after the judging and may lead to an entry being rejected or award being withdrawn.
26. A judge's feedback facility is not available as standard. However, upon receipt of a written request to NNBC, we will be very happy to provide this facility for you and we will reconvene the judges. Your written request will also need to include your confirmation and agreement that you are prepared to cover in full all costs and expenses which may be incurred by NNBC and the judges, including their time on an hourly basis at the NNBC's and the judge's normal commercial working rates.
27. By completing and submitting an entry for the North Notts Business Women Awards you agree to all Terms and Conditions in full and without exception.