

Kilkenny Business Awards 2017

Award Criteria and Conditions for Entry

All information and supporting information supplied by applicants in their application form, or as part of the assessment or interview process will be treated in strictest confidence and all data supplied will remain confidential and be viewed only by the Independent Judging Panel.

Award Categories for Nomination:

Businesses may choose to enter up to three of the following categories (See below details of specific criteria applicable to certain categories of awards).

- AGRI BUSINESS OF THE YEAR
- FOOD & DRINK PRODUCER OF THE YEAR
- EXPORTER OF THE YEAR
- EXCELLENCE IN COMMUNICATIONS
- INNOVATION IN BUSINESS
- CORPORATE SOCIAL RESPONSIBILITY
- EXCELLENCE IN HOSPITALITY
- CUSTOMER SERVICE EXCELLENCE
- SERVICE PROVIDER OF THE YEAR
- RETAILER OF THE YEAR
- EMPLOYER OF THE YEAR
- EMPLOYEE OF THE YEAR
- CULTURE/HERITAGE TOURISM AWARD
- INFORMATION COMMUNICATIONS & TECHNOLOGY
- CRAFT PRODUCER OF THE YEAR
- FAMILY BUSINESS OF THE YEAR
- EMERGING NEW BUSINESS
- SMALL BUSINESS OF THE YEAR
- INVESTMENT IN SKILLS, TRAINING & DEVELOPMENT OF STAFF
- ENVIRONMENTAL AWARD

Overall Business/Person of the Year: *Sponsor: STATE STREET*

The winner of this award will be selected from overall category winners, as decided by the Independent Judging Panel based on scoring awarded from assessment of application and Shortlisted Interview Process.

In addition to the Business of the Year award and the above category awards, the Chamber President, supported by the Board and its Independent Judging Panel will present the following awards on the evening of the Kilkenny Chamber Awards Gala Black Tie Dinner on **25th November 2017.**

- Lifetime Achievement Award. *Sponsor: Kilkenny Chamber*
- President's Award. *Sponsor: Kilkenny Chamber*

Entry Criteria/Application Process

1. Entry to the Awards is FREE of charge and open to all registered businesses operating in Kilkenny.
2. Businesses must have offices in Co. Kilkenny and be in operation for at **least 12 months**. Category sponsors, event partners and Chamber Board Members are excluded from entering their businesses in the awards. However, individuals within their organisation(s) may participate under the Employee of the Year category.
3. **Nominations** for awards (using the official Kilkenny Business Awards 2017 Nomination Form) available from the Kilkenny Chamber website www.kilkennychamber.ie **must be received at Kilkenny Chamber offices no later than 5.30pm on 18th September 2017**.
4. A business can be nominated for any number of categories but are restricted in their application to a maximum of 3 categories. Businesses are also allowed to self nominate and are encouraged to put forward internal teams/departments for consideration.
5. **Application forms and criteria for entry** for Kilkenny Business Awards 2017 can be downloaded from www.kilkennychamber.ie or are available from the Chamber office.
6. **Completed application forms** must be submitted by post, email or hand delivered addressed to Kilkenny Business Awards 2017, Kilkenny Chamber Offices, The Maltings, Tilbury Place, James St., Kilkenny. Completed applications must be received no later than **6th October 2017** or such other date decided by Kilkenny Chamber if an extension is introduced. All applications must be signed and dated by the business nominee, owner or manager/managing director of the business.
7. Applications can be supported by relevant documentation that evidences the business commitment, competence, performance and customer feedback in all aspects of their business relevant to the application/award criteria and assessment process. All such documentation must be attached to the official application. (Please note this data cannot be returned so please submit copies where originals are required to be maintained by the business). Please keep all marketing, promotional and testimonial materials to a minimum unless required as evidence to business strategies and plans as part of the application.
8. All applications received will get a confirmation of entry email verifying receipt of entry.
9. If in the opinion of the awards adjudication panel and Independent Judging Panel, nominations and applications received for a particular category do not meet the laid down criteria or reach an appropriate standard of application and are thereby deemed not to meet standards required for short listing for that particular category award, it may be the case that no such award will be made in that particular category. The awards adjudication panel, on review of applications received, also reserve the right to advise applicants that they are being considered for alternative or additional award categories short listing than those originally entered.
10. In the case of **Small Business Award category**, it is a pre-requisite for entry that the business employs no more than 10 people and has a turnover of less than €500,000 p.a. In the case of the **Emerging New Business Award category**, it is a pre-requisite for entry that the business is in existence for less than 3 years.
11. **The Exporter of the Year Award** is open to businesses that are in the creation and exportation of products, knowledge management and services out of Ireland.
12. The Awards Adjudication Panel in conjunction with the Independent Judging Panel will review all applications in October and a **shortlist of applicants** in each category will be identified for Interview. This shortlist **will be announced in October 2017**.
13. **All shortlisted applicants must be available for final judging interviews on Wednesday 25th October 2017.**

14. Winners for each category will be announced at the official Kilkenny Business Awards 2016 Gala Dinner at Lyrath Estate Hotel on **Saturday 25th of November 2017.**
15. The judging panel's decision is final and binding. Each applicant will have access to the judging panel's scoring of their application and interview by way of feedback on their application if they so wish to officially request this in writing.
16. Canvassing of Adjudication Panel, Independent Judging Panel or Awards Organisers will lead to automatic disqualification.