

Entry Registration Form

I wish to nominate my Business - Name:

or I wish to nominate a business to register for the awards - Name:

Award Category:

Contact Name:

Telephone Number:

Fax:

Email:

Postal Address:

Signature: I accept the terms and conditions of entry outlined in this document and I am authorised to submit this registration application.

Date: / /

After receiving the Application Pack, submit three copies of the completed entry by no later than Thursday 21 April 2011 to:

Executive Officer

Malaga and Districts Business Association Inc.
1/1 Hunt St, MALAGA, WA 6090

Post: PO Box 3022 Malaga DC, WA 6945

Telephone: 9248 2526

Email: execofficer@malagab2b.com.au

Web: www.malagab2b.com.au

Please note that this is only notification of your intention to apply.

A nomination fee of \$55.00 for each category applies with this registration.

An Application Pack, complete with questions relating to your category will be sent within 10 working days.

NOMINATION and CONDITIONS

Submissions close 12:00 noon Thursday 21 April 2011

Entry Submissions

Submissions should outline the reasons why your business, organisation or individual deserves to be recognised with an MDBA Business Award, highlighting any relevant, unique or outstanding characteristics based on the Award category entered.

Please address the following in your written application, in addition to your category specific questions:

- Provide a short biography of the business (max 100 words in Word format) This will be used to provide the judges background information on your business and on the award programme and media notices.
- What is the business' vision and mission?
- Detail the major achievements of the last 12 months which warrant your receiving this award.

And provide the following as attachments to this submission

- No more than three letters in direct support of the business' submission.
- Three photographs of your business/employees in jpg format
- A copy of company logo in tif, jpg or pdf format

Criteria

The Malaga and Districts Business Association annually recognises businesses for outstanding achievement.

- MDBA Members and Non Members are eligible to nominate.
- Nominations are open to all businesses that have been operating within Malaga and surrounding suburbs for at least 12 months.
- The nomination fee of **\$55.00 per category** must accompany each application. Tickets to the event are additional.
- Judges of the 2011 MDBA Business Excellence Awards entries are ineligible to enter.
- Not-for-profit organisations are eligible to enter. These organisations will be judged according to innovative achievements and funds generated.
- You may nominate yourself and are encouraged to do so.
- You may be nominated by others.
- You may nominate others.
- You may be a sole trader, recognised business partnership, legally constituted business, company, business person, incorporated body or a department or division of any business enterprise.
- Completed nomination forms must be returned no later than **12:00 noon Thursday 21 April 2011.**

Judging

- A diverse panel of business professionals will make up the judging panel. The judges will be bound by a strict confidentiality agreement and will be required to declare any conflict of interest in entries over which they deliberate and to stand aside from deliberations concerning those entries. Entries will be destroyed when winners have been decided. The judges will use a checklist with which to assess short listed businesses or individuals. It will include the following items:
- There is strong evidence that the business has a plan for growth, development and/or sale that guides its daily operations
- The business is sustainable and competitive
- The business demonstrates features that make it stand out from other similar businesses.
- The business clearly knows its customers and targets them appropriately. The premises are kept orderly, clean, safe, attractively presented and compliant with all relevant legislation.

Entrants may receive an award in one category only

If the entrant is a finalist in more than one category, the submission will stand in the category where the judging panel deems the business is strongest. A separate award submission package must be submitted for each award category in which the nominee is to be considered. All award submission packages will be reviewed for completeness.

Winners and Accolades

All winners will be announced at the 2011 MDBA Business Excellence Awards Dinner on **13 May 2011**. Award finalists will be honoured with a certificate. Winners receive a trophy and will also be recognised in the local Newspaper.

Finalist Notification

Once the finalists have been determined, notification will be sent to all nominees under consideration to advise them of their award status.

If judged as a finalist you may be contacted to provide further information if not already provided.

Terms, Conditions and Rules of Entry for Submissions

- Indicate clearly the category you wish to enter, you may enter more than one category. You are encouraged to enter the category that best reflects your core business. If entering more than one category, then a separate and complete entry must be submitted for each category. **Cost is \$55.00** for each entry.
- Achievements within your category must relate to the qualifying period 1 May 2010 to 1 May 2011 inclusive.
- The judging panel reserves the right to transfer an entry into another category if it is considered more appropriate without consultation with the applicant.
- Applicants must submit three copies of their applications, one for each judge. Handwritten applications will not be accepted.
- Sponsors of the MDBA Business Awards cannot lodge an application for their sponsored category.
- The judging panel may decide not to award where entries do not meet an appropriate standard of excellence.
- The judging panel's decisions are final and no discussions or correspondence will be entered into.
- Submissions must be received no later than **12:00 noon Thursday 21 April 2011.**

The MDBA will notify nominees in writing confirming receipt of your nomination.

Disclaimer

Malaga and Districts Business Association Inc. (MDBA) takes all care with entries and materials submitted. MDBA, its organising committee, judges, sponsors and members accept no responsibility for any damage, loss of material or other loss which may be suffered by a nominee through accepting the nomination or entering the Awards. All entrants and nominees are required to accept this as a condition of the acceptance of their nomination and/or entry submission and hereby release, discharge and indemnify the MDBA, its organising co-ordinators, committee members, judges and sponsors from any claims, suits, actions or demands that may arise directly or indirectly from entry into the Awards.

I hereby authorise the use and/or reproduction of images and description in this Business Award entry by the Malaga and Districts Business Association Incorporated in relation to any editorial/advertising purposes in conjunction with the 2011 MDBA Business Excellence Awards.

I agree that the judges' decisions are final and that no correspondence will be entered into concerning such decisions. E & OE