



Entry Rules

- ❖ Each entrant must be a member of the event/hospitality industry in the state of Arizona. The term “member” in this document refers to this definition. The entrant must have an Arizona address and the event must have occurred within the state of Arizona.
- ❖ The entrant must have been responsible and accountable for the event submitted. Categories entered must correspond with the work accomplished. For example, if TECHNICAL PRODUCTION is entered, the entrant must be the vendor who designed and executed the work, (not the person who paid for the design).
- ❖ The event entered must have occurred between January 1, 2009 and December 31, 2009. If the event took place over time, the days must have been contiguous.
- ❖ All entries must be received by 5:00 PM, Thursday, April 8, 2010. Entries must be delivered/mailed to: Creative Event Rentals, ATTN: Brianna Patterson, 2850 South 36th Street, Suite #7, Phoenix, AZ 85034.
- ❖ The format that must be followed is specified on the Entry Checklist provided. Entries must adhere to the Rules and the Checklist. Point deductions and/or disqualification for non-compliance may result if an entry fails to follow the rules.
- ❖ Any applicant may enter a specific event in more than one category. A separate complete notebook and entry fee is required for each entry.
- ❖ All finalists for awards will be notified by mail or phone by April 23, 2010. Finalists are responsible for their own and their guests’ Award Gala tickets.
- ❖ The number of nominations in each category is based on merit, not the number of entries. All decisions of the independent judges are final. The entries will be judged by a selected group of event/hospitality professionals who are not participating entrants.
 - ❖ **Judging is based on:**
 - How well the event met it’s objectives
 - Originality and creativity
 - Integration of elements of the event
 - Execution of the event
 - Any challenges that were presented and overcome
 - The quality of the event, attention to detail and concept
- ❖ The Arizona Event Industry Awards Committee is not responsible for entries. Notebooks and awards not picked up at the Awards Gala or the following regular ISES AZ Chapter Meeting become the property of ISES AZ.
- ❖ Entrants give the permission to display entry notebooks at the Arizona Event Industry Award Gala.
- ❖ Only one award trophy will be given per entry. The entrants will have the opportunity to purchase additional trophy replicas following the Awards Gala.
- ❖ Included with each entry must be a check made out to ISES AZ for Thirty Five Dollars (\$35.00).



Award Categories

Best Event Catering	Awards the caterer, restaurant, facility/venue, hotel or any other entity that provides food on or off site to the special events industry.
Best Use of Rental Equipment	Awards vendors who supply equipment such as tables, chairs, dance floors, china, tenting, etc.
Best Event Décor	Awards vendors of props, scenery, displays, balloons, flowers, linens, etc.
Best Lighting / Technical Achievement	Awards design and execution of lighting, audiovisuals, special effects, pyrotechnics, staging and other creative technical vendors.
Best Logistical Achievement	Applies to overall challenges faced during pre-production, event and post.
Best Entertainment	Awards event that has the most innovative, creative entertainment.
Best Fair / Festival	Awards a fair or festival.
Best Social Event – Budget Under \$25,000	Awards the planner, producer, coordinator, hotel catering manager, etc. for the best event planning with a budget under or over \$25,000, such a wedding, mitzvahs, anniversaries and birthday parties.
Best Social Event – Budget Over \$25,000	
Best Non-Profit Event – Budget Under \$25,000	Awards the planner, producer, coordinator, hotel catering manager, etc. for the best event planning of a non-profit, association or fundraising event with a total budget under or over \$25,000.
Best Non-Profit Event – Budget Over \$25,000	
Best Corporate Event – Budget Under \$25,000	Awards the creator of the best corporate or public event with a budget under or over \$25,000 by a special event planner, meeting planner, facility venue planner, exposition service manager, etc. who provides these services to the event industry.
Best Corporate Event – Budget Over \$25,000	



Entry Checklist

- ❖ Entrant's name, company or logo does not appear in the body of the entry except for the Entry Form and the fifty (50) word description used to announce nominees at the Awards Gala. Failure to comply with this rule can result in disqualification.
- ❖ The entry must be in a three-ring binder. TITLE and CATEGORY must be displayed on the notebook's cover. Title on Cover, Entry Form and 50 Word Description must match. ****Please use a standard three-ring binder ONLY – "Creative" entries will NOT be accepted.****
- ❖ The font cannot be smaller than 10 points.

- ❖ **Entry binder must be arranged in the following order:**
 - ❖ Page/Sleeve One: the Entry Form with Entry Fee.
 - ❖ Page/Sleeve Two: State entrant's name, company and the Title of the Entry (Be creative with the title but it cannot be longer than 30 characters or spaces) and a maximum of fifty (50) word description of the event for use at the Awards Gala. Put the word count on the bottom right margin of the page. Enter Client Name, Contact and phone number on this page.
 - ❖ Page/Sleeve Three: State the question first, then the answer. Answers may not exceed the page. This applies to Page/Sleeve Four and Five.
Question One - What was the event and what were the services you provided?
 - ❖ Page/Sleeve Four:
Question Two - What were the client's goals and objectives?
Question Three - How did you fulfill their expectations?
Question Four - What made it unique and worthy of an award?
 - ❖ Page/Sleeve Five:
Question Five - What were the challenges?
Question Six - How were they overcome?
 - ❖ Page/Sleeve Six - Thirty (cannot exceed thirty):
Collateral material: i.e. invitations, photographs, linen samples. Press coverage such as magazine or newspaper articles may not be used. Videos count as one page and may not be longer than seven minutes.
 - ❖ Photocopies and scanned photographs are accepted. Photograph caption may not contain editorial comment beyond identifying the photograph. Actual samples that do not fit in the three-ring binder must be contained in an appropriate container and labeled with the title and category appearing on the notebook cover and the entry form.
 - ❖ Include a CD-ROM disc with all photos utilized in your notebook. The disc will not count as one of your collateral pages/sleeves. Pictures will be utilized at the Award Gala.
 - ❖ Last Page/Sleeve: Budgets are required for each category with budget amounts included in their descriptions. These budgets are for the judges' eyes only and will be removed and destroyed prior to the Awards Gala.

- ❖ Entry form certification is completely filled out and signed. The entry fee check is attached or a copy of the check is attached for multiple entrants paid for with a single check.
- ❖ Deliver by 5:00 PM, Thursday, April 8, 2010 to:
**Creative Event Rentals
Attn: Brianna Patterson
2850 South 36th Street Suite 7
Phoenix, AZ 85034**
(Must be received on or before Thursday, April 8, 2010. Postmarked by April 8, 2010 disqualifies the entry)



Entry Form

The Category: _____

The Event Title: _____

Entrant Name: _____

Company: _____

Title: _____

Company Type: _____

Address: _____

City/State Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Enclosed is Check # _____ in the amount of \$ _____ (\$35 entry fee)

(Make check payable to ISES AZ. Send to: Creative Event Rentals, ATTN: Brianna Patterson
2850 South 36th Street, Suite #7, Phoenix, AZ 85034)

Questions? Call or email Brianna Patterson at (480) 797-7285 or brianna@creativeeventrentals.com

I certify that I am the person responsible for the event or service for which this award entry is being submitted.

Signature: _____

**We look forward to seeing you at the 4th Annual Zonies!
Tables & Tickets will be available beginning April 2010.**