

The David Awards
heroes in small business



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HomebizBuzz

Entry Instructions

Please read and follow these instructions. Failure to do so may compromise the judges' ability to accurately assess your business and/or result in your entry not being able to be fully evaluated. Please use the official Entry Form (downloadable from www.thedavidawards.co.nz) for your entry.

Remember to **support claims with factual data and examples**. For instance, if you claim an increase in sales show your sales figures have risen by 20%, or if you say you have the best widget in its category include some proof that this is in fact the case. Similarly if you project income for next year, show what assumptions you've based this on and how achievable they are likely to be. We do not insist on financial results being included but they will enhance the robustness of your entry. The judges may request access to financial data if necessary.

Remember, **your entry is judged on the basis of the information you provide**. Something that might be obvious to you might not be obvious to someone less familiar with your business.

Keep your entry to the allowed length. You may submit up to 5 A4 pages in 12pt Arial font, using standard single line spacing for each entry. You may also provide supporting information, samples of your work or products, etc., but they are not part of your official entry and while the judges may find them helpful, you cannot assume they will be considered. The entry form must be able to stand alone and represent a complete entry on its own.

Category information

Please complete separate entries for each category you wish to enter. Each entrant may enter up to three separate categories from the following.

Most outstanding fledgling business

A start-up business which is under two years young - smart, quirky, or just

very professionally set up.

- Most outstanding transitional business**
A promising business which has moved beyond the start-up phase and is more than 18 months old, which has a proven track record and some or all of the plans/people/systems/processes in place to make a well-above-average future a reality. This award seeks to recognise a business planning for and/or coping with the changes required to take a business through expansion and significant growth.
- Most outstanding triumph over adversity**
A business which has succeeded in spite of challenges beyond the usual.
- Most outstanding lifestyle business**
A business which epitomizes the ability to integrate business and lifestyle, with the owner(s) to take advantage of its flexibility to fit income generation around spending time on family or leisure activities or other pursuits.
- Most innovative business**
A business which embraces new or clever ways of going about things. This can be either an approach to systems and processes, or the actual product or service provided as long as innovation permeates the business itself.
- Most inspired use of technology**
A business which leverages technology in many guises to enhance efficiency, mobility and keep overheads to a minimum.
- Most inspired use of marketing**
A business which punches above its weight in terms of getting the word out, achieving profile and attracting business.
- Most community-minded business**
A business which gives back to its community, e.g. local, regional or industry sector, in ways, shapes or forms which benefit the community significantly.

All category winners will automatically be considered for the Supreme Award.

Where to send your entry

Entries must be received by 5 p.m. on 30 July 2010-. Late Entries, together with full Late Entry Fee, must be received by 5 p.m. 20 August 2010, to be accepted into the 2010 Awards.

Please send 2 bound copies of your entry (only one copy of collateral is required should you choose to include something of this nature) to:

The David Awards: Heroes in Small Business
PO Box 32 610
Devonport
Auckland
New Zealand

Or courier to:

The David Awards: Heroes in Small Business
59 Lake Rd
Devonport
Auckland
New Zealand

A soft copy (Word document or PDF) must also be emailed to entries@thedavidawards.co.nz. Please include both the business name and category in the subject line (separate soft copy for each category entered).

Late Entry Fee

A Late Entry Fee of \$95.00 + GST per entry is charged. **This fee is applicable for entries received after 30 July and before 20 August 2010.**

Methods of payment

If your entry is received after 5 p.m. 30 July 2010 and before 5 p.m. on 20 August 2010, each category entry must be accompanied with payment of \$95.00 incl. GST.

Payment can be made by cheque, credit card or directly to the bank account specified.

Queries

If you have any questions please email queries@thedavidawards.co.nz.

The fine print

1. The judges' decisions in all respects are final and no correspondence will be entered into.
2. Entries may be reassigned to alternative categories, judges may choose not to make awards in certain categories, categories may be omitted or combined or other changes may be made at the judges' discretion.
3. By submitting your entry you are vouching for the accuracy of all information supplied, and agreeing to the terms and conditions of entry. You are also agreeing to make yourself available to media for publicity purposes, and for the name of your business, your name(s) and other

- information, including photographs, to be provided to the media in the course of promotion of the awards or announcement of the winners.
4. In submitting an entry you agree to receive communications from the organisers, judges and sponsors, including special offers and/or prizes which may require the registration of your contact details on databases belonging to one or more of the aforementioned parties.
 5. By entering these awards you agree to make yourself and your premises available for a site visit from the judges, at the judges' discretion, if you are selected as a finalist. You also agree to provide an affidavit from your accountant regarding the financial security of your business, if required.
 6. A standard entry form must form the basis of every entry.
 7. Material submitted as part of an entry may be retained or destroyed by Home Business New Zealand Ltd at its discretion. If you wish material to be returned you need to make the necessary arrangements and pay any relevant costs. Home Business New Zealand Ltd, its agencies, the judges, and anyone else connected with these awards will not be liable for loss or damage arising from damaged, lost or misplaced entry material or for loss or damage incurred in any other way.
 8. Where word limits have been given for answers, please do not exceed them. Should this happen, judges will be instructed only to read the part of your answer with fits the word limit and ignore the rest.
 9. Only businesses with a physical address in New Zealand are eligible for entry to these awards.
 10. Winners will be announced on www.thedavidawards.co.nz and www.homebizbuzz.co.nz on 6 October 2010.