

# RULES FOR ENTRY



1. You are encouraged to enter the category that best reflects your core business. If you are entering more than one category, a separate and complete nomination and submission must be submitted electronically 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 & Events – either category 3 or 4
  - Tour and/or Transport Operators – either category 11 or 12
  - Accommodation – either category 17, 18, 19, 20, 21, 22 or 23
2. Achievements or activities referred to within your entry must relate to the **qualifying period 1 July 2015 – 30 June 2016**.

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

Exceptions apply to seasonal facilities and the following categories:

- 3 - Major Festivals & Events
- 4 - Festivals & Events
- 14 - Destination Marketing
- 24 - New Tourism Business

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

3. Unanswered questions will attract zero points. If you feel that you cannot answer a question please discuss this with the Tourism Awards Coordinator. If you still feel the question is not relevant please explain your reasons within your submission.
4. Entrants must be based or operate in the state or territory of their nomination.

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.

5. An entrant, such as a chain or franchise that has multiple products, must enter each product individually if they want each business 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.
6. An entry cannot be moved into another category following the closing date for lodgement of submissions.
7. 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 Tourism Awards Coordinator and accepts that the submission will no longer be eligible for an award.
8. There is no direct entry into the Qantas Australian Tourism Awards except the Australian Tourism Legend category. Only state or territory tourism award winners in categories 1 through 25 will automatically become a finalist in the Qantas Australian Tourism Awards.

## Site visits

The purpose of the site visit is to assess the business being nominated and for verification of claims that may be made within the submission. Operations are under no obligation to offer a free experience of their product. The site visit will be prearranged at a mutually convenient time and the judges have a proforma from which they work.

Site visit judges will ask to see the following:

- Customer Service Policies
- WHS and Risk Management Policies
- Human Resources Policies
- Sustainability Policies
- Marketing Plans
- Business Plans

The absence of these documents will be reflected in the score.

The site inspection is worth 20% of the total score being added to the submission score. The exceptions to this are:

- **Categories 3 and 4** – Entrants in these categories will be asked to provide relevant documents via email. The allocated judge will call the entrant direct to discuss requirements and where applicable will visit their workplace. There will no points awarded.
- **Categories 14, 26, 29 and 30** – These categories do not undergo a site visit
- **Categories 8 and 24** – These categories will be visited and evaluated but due to the potential diversity of entries, no points are awarded for site visits.

Scores from the site visit do not apply at the Australian Tourism Awards.

## Compliance with competition rules

To ensure consistency and fairness in judging, the Rules for Entry must be strictly met. Failure to adhere to the **five formatting rules below** will incur a deduction of one point per rule stated.

*Note: In some categories the competition is very close and the deduction of **any points** could be the difference between winning and losing.*

**1. Cover Page** - The cover page **must be included and clearly marked with:**

- The name of the business being entered;
- The category entered;
- The state/territory tourism awards entered including the year; (e.g. 2016 Canberra Region Tourism Awards);
- An image of the product entered.

**2. Font** - All font within your submission must be 12 point Times New Roman, Calibri, Tahoma or Arial with the **exception** of:

- Image captions
- Testimonial quotes

which must be a minimum of 8 points.

No variation, such as narrow or condensed font styles, is acceptable.

There is no margin requirement.

**3. Text** - All text must be 1½ line spacing (Microsoft Word) with the **exception** of:

- Text contained within a table
- Question text
- Image captions
- Testimonials

which can be single lined spaced.

**4. Format** - Newspaper column format will not be accepted. Text must be presented in portrait with the **exception** of:

- Tables
- Graphs

which will be accepted in landscape.

**5. Pages** - All pages are required to be numbered. The final submission must have no more than 31 pages including cover page and all text graphs and images. **One point per page will be deducted for every page over 31.** A maximum of five points will be applied. Exception to 'Excellence in Food Tourism' category, this must be no more than 21 pages.

A contents page is not accepted

- Hyperlinks are not to be included within your submission
- PDF Size - Your submission must be no more than **20MB** when you upload.

## What do I submit electronically?

- Nomination details
- Entry details
- A PDF version of submission, including cover page. Refer to the rules for entry for specific formatting guidelines.
- A description of no more than 100 words of your company/product, which will be used by media, for announcements at the presentation ceremony, in promotional material and on website listings. As this will be edited and compiled by people who have not viewed your submission, please remember to include your company/product name and where you are located geographically.
- Ten images – jpeg format only, 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. (Note: 500 dpi files in a JPEG format are required). Note: The national awards event production prefers high-resolution images (1920x1080 in dimensions)

## 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 and at no time will your submission be downloaded.

## Lodgement

Please ensure your submission is lodged electronically to the eAwards portal by **Thursday 22 September 2016**.

***Please note: late entries will not be accepted.***

## Disclaimer

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 awards and the 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 ticking the terms and conditions box, you agree not to bring a claim against any Judge, VisitCanberra or the National Capital Attractions Association in relation to feedback on your submission.

## Judges' decision

All submissions are independently scored by three members of the judging panel. Results are correlated by an Independent Auditor and Chair of Judges and an agreement reached on the winner with the judging panel. A minimum score must be achieved for a winner to be announced in a category. A single entrant category does not guarantee the entrant as a winning entry. A winner or commendation result does not have to be awarded.

## How does the Awards process work?

