



Entry Form

2009 Southern Highlands Business Awards For Excellence

Business Trading name:

Owner/s of business:

Contact person:Position:

Street address:

Postal address:P code:

Phone: Fax:Mob:

Business email address:

Business web site address:

Date business originally commenced: ..Are you the original owner/s of the business?.....

If not, date your ownership commenced:.....Number of employees:

Does your business have access/facilities for the disabled?:

NOMINATE ONE CATEGORY ONLY

From the list of categories on reverse side of this form, **Name the category** you wish to enter:

Excellence in

I declare that the above information is correct as of this date, and on behalf of the above entrant, agree to abide by the conditions of entry covering the 2009 Southern Highlands Business Awards For Excellence.

Signed:

Name:Date:

When completed, forward to PO Box 172 Bowral 2576 or deliver to 28 Wingecarribee Street Bowral.

**Please return your entry form as soon as possible to assist judges in scheduling their site visits.
All entry forms must be received no later than Friday 25th September 2009.**

Sponsors



2009 List of Categories

From this list, please nominate **ONE** category only on your entry form

1. Excellence in Health Services: Entries in this category are open to any business or organisation that supplies medical and/or health associated services to the public. Two awards will be given in this category: Health Facility (e.g. residential, inpatients, day patients, community health services, home nursing, etc.) and Professional Health Services (medical, physio, dental, hearing, psychology, etc.)

2. Excellence in Accommodation: Entries in this category are open to any commercial provider of accommodation. This year, two awards will be given in this category: Accommodation (8 rooms or less) and (9 rooms or more)

3. Excellence in an Event: Entries in this category are open to any one-off, regular or annual event held in the Southern Highlands between 1st October 2007 and 30th September 2008. The event can be held under cover or outdoors. (e.g. a fair, display or show etc.)

4. Excellence in an Attraction or Tour Service: Entries in this category are open to any natural or man-made attraction (e.g. Fitzroy Falls, museum, etc.) or tour operator that offers a tourism experience as a significant part of their operation. (e.g. wine tours, excursions, railway experience, etc.)

5. Excellence in a Cafe: Entries in this category are open to any café either as a stand-alone operation or as part of a club, hotel or other business.

6. Excellence in a Restaurant: Entries in this category are open to any restaurant either as a stand-alone operation or as part of a club, hotel or other business.

7. Excellence in a Small Business: Entries in this category are open to those businesses with 5 employees or less.

8. Excellence in a Service Business: Entries in this category are open to any business, organisation or professional practice that provides services to the public. (e.g. legal, accountancy, personnel, etc.)

9. Excellence in a Trade Business: Entries in this category are open to any business, organisation or professional practice that provides trade services to the public. (e.g. trade: painter, builder, electrician, etc.)

10. Excellence in a Retail Business: Entries in this category are open to any business providing a retail product to customers – this category ranges from a sole trader to a large department type store, including motor vehicle sales operations – in fact any business that retails their goods and/or commodities to the public. Customer service and store presentation form part of the criteria for this category.

11. Excellence in Environmental Sustainability: Entries in this category recognise outstanding achievement in adopting measures that minimise the environmental impacts of an organisation's operations and contribute to a more sustainable future. Recipients of this award must demonstrate sustainable management practices in areas such as: energy efficiency, water efficiency, materials efficiency, waste reduction and recycling. Any business may be nominated in this category.

12. Excellence in Manufacturing: Entries in this category recognize best practice in the methodology and responsibilities of businesses involved in the manufacturing process. Businesses will be judged against a number of criteria including design and development, production and quality management.

Finalists in the above categories will automatically be considered for the - New Business Award (business under 3 years old as of 25th September 2009), Established Award, 2009 Southern Highlands Business of the Year

13. Excellence in Community Access:

14. Excellence in Community Service:

15. Business Woman of the Year

16. Business Man of the Year

17. Young Business Person of the Year

Conditions of Entry:

1. Only businesses trading in the Wingecarribee Shire are eligible to enter.
2. Entries close Friday 25th September 2009
3. Decisions made by the judging panel are final and no correspondence will be entered into.
4. All entry forms must be originals - no photocopies.
5. Businesses must nominate **only one category**, from the list numbered 1 to 11 above.
6. Businesses associated with individual members of the judging panel are not eligible to enter.
7. Regional Publishers reserves the right to declare any entry ineligible if, in the opinion of Regional Publishers or the judging panel, the entrant is considered to be unable to represent or promote the Awards and their intent in a satisfactory manner.
8. Regional Publishers accepts no responsibility for entries not received by the entry closing date.
9. Entry forms and other material supplied to Regional Publishers in support of entries will **NOT** be returned.
10. Regional Publishers reserves the right to place any entry into the most appropriate category.

Confidentiality:

Information contained in the entry forms is regarded as confidential and is only available to members of the judging panel and 2009 Southern Highlands Business Awards staff of Regional Publishers. Any additional information provided to a judge during the judging process will remain confidential and will not be viewed by persons other than the judging panel.

Why Enter:

- Peer recognition within the Southern Highlands
- Team morale within your workplace
- A positive lift in business profile
- Positive media exposure
- Enhanced credibility and business image
- For the good of the business community
- Greater marketing opportunities

How to Enter:

Just complete the Entry Form ensuring that you nominate the category name and number you are entering. Send the completed form to 2009 Southern Highlands Business Awards For Excellence, PO Box 172 Bowral 2576 or you can deliver the entry form to Regional Publishers, 28 Wingecarribee Street Bowral. Entries must be received no later than Friday 25th September 2009.

The Judging Process:

An independent panel of experienced business professionals, drawn from diverse business disciplines, will judge the entries. In some categories judging will be undertaken on a "mystery shopper" basis and in other categories "site visits" will be necessary with the judges making appointments prior to any judging. The judges will determine the need for site or mystery shopper visits.

The Awards Night:

On the evening of Friday 30th October 2009 the Awards Gala Presentation Dinner will take place at the Mittagong RSL. It is not obligatory for winners to be in attendance. On this night finalists and winners in all categories will be announced and category winners will receive a trophy. All winners and finalists are able to promote their success in advertising and promotional material. Winners will be profiled in a special Business Awards feature in the Southern Highland News and the Highlands Post following the Awards Night. Additional advertising in the feature is available.

Further information can be obtained by contacting Regional Publishers on 4862 2900.

