

## Full Terms and Conditions

The following terms and conditions relate to all products and services provided by Campbell Braybrooke Ltd relating to the Energy Efficiency Awards 2023

### 1 Definitions

- 1.1 Nominee - the person or organisation nominated to receive consideration for an award
- 1.2 Applicant - the person placing an order to nominate a nominee in an award category

### 2 Nominations and Entries for an Award

- 2.1 Applicants can register a nomination up until the published Nomination Registration Deadline, or until all available nomination slots are filled.
  - 2.1.1 The Nomination Registration Deadline for the 2023 Regional Awards is one month before the Regional Event takes place and the Deadline for the National Awards is 21st July 2023
- 2.2 Applicants must pay an application fee in order to register a nominee for consideration.
  - 2.2.1 The Application Fee must be paid prior to the applicant receiving access to an application form for their nominee
  - 2.2.2 Nominees will be deemed to be registered for consideration from the time payment of the Application Fee falls due and as such;
    - 2.2.2.1 Applications can only be cancelled up to 24 hours prior to the Application Fee payment falling due
    - 2.2.2.2 The application fee payment is due within 7 days of an order for an application form being raised
  - 2.2.3 Where credit is extended to a company to allow payment of the Application Fee at a later date. Payment of this fee is not able to be cancelled or rescheduled.
  - 2.2.4 Application Forms must be returned to the awards organiser by the published Application Deadline Date. All nominees will be considered based on the information available to the judges at the point of the Application Deadline being reached.
  - 2.2.5 The Application Deadline for the 2023 Regional Awards is one month prior to the date the event is due to take place
  - 2.2.6 The Application Deadline for the 2023 National Awards is 24th July 2023
- 2.3 The organisers reserve the right to disqualify any application that has not been paid for in full by the application deadline date
- 2.4 Application forms can be completed online, or by scanning and emailing a printed version of the form to the organisers
- 2.5 Completion of the application is the responsibility of the person entering the awards, and as such no refund will be made for any incomplete applications.
- 2.6 Applications to enter a Regional Award do not include automatic entry into the National Awards.

### 3 Regional Award Presentation

- 3.1 Each of the Regional Awards will be presented at a Regional Awards Ceremony within the applicable Region
- 3.2 As catering is pre-ordered, tickets to the Regional Awards Presentation can not be cancelled.
- 3.3 All invoices must be paid for within the agreed payment terms stated on the invoice
- 3.4 Any invoice not paid in full by 14 days prior to the Regional Awards Presentation Event may be handed over to our debt collection agents for legal action. This may incur additional charges
- 3.5 Any ticket-holder unable to attend the awards must inform the event organisers prior to the day before the event. We regret we cannot refund or cancel tickets for non-attendance.
- 3.6 The event organisers reserve the right to refuse entry to any ticket-holder whose ticket has not been paid for in full by the morning of the event
- 3.7 Entry to a Regional Awards Presentation Event will be restricted to ticket-holders only

- 3.8 Where a ticket for the Presentation Event has been purchased, the organisers commit only to provide the ticket-holder with a seat for the event, and a 3 course meal on the day.

### 4 National Awards Gala Dinner and Presentation Ceremony

- 4.1 All of the National Awards will be presented at the Gala Dinner and Awards Ceremony in Birmingham on the 29th of September 2023.
- 4.2 Tickets for the National Awards Gala Dinner cannot be cancelled once an order is placed.
- 4.3 All invoices must be paid for within the agreed payment terms stated on the invoice
- 4.4 Any invoice not paid in full by 14 days prior to the Gala Dinner may be handed over to our debt collection agents for legal action. This may incur additional charges.
- 4.5 Any ticket-holder unable to attend the awards must inform the event organisers prior to the day before the event. We regret we cannot refund or cancel tickets for non-attendance.
  - 4.5.1 Any seats where the ticket-holder is unable to attend may be reallocated to other individual ticket holders at the discretion of the organisers.
- 4.6 The event organisers reserve the right to refuse entry to any ticket-holder whose ticket has not been paid for in full by the morning of the event
- 4.7 Entry to a National Awards Gala Dinner and Awards Ceremony will be restricted to ticket-holders only.
- 4.8 Where a ticket for the Gala Awards Dinner has been purchased, the organisers commit only to provide the ticket-holder with a seat for the awards presentation event, and a 3 course evening meal, drinks with the meal, and some entertainment and some music for an after dinner dance.
- 4.9 The event organisers reserve the right to eject, from the room, any ticket-holder who becomes boisterous or unruly during the course of the evening. Anti-social behaviour will not be tolerated.
- 4.10 The event organisers reserve the right to refuse entry to any ticket-holder who is not attired in accordance with the published dress code.

