



Section 3 | MAKING IT COUNT

Know the Rules

www.mildurabea.com.au

Mildura Business Excellence Awards Inc.

Telephone 0419 241 344 | Email awards@mildurabea.com.au

PO Box 3103 Mildura Victoria 3502

ENTRY GUIDELINES

1 Eligible businesses may enter the 2008 Powercor/PRIME Business Excellence Awards by forwarding a completed submission, as per the entry guidelines.

Should you wish to enter in more than one category a specific submission must be provided for each category entered. An entry will only be assessed in the category which the business has nominated. Entry to bonus awards is automatic and does not require a separate submission.

2 The submission must focus on the achievements or activities that occurred within the qualifying period which is the 2007 calendar year i.e. 1 January 2007 to 31 December 2007.

3 Hard copy entries must be received by the BEA Coordinator by close of business Thursday 1 May 2008 via mail to:
BEA Coordinator
2008 Powercor/PRIME Business Excellence Awards
PO Box 3103
Mildura Victoria 3502

Alternatively, hard copy entries may be delivered in person to the BEA Coordinator at the Mildura Tourism Inc. Boardroom, 62 Madden Avenue, Mildura on Thursday 1 May 2008 only.

It is the entrant's responsibility to ensure that adequate time is allowed for the entry to reach the BEA Coordinator. The organisers accept no responsibility for entries received after Thursday 1 May 2008.

4 Entrants must submit the completed entry form together with two copies of their submission (one original plus a copy). A receipt of submission will be forwarded to the entrant by the BEA Coordinator after the closing date.

5 To substantiate statements of financial viability, a declaration of authenticity will need to be signed by a financial officer, accountant, tax adviser or the like who have viewed your response to Section 2 Business Planning.

6 Winners are encouraged to announce their BEA success in their marketing activities. The BEA Coordinator will provide appropriate logos and the correct representation of the awards following the Gala Awards Ceremony.

Exclusion Note

Businesses inducted into the Hall of Fame are ineligible to enter the same category for the next two award cycles, but may enter other relevant categories.

FORMAT GUIDELINES

Applications in Categories 1 through 16 should be no more than 20 single sided (10 double sided) A4 pages. Applications in Categories 17 and 18 should be no more than 8 pages.

Note: Appendices are not included in the page limit.

Answer all sections and all questions parts. If you do not feel the question is relevant explain why, do not leave it blank. Unanswered questions attract zero points.

Assessment is based on demonstrated excellence in business practices against specific relevant criteria, not on the format of the application. Glossy applications or extensive graphics are not expected, however all questions need to be responded in a concise and legible style.

Applicants are encouraged to reinforce their applications with photographs, photocopies of testimonials, certificates, press articles and any other material that supports your submission. Applicants are reminded that the organisers accept no responsibility for original documents and items lodged with their submission. The organisers recommend that duplicates are submitted and for originals to be sighted during the site visit.

ESTABLISHING ELIGIBILITY

To be eligible to enter the 2008 Powercor/PRIME Business Excellence Awards the business described within the submission must:

- 1 Be located within the Mildura Rural City Council borders, Wentworth Shire Council borders, Robinvale or Euston areas; and
- 2 Have been trading for a minimum of 12 months;

ASSISTANCE IS AVAILABLE

Information Sessions

Free information sessions are run to provide entrants with a greater understanding of the BEA process and what is expected in the submissions. The information sessions also allow entrants to ask questions and seek clarification about any element of the awards program.

Mentor Program

Entrants have access to FREE one-on-one guidance from our professional mentors. Simply register your interest and we do the rest. Further details of the program including the person and time allocated to you will be confirmed within a few days of registering.

Continued overleaf...

Your Local Awards Coordinator

Guidance on the process of entering and any aspect of your application is available from your local awards expert - Angela Drayton. Email to awards@mildurabea.com.au or call 0419 241 344

Copies of Documentation

Want a hard copy? Prefer the ease of an electronic copy? All entry documentation is available for you on the BEA website: www.mildurabea.com.au. Alternatively call Angela Drayton, the BEA Coordinator on 0419 241 344 or pop into Mildura Tourism at 62 Madden Avenue in Mildura or the Sunraysia Mallee Economic Development Board, located on the corner of Deakin Avenue and Ninth Street, Mildura.

More Information

Lots of additional information can be located on our website www.mildurabea.com.au.

Places to find Inspiration

Refer to the website www.mildurabea.com.au to find a list of other websites that may provide some inspiration.

OTHER THINGS YOU SHOULD KNOW

Judging

A team of two judges independently read and score the submissions in a particular category before collaborating as a panel for the final decision. In addition, all entrants are visited or contacted in person by a judge. The judging process is overseen by the Chair of Judges.

To ensure consistency and fairness in judging, the entry guidelines must be strictly met.

Site Visits

The purpose of the site visit is to verify claims made within the submission (for example sighting of a risk management policy), and testing of the overall presentation and experience. The site visit will be prearranged, and the judges have a proforma from which they score each entrant.

The Scoring System

Every entry is scrutinised and the judges work to a strict scoring system. Geographic location, size of company or size of budget are not deciding factors. The return on a campaign with a \$1,000 budget can be more effective, in relevant terms, than a campaign with a budget of \$100,000. It's what you do with it and the results you achieve that count.

Presentation

Submission presentation does not feature in the scoring system. However, presentation reflects pride. The more concise and relevant the entry, the easier and clearer it is for the judges to score.

Supporting documentation is useful to paint the picture and provide evidence but is not essential and, if included should be pertinent to the entry.

Confidentiality

All information submitted is strictly confidential. All persons who may come in contact with your submission, such as the BEA Coordinator and judges, are each required to sign a confidentiality agreement.

All application copies are available for collection from the BEA Coordinator between Monday 14 July 2008 and Thursday 31 July 2008. Any applications not collected by then will be destroyed in the interest of entrant security.

Entry Closing Date

Please ensure your submission is received by close of business on Thursday 1 May 2008. Late entries cannot be accepted. Please plan to get your submission in early.

Grievances

The decision of the judging panel of the 2008 Powercor/PRIME Business Excellence Awards is final. Any grievance should be forwarded to the attention of:

The Chairperson
Mildura BEA
PO Box 3103
MILDURA VIC 3502

DISCLAIMER

The Mildura Business Excellence Awards Inc., the BEA Executive Committee, organising coordinators, event managers, members of the Judging Panel, members of the Mentor Panel, sponsors and the like cannot be held responsible for any damages and/or loss of materials that are submitted as part of an entry. Slides, photos, CD's and videos must be copies or duplicates and not originals.

By entering the 2008 Powercor/PRIME Business Excellence 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 2008 Powercor/PRIME Business Excellence Awards.

Your contact details may also be supplied to agencies engaged on behalf of the award organisers 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 entrants agree not to bring a claim against any judge or the Mildura Business Excellence Awards Inc. organising coordinators or event managers in relation to feedback on their submission.

DATES YOU NEED TO KNOW

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| NOW | Entries open |
| NOW | Register for the mentor program |
| NOW | Commence the mentor program |
| 27 February 2008 | General information session - Wentworth |
| 27 February 2008 | General information session - Mildura |
| 11 March 2008 | Detailed review of entry questions - Wentworth |
| 12 March 2008 | Detailed review of entry questions Questions - Mildura |
| Early April 2008 | Final Q&A Session - Mildura |
| 01 May 2008 | Submissions due (Late entries will not be accepted) |
| 05 May 2008 | Judging commences |
| 28 June 2008 | Results announced and celebrated at the Gala Awards Presentation Ceremony |
| 29 June 2008 | A media campaign to profile winners commences |