



2009 Rules for Entry for the Canberra and Capital Region Tourism Awards

1. 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.

Entrants may only enter **one** submission in any one of the following group of categories:

- Attractions – either category 1 or 2;
- Festivals and Events – either category 3 or 4;
- Tour and/or Transport Operators – either category 11 or 12;
- Accommodation – either category 18, 19, 20, 21, 22, 23 or 24

2. Achievements or activities referred to within your entry must relate to the **qualifying period of 1 July 2008 – 30 June 2009**.

Entrants must have traded for the **entire** qualifying period.

Exceptions apply to seasonal facilities and the following categories:

- 3 – Major Festivals and Events
- 4 – Festivals and Events
- 14 - Tourism Marketing
- 25 - New Tourism Development

where the activity being put forward for consideration must have occurred **within** the qualifying period.

3. Each category has specific entry requirements, which are articulated within the category descriptor. Eligibility must be clearly demonstrated as part of your response to Question 1a. Failure to demonstrate your eligibility will result in your submission being penalised.
4. All questions must be answered under the headings provided. Unanswered questions will attract zero points. If you feel that you cannot answer a question please discuss this with your Tourism Awards Coordinator. If you still feel the question is not relevant please explain your reasons within your submission.
5. Entrants must be based or operate in the Australian Capital Territory or surrounding region.

An exception to this rule exists where there is a genuine community of interest allowing an entrant to choose to nominate in another state/territory's Awards program. To qualify for this exception the entrant must be able to demonstrate proof of membership in a relevant association OR provide a letter from that state/territories tourism office confirming the entrant's participation in marketing campaigns or activities.

Should a company have individual operational branches or properties in other states/territories they may enter the individual state/territory awards as long as the majority of the submission focuses on the activities undertaken in that state/territory.

6. An entrant, such as a chain or franchise that has multiple products, must enter each product individually if they want each property to be able to promote the achievement of winning a tourism award. Alternatively the business may enter but the logo may only be used by the corporate entity, not the individual products.
7. An entry cannot be moved into another category following the closing date for lodgement of submissions.
8. If at any time following submission of an entry the business being put forward goes into administration, voluntary receivership, liquidation or bankruptcy, the entrant is required to advise the Award Coordinator and accepts that the submission will no longer be eligible for an award.
9. There is no direct entry into the Qantas Australian Tourism Awards. Only state or territory tourism award winners in categories 1 through 26 will be nominated as finalists in the Qantas Australian Tourism Awards.
10. **PLEASE NOTE: FROM 2009 APPENDICES/SUPPORTING DOCUMENTS ARE NOT REQUIRED AND WILL NOT BE JUDGED.**

The submission must be formatted as follows:

Page Size: A4 (297 x 210 mm)

Font: All font (questions, answers, captions, tables) must be no smaller than 12 point Times New Roman or Arial. No variation such as narrow or condensed font styles is acceptable.

Format: All text should be 1½ line spacing (Microsoft Word) or equivalent, with the following exceptions:

- Text contained within a multi-column table may be single line spaced as long as tables do not represent more than 8 pages of the total submission.
- Question text and captions may be single line spaced.

All pages should be numbered.

Layout: State the question then your answer.

Pages: The submission must have no more than 30 printed pages (single sided) or 15 pages (double sided) including text, graphs and images (note this does not include the cover page).

Entrants are discouraged from using plastic sleeves

Dividers: Are optional. If used they must be **blank** i.e. they must not carry images, logos, watermarks or text. They may however be numbered for example "Question 1".

11. Binding: The submission must be bound. For example in an A4 ring binder, wire/plastic spine binding or book style staple binding.

What Should I Submit with my submission?

