



Westpac Southland Business Excellence Awards



Is your business ready to be recognised?

FAQ

WHEN ARE ENTRIES DUE?

Nominations and entries for 2019 open on **Friday 17th May**. Entries close at 4.00pm on **Friday 12th July**.

Who is eligible to enter?

Any sole proprietor, partnership, incorporated society, limited liability company, educational institution, local or central government organisation, charitable or not for profit organisation, with its principal place of business based and trading in or out of the Southland region within the geographical boundaries administered by the Chamber of Commerce Southland is eligible to enter the awards.

Franchise business are eligible to enter provided that they can demonstrate that they are Southland owned and operated and not a branch or subsidiary of a non-Southland business.

Does our enterprise have to be nominated to enter?

No, businesses and charities can enter themselves.

What happens if we want to nominate another business or charity?

To nominate another business or charity, please contact us directly on **03 218 7188** or **michelle@commercesouth.com** and we will make contact with them to inform them they have been nominated, and advise them of the application process. Nominations are confidential, but you are welcome to let the enterprise know you have made the nomination and encourage them to enter.

WHAT ARE THE CATEGORIES CAN WE ENTER?

There are 6 general categories;

- 1 New and Emerging Business (in business less than 2 years)**
- 2 Not for Profit**
- 3 Primary & Primary Service Sector**
- 4 Construction, Trades, Manufacturing & Distribution Sectors**
- 5 Professional Services Sector**
- 6 Consumer Service Sector (Retail, Hospitality, Tourism)**

and 4 specialty categories;

- 1 Workplace Safety Award**
- 2 Business Personality of the Year**
- 3 Innovation Award**
- 4 Workplace Wellbeing Award**

How does we choose which category to enter?

Many businesses will be eligible for multiple categories. You should choose the categories that most suit the sector you represent and the emphasis you wish to highlight in your entry.

How do we submit an entry?

Please ensure your entry is submitted via one of our official entry forms online. Entries in other formats and website links will not be accepted. Please adhere to the word limits provided.

Can we submit supplementary information?

Yes. You may include upload testimonials/awards/accreditations/certifications, compliance documentation, marketing materials such as brochures, photographs, video clips, product samples and publicity material.

How much does it cost to enter?

There is no cost to enter the Westpac Southland Business Excellence Awards.

How does the judging process work?

There are two rounds of judging – one to determine finalists from all entries, and one to determine winners from finalists. Judges make those decisions solely based on the entry forms submitted by the business. Judges vote by ranking their top 3 businesses in order. Categories winners will be eligible to win the Westpac Supreme Business Excellence Award.

When will we know if we're a finalist?

Finalists will be notified on Tuesday 21st August 2019.

What are our obligations as a finalist?

Finalists are expected to purchase tickets to the awards dinner and will be required to make themselves and their workplaces available for filming promotional material from 22nd August – 6th September. To supply any online material and print promos for media coverage.

What do we get if we win?

Whether you are a winner or not, all businesses and charities that are chosen as finalists receive the benefits of media coverage and profile. There is a prize package for the Westpac Supreme Business Excellence Award Winner.

When is the Awards Dinner?

The dinner will be held on **Friday 27th September 2019** at Ascot Park Hotel Invercargill.

How do I purchase tickets to the awards ceremony?

More information about the ticket prices will be also announced in July. Tickets will be available on our website in August.

WHAT ELSE DO I NEED TO KNOW:

- Entrants may use consultants or other outside assistance to help them prepare their entries. However, the providers of any such external assistance may not be present during any part of the judging process.
- All entries will be reviewed by the judging panel and entrants may receive site visits or a request for more information. If the judging of the semi-finalists is a tie breaker the semi-finalists maybe requested by the chief judge to supply a copy of their last two year's financial accounts to assist in the judging process. It is a condition of entry to meet this request. (Please note that it is only the chief judge who will review these financial accounts.)
- All entries are treated in confidence. Judges are required to sign a confidentiality agreement that prevents them from sharing any information in relation to entrants.
- The judging will be undertaken by a panel of judges appointed by the Chamber of Commerce Southland. Judges will not judge any organisations where a conflict of interest arises. The judge's decision is final, and no correspondence will be entered into.
- Chamber Board members will not be involved in the judging process, nor in deciding on the winning businesses. Accordingly, Chamber of Commerce Board member businesses are eligible for entry.

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