OFFICIAL ENTRY PACK & GUIDELINES

HAURAKI COROMANDEL BUSINESS AWARDS

HAURAKI COROMANDEL BUSINESS AWARDS

2017 Categories

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SUPREME AWARD	
Supreme Award	smart environmental

SECTOR	
Manufacturing & Trade	PlaceMakers WHITIANGA
Retail	POSITIVE PAEROA
Community	Richardsons Real Estate Ltd MREINZ Licensed REAA2008
Tourism/Hospitality	mighway LET THE JOURNEY UNFOLD
Primary/Rural	LYNCH & PARTNERS

COMPETENCY	
Excellence in Sustainable Practices	OCEANAGOLD WAIHI OPERATION
Emerging Business	bnz
Innovative Business	HIKAKA INVESTIGATIONS purveyors of fact

PEOPLE'S CHOICE	
People's Choice	Unichem Heather Moore Pharmacy

In the best interests of your business, your category may be changed by the judges. In this instance full consultation will be made with the entrant business. The Chief Judge's decision will be final. The People's Choice Award winner **only** will not be eligible for the Supreme Business of the Year Award. No information will be disclosed to individuals or organisations other than the judges and Awards Convenor.

HAURAKI COROMANDEL BUSINESS AWARDS

What is Required?

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What must be provided

All entrants must provide a completed application including: -

- Executive Summary (maximum 2 pages of text)
- Answers to the questions for your category
- Financial Viability Statement – a signed, scanned statement from your Accountant (less than 3 months old)
- A business 'bio' (150 word summary), 5 high resolution (1MB and above) photos of your business in jpg format and a high resolution logo in either eps, jpg or png format (example below)

For example:

Waikato Innovation Park
"Growing Technology Business"

Remember, where possible all questions need to be completed, regardless of which category you are entered into. Non-completion of any section of your entry will lessen the overall scoring potential of your submission and therefore the chances of making it through to becoming a finalist.

Make sure your submission is clear and concise, using the facts and statistics to illustrate your narrative. Tables, figures and graphs are encouraged however each section of your submission MUST be within the specified page limit for text.

All entrants must submit all supporting documentation electronically – or in writing. This can include graphs, tables of data, examples of process forms or any other information to support claims made in your entry.

If your support information relates to more than one question, please clearly state this on the header text of the document.

If you wish to supply other information (video links, social media feeds, etc.) please copy the website URL (address) into the relevant section of your entry form.

Finalists will receive a visit from the judges.

Note: All entries and supporting information will remain confidential and will be viewed only by the judging panel. All of our judges sign a confidentiality agreement and all documentation will be removed from the servers within two months of the awards presentation.

HAURAKI COROMANDEL BUSINESS AWARDS

Submission & Conditions

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Please make sure you have completed all sections as per the guideline chart and that you are entering the appropriate category for your business.

All entries are to be submitted electronically or in writing.

You can either:

- Collate and create one PDF file with your entire entry, then upload at www.haurakicoromandelbusinessawards.co.nz
- Collate all documents and save as a single ZIP file and email to info@haurakicoromandelbusinessawards.co.nz
- Collate all documents and save into a Dropbox folder, and share the folder by emailing the link to info@haurakicoromandelbusinessawards.co.nz
- Collate all documents and post to: Waikato Innovation Park, c/o Mediaworks Coromandel, PO Box 962, Thames 3540.
  Attention Hauraki Coromandel Business Awards Convenor

We suggest:

- Answer each question on a separate page
- Insert any graphics or images into the word document in the relevant place
- Save the document as a PDF
- Merge all documents and supporting information in order then upload to the website address above
- OR: Zip all separate PDFs (and supporting info) into one ZIP file
- OR: Save all into one Drop box folder

Conditions of Entry:

- 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 in, and trading in, the Hauraki Coromandel Districts is eligible to enter the awards.
- An organisation that is part of a larger national or international organisation or franchise must be able to demonstrate that it operates as a separate business unit.
- Applicants must disclose any issues that may compromise the integrity of the awards or cause their organisation to discontinue in the next year. These issues may include legal action, law changes, possible loss of funding or other risks.
- All entrants must agree to take part in publicity as part of the Awards Programme.
- All entrants agree to be visited by Judges if they are selected as a category finalist.
- Entrants must provide a signed statement from their Accountant confirming the financial viability and going concern status of the business. An example is provided in this pack.
- All entrants are *encouraged* to attend the Workshops and Gala Dinner event – however this in not compulsory.
- Entrants *may* use consultants or other outside assistance to help them prepare their entries.
- The organisers may suggest that an entrant change category, or consider an entry into a specialist category.
- All entries are treated in strictest confidence.
- The Awards Convenor, Sponsors and TCDC/HDC Board/Staff have no input or involvement in the judging process. This process is handled **wholly** by Waikato Innovation Park.
- Judges will not judge any organisation where a conflict of interest arises.
- Decision of the judges is final and no correspondence will be entered into.
- There is no cost to participate as an entrant.
- By entering these awards, you are consenting to agree to the above conditions.

