

# Rule for Entry 2019



Nomination and submission for the Whitsunday Tourism Awards

(Categories 1-26) is now available through the Tourism Awards Portal.

Whitsunday specific categories (27-31) must nominate through the [online nomination form](#) and submit entries via USB as per the rules of entry stated below.

## **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.

Entrants may only enter **one** submission in any one of the following group of categories:

Attractions – either category 1 *or* 2;

Festivals & Events – either category 3 *or* 4;

Tour and/or Transport Operators – either category 11 *or* 12;

Accommodation – either category 17, 18, 19, 20, 21, 22, 23 *or* 29

2. Achievements or activities referred to within your entry must relate to the **qualifying period 1 July 2018 – 30 June 2019**

Entrants must have traded for the **entire** qualifying period.

Exceptions apply to seasonal facilities and the following categories:

3 - Major Festivals & Events

4 - Festivals & Events

14 - Destination Marketing

24 - New Tourism Business

where the activity being put forward for consideration must have occurred **within** the qualifying period.

3. Unanswered questions will attract zero points. If you feel that you cannot answer a question please discuss this with the Whitsunday Tourism Awards Coordinator. 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 Whitsundays.

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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 Tourism Whitsundays and accepts that the submission will no longer be eligible for an award.
8. There is no direct entry into the Queensland Tourism Awards.
9. Hall of Fame will remain part of this year's award.
10. Entrant must be a financial member of Tourism Whitsundays.

## **NOMINATION RULES**

1. If entering more than one category, then a separate and complete entry must be submitted for each category. However, entrants may only enter one submission in any one of the following categories:
  - a. Attractions – either category 1 OR 2;
  - b. Festivals and Events – either category 3 OR 4;
  - c. Tour Operator – either category 11 OR 12;
  - d. Accommodation – enter category 17, 18, 19, 20, 21, 22, 23 or 29
2. Specialised Tourism Services category is for entrants that are unable to meet the criteria of other categories. Entrants to this category are not permitted to enter any other additional categories.
3. Entrants that commenced operation for the first time in the qualifying period MUST enter the New Tourism Business category.

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4. Qualifying Period a. The qualifying period will be based on the financial year in which the Awards are held THAT IS 1 July 2018 to 30 June 2019. All activities, achievements and innovations referred to within submissions must have occurred within this period.

5. Trading Period

a. All entrants must have traded for the entire qualifying period except those entering the New Tourism Business category.

b. Specifically, entrants in the category New Tourism Business must have commenced trading/visitation or service delivery within the qualifying period. No minimum period of trading has been defined for New Tourism Business.

c. Exceptions apply to seasonal businesses and facilities, festivals, events, marketing campaigns, media entries, training and tourism development projects, however the activity being put forward for consideration must have occurred within the qualifying period.

6. Entrants must be based or operate in the Whitsunday region.

7. Entrant must be a financial member of Tourism Whitsundays.

Nominations for categories 1-26 via the [Tourism Awards Portal](#)

Nominations for categories 27-31 via the [nomination form](#)

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## SUBMISSION RULES

An entrant must nominate for an award before they can commence preparing their submission.

### Via Tourism Awards Portal (categories 1-26)

Submissions are made via the same system the nominations are made; this can be accessed at: <https://online.qualitytourismaustralia.com>

All submissions must include the following:

1. Nomination details
2. