

## conditions of entry

- > 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 the Waikato region within the boundaries administered by the Waikato Chamber of Commerce is eligible to enter the awards (with the exception of those owned by any sponsor of the Westpac Waikato Business Excellence Awards).
- > An organisation that is part of a larger national or international organisation must be able to demonstrate that it operates as a separate business unit.
- > Applicants must disclose any issues that may compromise the integrity of the awards or cause their organisation to discontinue in the next year. These issues may include legal action, law changes, possible loss of funding, or other risks.
- > Westpac Waikato Business of the Year Award Winners from 2010 are not permitted to enter the same category until at least 2012.
- > All entrants must agree to take part in publicity that has been organised by the Waikato Chamber of Commerce and as requested by the category sponsor.
- > All entrants are encouraged to attend the Westpac Waikato Business Excellence Awards Black Tie Dinner, to be held on Friday 11 November 2011. This is a formal event during which the awards ceremony is held and the finalists and winners are announced.
- > All entries will be reviewed by the judging panel and semi-finalists will receive site visits.
- > Entrants are permitted to enter the category that matches the number of FTE's employed by the business plus the Leader of the Year Award. Entrants in the Leader of the Year Award category may be required to complete an interview with the 'Leader of the Year' judging panel.
- > 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 category finalists will be considered for the overall Westpac Waikato Business of the Year Award.
- > Semi-finalists may be requested by the chief judge to supply a copy of their last two year's financial accounts during the judging process. It is a condition of entry to meet this request. (Please note that it is only the chief judge and a member of the Waikato Management School Accounting/Finance department, who 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.
- > Judges will not judge any organisations where a conflict of interest arises.
- > Once judging has been completed entry submissions will be destroyed, with the exception of the executive summary.
- > The judges decision is final and no correspondence will be entered into.
- > Finalists consent, as part of the entry process, to allow the Chamber of Commerce to share their personal contact information with Westpac for the purposes of sending them promotional material as the naming rights sponsor of the Awards.