Rules for Entry

Thank you for nominating for the 2016 Outback Queensland Tourism Awards! To assist the judging process please make sure you adhere to the Rules for Entry.

1. You are encouraged to enter the category that best reflects your core business. If you are entering more than one category, a separate and complete nomination and submission must be submitted electronically for each category.

2. Achievements or activities referred to within your entry must relate to the qualifying period 1 July 2015 – 30 June 2016. Exceptions apply to seasonal facilities and the following categories:
   - Festivals & Events
   - Destination Marketing
   - New Tourism Business

3. Unanswered questions will attract zero points. If you feel that you cannot answer a question please discuss this with Teagan Thompson. If you still feel the question is not relevant please explain your reasons within your submission.

4. Entrants must be based or operate in the state or territory of their nomination. An exception to this rule exists where there is a genuine community of interest allowing an entrant to choose to nominate in another state/territory’s Awards program. To qualify for this exception the entrant must be able to demonstrate proof of membership in a relevant association OR provide a letter from that state/territories tourism office confirming the entrant’s participation in marketing campaigns or activities.
   Should a company have individual operational branches or properties in other states/territories they may enter the individual state/territory awards as long as the majority of the submission focuses on the activities undertaken in that state/territory.

5. An entrant, such as a chain or franchise that has multiple products, must enter each product individually if they want each business to be able to promote the achievement of winning a tourism award.
   Alternatively, the business may enter but the logo may only be used by the corporate entity, not the individual products.

6. An entry cannot be moved into another category following the closing date for lodgement of submissions.
7. If at any time following submission of an entry the business being put forward goes into administration, voluntary receivership, liquidation or bankruptcy, the entrant is required to advise the Tourism Awards Coordinator (Teagan Thompson) and accepts that the submission will no longer be eligible for an award.

8. Please note that all 2016 Queensland Tourism Awards entrants are now required to be certified or accredited in order to be eligible – this is not necessary for the Outback Awards. See the full Queensland Tourism Awards criteria for more information if you are applying at state level.

Compliance with Competition Rules

To ensure consistency and fairness in judging, the Rules for Entry must be strictly met. Failure to adhere to the five formatting rules below will incur a deduction of one point per rule stated 1-3. Item 4 – Pages – can incur a maximum deduction of 5 points.

Note: In some categories the competition is very close and the deduction of any points could be the difference between winning and losing.

1. Cover Page - The cover page must be included and clearly marked with:
   - The name of the business being entered;
   - The category entered;
   - The state/territory tourism awards entered including the year; (e.g. 2016 Outback Queensland Tourism Awards)
   - An image of the product entered is helpful.

2. Font - All font within your submission must be 12 point (including text size within a table) Times New Roman, Calibri, Tahoma or Arial with the exception of:
   - Image captions
   - Testimonial quotes
   which must be a minimum of 8 points.
   No variation, such as narrow or condensed font styles, is acceptable. There is no margin requirement.

3. Format - Newspaper column format will not be accepted. Text must be presented in portrait with the exception of:
   - Tables
   - Graphs
   which will be accepted in landscape.

4. Pages - All pages are required to be numbered. The final submission must have no more than 31 pages including cover page and all text graphs and images. Failure to adhere to this rule will incur – 1 point per page – up to 5 points maximum deduction. A Contents page is not necessary or desirable.
What Do I Submit?

Use this checklist to make sure your submission is complete:

- **A PDF version of submission**, including cover page.
- **A description** of no more than 100 words of your company/product, which will be used by media, for announcements at the presentation ceremony, in promotional material and on website listings. As this will be edited and compiled by people who have not viewed your submission, please remember to include your company/product name and where you are located geographically.
- **Five images** – jpeg format only, illustrating the entrant's operation should accompany each submission in each category entered. By supplying images you ensure maximum exposure at the presentation ceremony and in official advertising and publications. (Note: please ensure all images are high-res).

Site Visits

Site visits will only occur in the event of two submissions being too close to decide a winner based on the written application. The purpose of the site visit is to assess the business being nominated and for verification of claims that may be made within the submission. Operations are under no obligation to offer a free experience of their product. The site visit will be prearranged at a mutually convenient time and the judges have a proforma from which they work.

Site visit judges will ask to see the following:

- Customer Service Policies
- OH&S policies and Risk Management Policies
- Human Resources Policies
- Sustainability Policies
- Marketing Plans
- Business Plans

The absence of these documents will be reflected in the score.
Disclaimer

By entering the 2016 Outback Queensland Tourism Awards you authorise the use and/or reproduction of images and the 100-word description provided in relation to any editorial/advertising purposes initiated in conjunction with the awards.

Your contact details may also be supplied to agencies engaged on behalf of award organisers/committees for promotional purposes.

Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant’s submission. By submitting, you agree not to bring a claim against any judge, or the Outback Queensland Tourism Association in relation to feedback on your submission.

Judges’ Decision

All submissions are independently scored by members of the judging panel. Results are correlated and an agreement reached on the winner with the judging panel. A minimum percentage/score must be achieved for a winner to be announced in a category. A single entrant category does not guarantee the entrant as a winning entry.