



Conditions of Entry

1. The Awards are open to all businesses operating within the Wellington Region.
2. Category Winners from the previous year are able to re-enter. Supreme Winners from the previous year are excluded from the current year Supreme Award but can win categories.
4. Entries may be in printed or written format and may include other information such as brochures and photographs (**three copies of each attachment are required**).
5. There is no charge to enter.
6. All entrants must provide true and accurate information and disclose any liabilities such as business and/or tax related and/or current pending litigation which could compromise the judges' analysis of the business, and/or adversely affect the integrity and reputation of the Business Excellence Awards. Provide short concise bullet points with sufficient information so the judges are able to easier evaluate your entry.
7. Entries close and must be received by **Friday 13th September, 4 pm** and addressed to: Anna Geremia-Young, Private & Confidential, Hutt Valley Chamber of Commerce, Level 3, 15 Daly Street, Lower Hutt or PO Box 30 653, Lower Hutt, 5040. **No late entries will be accepted.**
8. Winners will be announced at the Awards Ceremony on **Friday 22nd November 2019**.
9. By entering you give permission to Hutt Valley Chamber of Commerce to publicise the name of your business if it is named as a category finalist. All entries remain strictly confidential and content will be limited to the Awards Coordinator of Hutt Valley Chamber of Commerce and the judging panel.

Conditions of Judging

1. Judges are carefully selected for their skill and knowledge in relation to the categories they will be judging. Any conflicts of interest are identified and eliminated as part of the appointment process. All judges sign a confidentiality agreement requiring all information received from, and discussions with entrants to remain confidential, not to be used for any purpose other than to assess each entry and to reach a decision for the finalists and winners of each category, and for the overall Supreme Award. All entries are strictly confidential.

2. Judges will scrutinise and may visit all entrants in their assigned category (where considered necessary). All entrants agree to being visited and interviewed by a judging team if requested.
3. All category winners will be considered for the Supreme Award (exceptions are Best Emerging Business, Young Business Person of the Year, Sustainability, Not for Profit, Excellence in Retail and Mayoral Award).
4. During the judging process judges have the right to change entrants into whichever category they consider may be better suited to the entrant. In the event of any change, entrants will be notified by the Awards Coordinator prior to their entry category being changed.
5. Decisions made by the judging panel are final and may not be disputed
6. The judges' notes will be collated and made available on request in summary feedback after the Awards.

Commonly asked questions

Do I need to be a Chamber member?

No, the Chamber welcome entries from all businesses throughout the Wellington Region regardless of their membership status.

How much time will it take to put my entry together?

If you already have marketing and business plans then you'll have a lot of the information already on hand to complete the entry form. If you do not have these documents, this is a great opportunity to get all the information in your head on to paper. There are people/companies who can assist you with the process if you wish.

If I am a small business can I enter?

Yes, small, medium and large businesses are invited to enter. There is also a category for Not for Profit.

Can I enter the Special Categories alone?

Yes, you can elect to enter just the special categories (Best Emerging Business, Young Business Person of the Year, Sustainability, Not for profit, Excellence in Retail and Mayoral Awards), however, these categories winners do not proceed to the Supreme Award.

How is feedback provided?

After the Awards are announced you can request a copy of the judges notes on your entry. Judges feedback may assist you with understanding the highs and lows of your business. This will be in summary form.

Who gets to see my entry? Is it confidential?

It is confidential. The only people that see your entry are the awards coordinator and the judges.

Do I have to attend the Awards Dinner?

All entrants are encouraged to attend the Awards presentation on Friday 22 November 2019. The dinner is an opportunity for you to celebrate with your peers and colleagues.

When do entries close?

4pm on Friday 13th September, 2019.