### 5 Regional Award Sponsorship

- 5.1 By sponsoring a Regional Award the sponsor agrees to pay the agreed sponsorship fee in return for the right to be associated with the presentation of that award.
- 5.2 Sponsorship fees should be paid in full within 30 days of agreeing to sponsorship. If credit payment terms are agreed all outstanding balances must be cleared 30 days prior to the Regional Awards Presentation Event taking place otherwise interest will be charged at a rate of 10% per month
  - 5.2.1 Sponsoring of a regional award relates only to the presentation of one category of award in one region.
  - 5.2.2 Sponsors may choose to sponsor multiple awards in multiple regions
- 5.3 Sponsorship fees are non-refundable
  - 5.3.1 There is a 24 hour cooling off period on Sponsorship agreements, during which sponsorships may be cancelled without charge.
  - 5.3.2 There is no cancellation of sponsorships within 90 days of the event taking place.
  - 5.3.3 Cancellation of sponsorships more than 90 days in advance will result in a cancellation charge at the following rates
    - 5 to 3 months prior to show = 50%
    - 8 to 5 month prior to show = 30%
    - 12 to 8 months prior to show = 20%additionally a fee of £100 will be charged for each full month that the sponsorship agreement existed prior to cancellation.
- 5.4 Sponsors will be given two free tickets to attend the regional Awards presentation event where the award they sponsor is being presented
  - 5.4.1 Sponsors may bring one pop-up banner along with them to the Regional Awards Event
- 5.5 The Sponsor's logo will appear on the Regional Award Trophy and certificate

5.6 The Sponsor will be asked to present the award trophy they sponsored at the Regional Award Presentation Event.

5.6.1 If the sponsor fails to turn up at the presentation event the organisers reserve the right to call on any person in attendance, whom they feel is of suitable standing, to make the presentation in place of the absent sponsor.

5.7 Sponsorship does not infer any preference towards the sponsor in any categories they have entered in their own right.

5.8 Sponsors cannot dictate or influence whom the judges choose as the winner of an award.

5.9 The event organisers reserve the right to refuse entry to the Presentation Event for any sponsor who fails to pay their sponsorship fees on time.

5.10 Regional Awards Sponsorship does not infer any right or expectation of inclusion in the promotion, marketing, participation or delivery of the National Energy Efficiency Awards

## 6 National Award Sponsorship

6.1 By sponsoring a National Award the sponsor agrees to pay the agreed sponsorship fee in return for the right to be associated with the presentation of that award.

6.2 Sponsorship fees must be paid in full within 30 days of sponsorship being agreed. If credit payment terms have been agreed all outstanding balances must be cleared 30 days prior to the National Awards Gala Dinner taking place

6.2.1 Sponsoring of a National award relates only to the presentation of one category of award.

6.2.2 Sponsors may choose to sponsor multiple National award categories

6.3 Sponsorship fees are non-refundable

6.3.1 There is a 24 hour cooling off period on Sponsorship agreements, during which sponsorships may be cancelled without charge.

6.3.2 There is no cancellation of sponsorships within 90 days of the event taking place.

6.3.3 Cancellation of sponsorships more than 90 days in advance will result in a cancellation charge at the following rates

5 to 3 months prior to show = 50%

8 to 5 month prior to show = 30%

12 to 8 months prior to show = 20%

additionally a fee of £100 will be charged for each full month that the sponsorship agreement existed prior to cancellation.

