

1. A number of categories are applicable for entry into the British Chamber of Commerce (BCC) national annual awards. If you enter one of the applicable categories and you are a Member of the Chamber of Commerce Herefordshire and Worcestershire, unless you state otherwise on your entry form your entry will automatically be submitted into the BCC awards. Details about the BCC awards and the £50,000 cash prize your business could potentially win can be found at [www.chamberawards.co.uk](http://www.chamberawards.co.uk).
2. As part of the judging process, all entries will be reviewed by Business Link West Midlands. Reviews may take the format of a telephone call or a visit to your premises. As soon as we receive your application your details will be forwarded to Business Link who will contact you direct.
3. It is free of charge for both members and non members to enter the Chamber of Commerce Herefordshire and Worcestershire awards. Entries from non members will not be submitted free of charge into the British Chambers of Commerce (BCC) awards. Information about the cost of entering the BCC awards for non members can be found at [www.chamberawards.co.uk](http://www.chamberawards.co.uk).
4. Nominated companies must be located within Herefordshire and Worcestershire. Local offices of regional, national and multi-national companies located outside this area are also eligible BUT the achievements must relate to local activity.
5. Please note that the maximum word limit is 2000 words. This word count does not include questions or rules. Your entry will be disqualified if it exceeds the word limit.
6. Entries are treated in confidence.
7. All entries must be submitted electronically.
8. Supporting information is not permitted unless it forms part of the entry document e.g. testimonials. A maximum of five insertions (e.g. tables, graphs or photos) may be included within the entry form. Please be aware that any website links used within your entry will not be activated by the judges. Supplementary information may be requested at national judging level.
9. Entries will be judged by an independent and impartial panel of judges.
10. Finalists from each category will be informed prior to the Awards ceremony. Award winners will be announced at The Chamber Business Awards 2009 ceremony on Friday 17th July at Malvern Theatres.
11. Entry to more than one category is allowed.
12. Applicants must be authorised to enter their organisation into The Chamber Business Awards 2009. Management of the business must consent to the nomination.
13. Entries should be in English and word processed.
14. All entries will be acknowledged on receipt. Information included in entries will become the property of the Chamber of Commerce Herefordshire and Worcestershire. Entries will not be returned, unless requested.
15. Proof of sending entry (by email or post) is not proof of receipt.

16. Winning entries will be publicised. Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application. Winners may be requested to participate in post event publicity.
17. The organisers reserve the right to withdraw an award from any applicant supplying false information within their entry. Judges reserve the right to audit any information supplied.
18. The finalists in each category will need to provide the judges with three latest sets of audited profit and loss accounts (young companies should submit as many years as possible) and some projection of next year's performance.
19. The closing date for entries is Friday 24th April 2009, 4.00pm. Entries arriving after the deadline will not be accepted unless previously agreed with the organisers.
20. Award winners may state in advertising/promotional activity and on their stationery that they are a winner but this must include the category and the year in which the award was won.
21. If you are successful in any of the categories you must be available at a mutually convenient time between 3-26 June for an interview at your premises with our judging panel.
22. The judges' decision is final and no correspondence will be entered into.
23. By registering and completing an entry for the awards you agree to these terms and conditions.