HAURAKI COROMANDEL BUSINESS AWARDS

2017 Hauraki Coromandel Business Awards

ENTRY COVER PAGE

Please fill in the information below to attach to your entry.

Business name: _____

Contact person: _____

Address: _____

Email: _____

Website address: _____

Contact phone number: _____

Category or categories your business is entering:

☐ Manufacturing and Trade ☐ Retail ☐ Community ☐ Tourism and Hospitality

☐ Primary / Rural ☐ Innovation ☐ Emerging Business ☐ Excellence in Sustainable Practices

Have you included:

☐Executive Summary (maximum 2 pages of text)

Including but not limited to:

- ☐ An introduction to your business,
- ☐ The business ethics, aims and objectives
- ☐ Demonstrate your uniqueness, your successes, your vision
- ☐ How your values are entrenched in this business sector.

☐ Answers to the questions for your category

☐ Financial Viability Statement – a signed, scanned statement from your Accountant (less than 3 months old)

☐ A business 'bio' (150 word summary),

☐ 5 high resolution (1MB and above) photos of your business in jpg format

☐ High resolution logo in either eps, jpg or png format.

☐ Any testimonials

Please forward your application to either:

- Collate and create one PDF file with your entire entry, then upload at the www.haurakicoromandelbusinessawards.co.nz website
- Collate all documents and save as a single ZIP file and email to info@haurakicoromandelbusinessawards.co.nz
- Collate all documents and save into a Dropbox folder, and share Dropbox folder by emailing link to info@haurakicorormanelbusinessawards.co.nz
- Collate all documents and post to: Waikato Innovation Park, c/o Mediaworks Coromandel, PO Box 962, Thames 3540. Attn: Awards Convenor

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HAURAKI COROMANDEL BUSINESS AWARDS

LYNCH & PARTNERS

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LYNCH & PARTNERS RURAL / PRIMARY

Recognises the achievements of a business that operates right across the rural or primary industries sector.

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to this business sector and the wider business community
- Effective financial management
- Job creation
- Service and infrastructure development
- Positive impact on communities or people
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

PlaceMakers® WHITIANGA

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PLACEMAKERS MANUFACTURING AND TRADE

Recognises a business which best demonstrates the use of effective methodologies and techniques that focus on improvements in quality, cost, production, physical waste reduction, customer service and safety.

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to this business sector and the wider business community
- Effective financial management
- Job creation
- Service and infrastructure development
- Positive impact on communities or people
- What makes your business special
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

Richardsons Real Estate Ltd MREINZ Licensed REAA2008

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RICHARDSONS COMMUNITY

Recognises leading organisations whose ongoing work or a specific project undertaken results in outcomes which are visionary, high impact and transformative, embodying the qualities that define excellence including outstanding generosity, creativity, innovation, commitment and courage.

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to this business sector and the wider business community
- Effective financial management
- Job creation
- Service and infrastructure development
- Positive impact on communities or people
- What makes your business special
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

POSITIVE PAEROA

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POSITIVE PAEROA RETAIL

Recognises *a business or service whose prime function is the sale of goods or services face to face or online. These include privately owned service based businesses , shops or franchises.*

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to the wider business community
- Effective financial management
- Job creation
- Service and infrastructure development
- Positive impact on communities or people
- What makes your business special
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

mighway
LET THE JOURNEY UNFOLD

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MIGHWAY
TOURISM / HOSPITALITY

Recognises a business that excels in delivering quality experiences in the tourism and hospitality industry including accommodation, activity, transport, dining and retail businesses.

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to the wider business community
- Effective financial management
- Job creation
- Service and infrastructure development
- Positive impact on communities or people
- What makes your business special
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

bnz

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BNZ EMERGING

Recognises a business that has achieved significant business growth during the last one to three years as a result of effective planning and delivery. The business must have started trading after 31 March 2014 and to have been operating from that date up to 31 March 2017.

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to the wider business community
- Effective financial management
- Job creation
- Positive impact on communities or people
- What makes your business special
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

HIKAKA INVESTIGATIONS
purveyors of fact

smart environmental

HIKAKA INVESTIGATIONS INNOVATION

This category is designed to recognise and celebrate business innovation in all of its forms - whether it be a product, service, process or business.

Include information/answers to the below: -

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Contribution to the wider business community
- Effective financial management
- Job creation
- Positive impact on communities or people
- What makes your business special
- Highlight the innovation you have created
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

OCEANAGOLD WAIHI OPERATION

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OCEANA GOLD
EXCELLENCE IN SUSTAINABLE PRACTICES

Recognises businesses that incorporate environmentally sustainable practices into their strategy and execution.

