



HUNTER REGION BUSINESS EXCELLENCE AWARDS 2018

ENTRY CONDITIONS

The Hunter Region Business Hub gives all entrants its unconditional assurance that all information provided for the purpose of the 2018 **Hunter Region Business Excellence Awards**, will be treated as absolutely confidential. The judges will be the only people to see the information submitted and it will not be divulged for any reason to any other person(s) or organisation(s). Entries are lodged online for added security.

1. The business will be based in the **Hunter Region**.
2. Participants can only enter **one** category between categories 1 and 10 of the provided list, plus entries in categories 14 to 18. Categories 11 to 13 may also enter another category between 1 and 10, as well as categories 14 to 18. If there is more than one business operating from the same venue (e.g. a restaurant within a hotel) then each business may enter but must submit separate applications. The judges reserve the right to transfer any entry to a more appropriate category (subject to discussion with the entrant)
3. **Not answering** any section/question or an **incomplete entry** will result in points being **deducted** and/or the entry being **disqualified**.
4. All businesses will be eligible to win "Business of the Year" which may be drawn from the existing categories or be so outstanding that the business is chosen in its own right. **There is no entry form for this category.**
5. Previous winners of major categories are **not eligible** for 2 years after their previous win. Winners of individual categories are not eligible to enter if they have won more than once in the past 3 years.
6. The deadline for entries is midnight, Sunday 29th July 2018 with no exceptions.
7. A panel of individual judges will assess each application, including visits and telephone calls to finalists' businesses for final judging. All businesses will be visited OR telephoned by a "mystery shopper".
8. The ultimate winners will be decided by a combination of points awarded by all judges from the written entries and the "mystery shopper".
9. The judge's decision is final and no correspondence will be entered into. However, we are happy to give feedback from judges' notes, if available.

ENTRY FORMAT

1. The Business Profile (cover page) completed and certified by ticking the relevant box and dating.
2. The questions are **compulsory** and must be answered on the official entry form in the spaces provided. Word counts will need to be adhered to. Annexures in support of your application are welcome and can be uploaded attached to your application in the relevant areas. There is a 2 mb limit on attachments. Please remember the larger the file the longer to upload.
3. Digital images may be provided with each entry for use on the Awards night and can be uploaded in the relevant areas. Again, there is a 2 mb limit on attachments and the larger the file the longer to upload.
4. The entry is lodged online.



HUNTER REGION BUSINESS HUB
Po Box 195 KURRI KURRI 2327
4936 2557