6.4 Sponsors will be given two free tickets to attend the National Awards presentation Dinner where the award they sponsor is being presented

6.4.1 Sponsors may bring one pop-up banner along with them to the National Awards Pre-Dinner Drinks Reception

6.5 The Sponsor's logo will appear on the National Award Trophy and certificates for their sponsored category

6.6 The Sponsor will be asked to present the award trophy they sponsored at the National Awards Gala Dinner.

6.6.1 If the sponsor fails to turn up at the Gala Dinner the organisers reserve the right to call on any person in attendance, whom they feel is of suitable standing, to make the presentation in place of the absent sponsor.

6.7 Sponsorship does not infer any preference towards the sponsor in any categories they have entered in their own right.

6.8 Sponsors cannot dictate or influence whom the judges choose as the winner of an award.

6.9 The event organisers reserve the right to refuse entry to the Gala Dinner for any sponsor who fails to pay their sponsorship fees on time.

6.10 National Awards Sponsorship does not infer any right or expectation of inclusion in the promotion, marketing, participation or delivery of the Regional Energy Efficiency Awards

## 7 Headline Sponsor

7.1 The Headline Sponsor agrees to pay the agreed sponsorship fee in return for the right to be associated with all branding and marketing of the Energy Efficiency Awards 2023

7.2 Sponsorship fees must be paid in full within 30 days of any contract regarding Headline sponsorship being agreed

7.3 Headline Sponsorship includes the sponsorship of one National Award

7.3.1 The Headline Sponsor's logo will appear on the National Award Trophies and certificates for the award they sponsor

7.3.2 The Headline Sponsor will be asked to present the award trophy they sponsored at the National Award Presentation Dinner.

7.3.2.1 If the Headline sponsor fails to turn up at the Awards Dinner the organisers reserve the right to call on any person in attendance, whom they feel is of suitable standing, to make the presentation in place of the absent sponsor.

7.4 Headline Sponsors may choose to additionally sponsor additional National or Regional awards at standard cost

7.5 Sponsorship fees are non-refundable

7.5.1 There is a 24 hour cooling off period on Sponsorship agreements, during which sponsorships may be cancelled without charge.

7.5.2 There is no cancellation of sponsorships within 90 days of the event taking place.

7.5.3 Cancellation of sponsorships more than 90 days in advance will result in a cancellation charge at the following rates

5 to 3 months prior to show = 50%

8 to 5 month prior to show = 30%

12 to 8 months prior to show = 20%

additionally a fee of £100 will be charged for each full month that the sponsorship agreement existed prior to cancellation.

7.6 Headline Sponsors will be given ten free tickets to attend the National Awards Gala Dinner and one free ticket to each of the Regional Awards Presentation Events

7.6.1 Headline Sponsor may bring one pop-up banner or stand along with them to the Regional Awards Events and to the Pre-Awards Drinks Reception at the National Awards Gala Dinner

7.7 Sponsorship does not infer any preference towards the sponsor in any categories they have entered in their own right.

7.8 Sponsors cannot dictate or influence whom the judges choose as the winner of an award.

7.9 The event organisers reserve the right to refuse entry to the Presentation Event or Gala Awards Dinner for any sponsor who fails to pay their sponsorship fees on time.

7.10 The Headline Sponsor will be given the opportunity to address the audience at the Gala Awards Dinner

## 8 Judging

8.1 Judges agree to act independently of any corporate interests or personal relationships they may have with any entrants.

8.2 Judges will recuse themselves from judging any category of award where there may be perceived conflict of interest

8.3 Judges decisions are final

8.4 in the circumstances of a split decision the chairman of the panel of judges shall have the casting vote.

8.5 Any attempt to influence the decision of judges beyond the submitted application shall be deemed unfair and the application shall be excluded from the process.