



## CONDITIONS OF ENTRY

- The PAN PAC Hawke's Bay Business Awards 2021 are open to any; sole proprietor, partnership, incorporated society, limited liability company, educational institution, local or central government organisation, charitable or not for profit organisation, with its principal place of business based and trading in the Hawke's Bay region.
- Organisations that are part of a larger national or international organisation must be able to demonstrate that it operates as a separate business unit in Hawke's Bay
- Business has been operational for one complete financial year
- No existing sponsor can enter the awards
- All entries will be reviewed by the judging panel and short lists developed for those organisations will be visited on site by the judges
- All entrants must agree to be interviewed by a judging team if requested to do so and this may involve one or two site visits. Site visits are made by judges who work in pairs. Entrants should note that judges' visits typically take one to two hours
- These awards are regarded as the premier business awards in Hawke's Bay. Applicants must disclose any issues that may compromise the integrity of the awards or cause their organisation to discontinue in the next year. Those issues may include legal action, law changes, possible loss of funding or other risks
- Entrants may be requested to provide a copy of their last two year's financial accounts during the judging process. It is a condition of entry to meet this request in a timely fashion. (Please note that the review of the accounts is independently made, and the detailed material is not made available to other judges)
- The Chief Judge may, where appropriate, suggest that an entrant change or add to the particular categories entered
- Entrants may use consultants or other outside assistance to help them prepare their entries. However, the providers of any such external assistance are not permitted to be present during any judge's visits or interviews
- All entries are treated with confidence and each judge is required to sign a confidentiality agreement, which prevents them from divulging any information they gain in relation to entrants
- Judges will not judge any organisations where a conflict of interest arises. Once judging has been completed, with the exception of executive summaries, which may be used for promotional purposes, all entry submissions will be destroyed
- All entrants must agree to take part in publicity that has been organised by the Hawke's Bay Chamber of Commerce. All entrants are encouraged to attend:
- The PAN PAC Hawke's Bay Business Award dinner to be held on Friday 12<sup>th</sup> November at Toi Toi in Hastings. This is a formal event during which the awards ceremony is held, and the finalists and winners are announced. All winners are to co-operate with reasonable requests for publicity from the category sponsor.
- Decisions of the judges are final, and no correspondence will be entered into
- Entries must be received by 4pm **Friday, 10<sup>th</sup> September 2021** via the online platform [www.hbbbusinessawards.nz](http://www.hbbbusinessawards.nz)