

## Terms and Conditions of Entry

*Please read this section carefully as it outlines the terms and conditions of entry.*

- All guidelines and deadlines for all areas of the entry process must be adhered to.
- Any sole proprietor, partnership, incorporated society, or limited liability Company with its principal place of business operation, based and trading in the Tauranga and Western Bay of Plenty is eligible to enter.
- The relationship between sponsors and judging panel is separate.
- To avoid any conflict, owners, officers, or employees of any category sponsor cannot enter into the same category of the Tauranga Business Awards.
- Judges are selected for their skill and knowledge. Any conflicts of interest are established with judges signing a confidentiality agreement. It states all information received and discussions taking place regarding the entrant remain confidential and will not 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 the overall business of the year. The executive summary could be used for publicity purposes. **All entries are strictly confidential.**
- The judging panel consists of an Independent Facilitator, and a panel of judges. Each entrant will “pitch” their business to the panel of judges, led by the Independent Facilitator.
- The first stage is the initial assessment of the entry by the Independent Facilitator, Financial Judge, and Co-ordinator. In stage two, businesses will be visited by the Independent Facilitator. This interview could take up to two hours. In the third stage, the business will “pitch” their business to a panel of judges, where there will be specialist judges in some of the business practice categories. The entire judging panel considers the finalists and has input into the **Tauranga Business of the Year** award.
- All entrants who enter any category in the Tauranga Business Awards will also be eligible for Business Practice categories: The judges can also nominate the entry. During the judging process, judges have the right to move entrants into another category they consider better suited. In the event of any change, entrants will be notified by the coordinator prior to their entry category being changed.
- 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 judge’s analysis of the business, and/or adversely affect the integrity and reputation of the Tauranga Business Awards.
- **All entrants agree to attend the Cocktail event on Friday 2 December 2022.** Reservations are made at the Tauranga Chamber of Commerce. No finalists or winners will be announced prior to this.
- All entrants agree to co-operate with the respective category sponsor and/or promotional partners of the Tauranga Business Awards for publicity purposes. All entrants agree by signing this agreement that only the official branding of the Tauranga Business Awards is used for any publicity purposes.
- Judges have the right to disqualify any entrant not complying with the conditions of entry.
- **Judge’s decisions are final, and no correspondence will be entered into.**