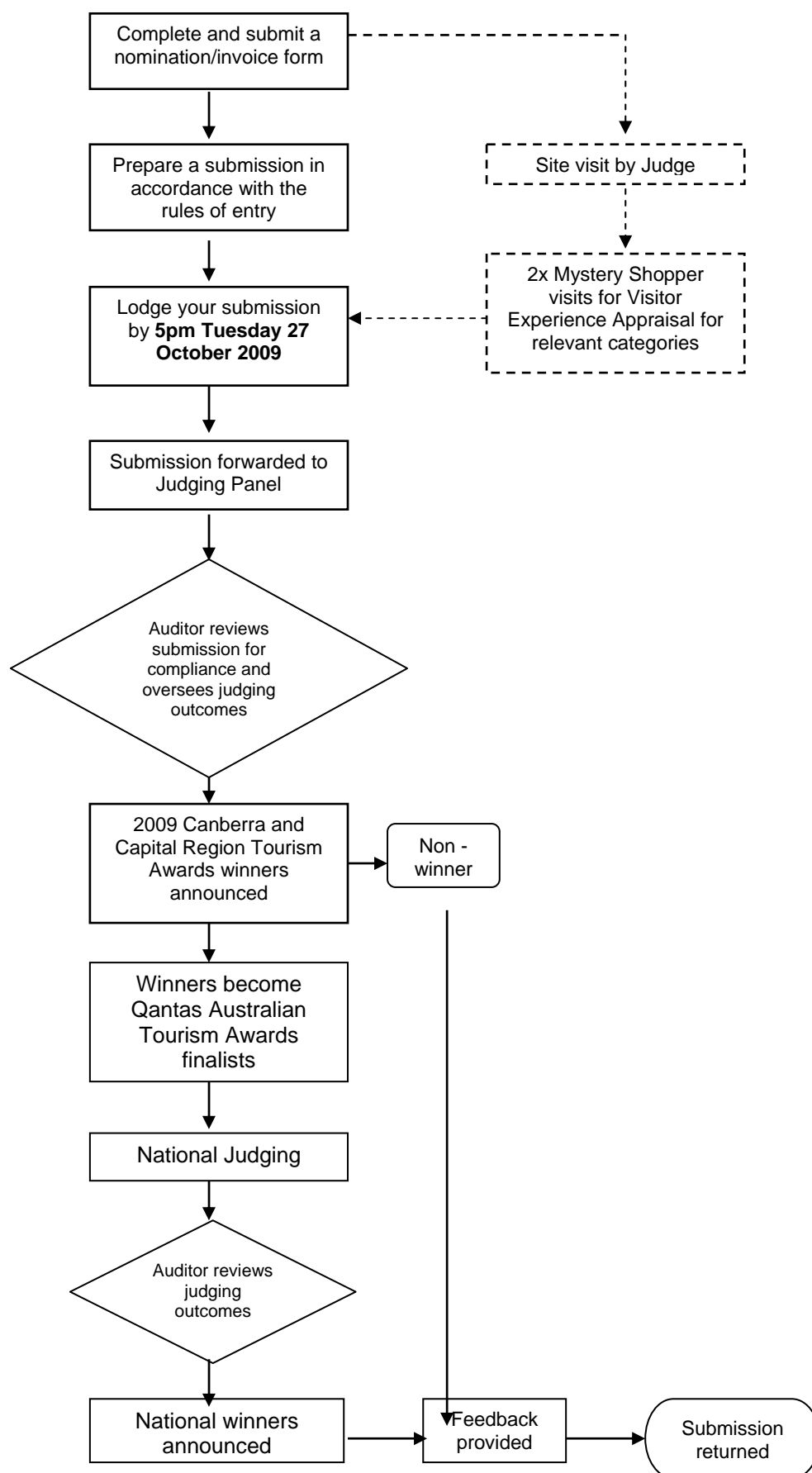
- ✓ A signed Entry Form
- ✓ A Statutory Declaration form signed by an appropriate third party to confirm that financial statements and other business activity claims made within the submission are accurate
- ✓ A Submission Checklist
- ✓ A 100-word description of your company/product, which will be used by media, for announcements at the presentation ceremony, in promotional material and on web-site listings. This should be submitted electronically on the same CD as the images.
- ✓ Ten digital images (Note: 300 to 600dpi files in a JPEG format are preferred) illustrating the entrant's operation should accompany each submission in each category entered. By supplying images you ensure maximum exposure at the presentation ceremony and in official advertising and publications.

Please mark all image CDs with your entry details ie name and the category number in which you are entering.

- ✓ The contents of the submission must be properly labelled and well packed, preferably in Australia Post boxes or postpaks, for transport.
- ✓ A return postage paid, self-addressed satchel for the return of your submission (if the return of your submission is required by post).

Please note: The judges view only the submission and not the packaging.

How Does It Work?



The Site Visit

The purpose of the site visit is two-fold; verification of claims made within the submission (for example sighting of a risk management policy) and testing of the experience. The site visit will be prearranged and the judges have a proforma from which they work.

Scores from the site visit will not apply at the national level however the judging panel will have access to the written comments.

Our Assurance

All information submitted is strictly confidential. All persons, for example tourism awards coordinators and judges, who may come into contact with your submission, are each required to sign a confidentiality agreement.

Delivery

Please ensure your submission is received by the Canberra and Capital Region Tourism Awards C/- Australian Capital Tourism (Delivery methods listed below) no later than **5.00pm on Tuesday 27 October 2009. Late entries will not be accepted.** Please plan to get your submission in early.

Delivery/Courier:

Canberra and Capital Region Tourism Awards
C/- Australian Capital Tourism
5/2 Brindabella Circuit
Brindabella Business Park
Canberra International Airport, ACT 2609

By post:

Canberra and Capital Region Tourism Awards
C/- Australian Capital Tourism
Locked Bag 2001
Civic Square, ACT 2608

Disclaimer

Australian Capital Tourism, National Tourism Alliance (NTA), organising coordinators, project managers, event managers, members of the judging committees, sponsors, transport companies and the like can not be held responsible for any damages and/or loss of materials that are submitted as an entry to regional, state or national judging.

By entering the Canberra and Capital Region Tourism Awards you authorise the use and/or reproduction of images and the 100-word description provided in relation to any editorial/advertising purposes initiated in conjunction with the 2009 Canberra and Capital Region Tourism Awards and the 2009 Qantas Australian Tourism Awards.

Your contact details may also be supplied to agencies engaged on behalf of award organisers/committees for promotional purposes.

Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant's submission. By signing the Entry Form you agree not to bring a claim against any judge or Australian Capital Tourism in relation to feedback on your submission.

Judges' Decision

The decision of the Canberra and Capital Region Tourism Awards Judging Panel and Qantas Australian Tourism Awards Judging Panel is final.

More Information

For further information visit www.canberratourismawards.com.au