Include information/answers to the below

- An introduction to your business
- A link to your website or contact information & email address
- The business ethics, aims and objectives
- Demonstrate your uniqueness, your successes, your vision
- How your values are entrenched in this business sector
- Overview financial summary / statement
- Images
- Any testimonials

What the judges are looking for:

- Recognition of, communication of, and support of environmentally sustainable practices
- How your organisation supports the greater environmental sustainability of the Hauraki Coromandel Districts
- Evidence of the organisation's support of staff involvement in environmentally sustainable projects
- Service and infrastructure development
- Positive impact on communities or people
- What makes your business special
- What gives your business the competitive edge
- Why your business should win

HAURAKI COROMANDEL BUSINESS AWARDS

Unichem Heather Moore Pharmacy

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PEOPLE'S CHOICE

To win this award, nominees must gather as many votes as possible by September 20th, 2017 to prove that they are the People's Choice.

- Nominations open from June 15th and close July 31st - voting is from August 8th to September 20th.
- Nominees will be contacted prior to voting for a short description about the business which will then be posted onto the official website for people to then vote.
- Nominations and voting will take place through the Award's website and Facebook page.
- The winning business will be announced at the Hauraki Coromandel Business Awards on September 28th 2017.
- People's Choice only sits outside the Supreme award.

HAURAKI COROMANDEL BUSINESS AWARDS

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FINANCIAL VIABILITY STATEMENT

{Letterhead from accountant or practice signing the letter. If you are a very small business without an accountant a bank statement showing financial viability will be accepted)

Date

Awards Convenor

_____
_____
_____

To whom it may concern:

ENTRY OF {insert relevant business name} to the Hauraki Coromandel Business Awards 2017.

As the external accounting advisors to this business, we are able to confirm that based on the most recent full set of annual accounts for {insert business name}, we believe that this business has a sound financial basis and is a genuine going concern.

On the basis of the information supplied to us, we can report that the current financial status of {insert business name} is such that we expect this business to continue operating over the next twelve months and beyond.

Yours faithfully,
{signature required}

{insert accountant name and contact details}

NOTE: This statement is based on information supplied to this accounting practice by the entrant and is not to be taken as amounting to a warranty or representation of fact by this organisation or its employees.

THIS STATEMENT IS COMPULSORY – PLEASE SCAN YOUR ACCOUNTANT LETTER AND INCLUDE WITH YOUR ENTRY
IT MUST BE COMPLETED BY YOUR EXTERNAL ACCOUNTANT

HAURAKI COROMANDEL BUSINESS AWARDS

Waikato Innovation Park "Growing Technology Business"

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SUBMIT YOUR ENTRY

All entries are to be submitted electronically OR by hard copy.

You can either:

- Collate and create one PDF file with your entire entry, then upload at the www.haurakicoromandelbusinessawards.co.nz website
- Collate all documents and save as a single ZIP file and email to info@haurakicoromandelbusinessawards.co.nz
- Collate all documents and save into a Dropbox folder, and share Dropbox folder by emailing link to info@haurakicororманelbusinessawards.co.nz
- Collate all documents and post to: Waikato Innovation Park, c/o Mediaworks Coromandel, PO Box 962, Thames 3540. Attn: Awards Convenor
- All finalists will receive a certificate, all winners will receive a trophy and recognition through press releases and advertising to announce winners in print and radio. The Supreme award will also receive $1,000 prize money.

The Awards Convenor will then forward all information to the Waikato Innovation Park judging panel.

Remember: You must provide evidence to support your claims.

Please include any supporting documentation including financial data, performance reports, strategic/operational plans, examples of quality processes or regulatory forms, data tables, graphs, images, photos, other forms of media (video, sound bite, etc.).

This supporting documentation needs to be clearly marked and referenced to the relevant section, and conform with the guidelines.

Timeline

15th June – Entries Open
27th June – Coromandel Town
29th June –Whitianga information workshop hosted by Waikato Innovation Park - 4pm, Mediaworks Whitianga
4th July – Workshop Paeroa 11am, HDC offices , Thames 2pm TCDC offices.
5th July – Workshop Ngatea – HDC offices 2pm
6th July– Workshop Whangamata TCDC 2pm, Tairua 4pm, Tairua Rugby Club. info@haurakicoromandelbusinessawards.co.nz)
13th July – Workshop Waihi 8am, Eaten Café, 34 Rosemont Road, Waihi
31st July – Entries for awards and nominations for People's Choice Award close.
8th August - 20th September – People's Choice voting
31st August – Finalists announced
1 - 15th September – Judges visit to finalists
20th September – People's Choice voting closes
28th September – Gala event to announce winners at Puka Park Resort, Pauanui.

HAURAKI DISTRICT COUNCIL · THAMES COROMANDEL DISTRICT COUNCIL · MORE FM COROMANDEL PENINSULA

Unichem Heather Moore Pharmacy · Richardsons Real Estate Ltd REINZ · OCEANAGOLD WAIHI OPERATION · HIKAKA INVESTIGATIONS purveyors of fact · LYNCH & PARTNERS · bnz · PlaceMakers WHITIANGA · mighway LET THE JOURNEY UNFOLD · POSITIVE PAEROA