**Guidance for Submissions**

**The deadline for submissions is Friday 15th February 2019**

**Criteria**

The aim of this award scheme is to reward excellence within the British Precast membership and to publicise Innovation in the industry.

Topics might include:

* Manufacturing process innovation;
* Product innovation;
* Innovation in marketing;
* Service delivery;
* Performance improvements and efficiency;
* Procurement process;
* Logistics, and
* Innovation in project design and/or construction techniques.

*This list is not exhaustive. Please note that projects relating to sustainability and health and safety should be submitted to the Sustainability Award and Health and Safety Award Schemes respectively.*

**PLEASE NOTE:** Any number of entries may be submitted from a company or site.

**Entries should comprise the following**:

* A completed entry form.
* An executive summary that provides an accurate representation of the project that can be used after the awards as a basis for promotional purposes. This must be a maximum of 200 words.
* All entries shall be supported by appropriate photographs or illustrations. These shall be saved separately as JPEG files and should be of high resolution.
* The entry form must be signed by a director of the company and be accompanied by a soft copy of the project entry which can be sent in USB, email or cloud storage sharing.

**General Conditions**

1. Entries may be submitted by any of the parties listed on the entry form.
2. Any or all of the Judges must be allowed access to any project submitted to enable them to inspect it prior to recommending it for an award.
3. The Judges will have the right to reject any entry for which the documentation does not in the opinion of the Judges comply with the above details.
4. All materials submitted in connection with entries shall become the property of British Precast.
5. British Precast reserves the right, without the payment of fees or royalties, to make whatever use it may consider desirable of all material submitted in connection with the entries, including the publication of photographs and names, and to select from the entries at its own discretion material for exhibition or publication, irrespective of the results of the award.
6. The decision of the Judges shall be binding on all persons. The discretion of the Judges to make or withhold an award or awards is absolute. No form of discussion or correspondence relating to any decisions will be entered into by the Judges.
7. The Judges may make no awards if suitably outstanding entries are not submitted.
8. By submitting an entry for this award, the party making the submission hereby warrants to the Judges and to British Precast that it owns the copyright to all of the plans, photographs and other images submitted, or has obtained the copyright owner’s consent to the submission, and the potential use of them as outlined in the paragraphs above, and the party making the submission hereby indemnifies British Precast and the Judges against any liability that may arise out of the submission to, or use by, British Precast of any such plans, photographs or other images, howsoever arising.

**One Entry Form for each distinct Entry. Entries will be considered for any additional categories and do not need to be duplicated.**

**All entries shall be submitted to: amy.potter@britishprecast.org**

**Entry Form**

|  |  |
| --- | --- |
| **Entrant Company:** |  |
| **Entrant Contact Name:** |  |
| **Site Name:** |  |
| **Project Name:** |  |
| **Address:** |  |
| **Tel:** |  |
| **Email:** |  |
| **Brief Description of Entry:** |  |
| **Location of Manufacture:** |  |
| **Details of supporting references –****client/contractor/subcontractor/ architect/consulting engineer:** |  |
| **List and append any relevant certification e.g BBA:** |  |
| **Describe any patents, licence agreements etc. relevant to the application and their ownership:** |  |
| **List and append any relevant research and test reports:** |  |
| **List any relevant web-based materials with URL’s:** |  |
| **Describe involvement in any Constructing Excellence demonstration projects or entries into other competitions:** |  |
| **Please attach any relevant photographs, diagrams to the application. We would prefer that the images are sent on CD as 300 dpi JPEG or equivalent:** |  |
| **Please make the case for your entry here – use additional pages as required.** |  |
| **Senior Manager Signature:** |  |
| **Date:** |  |

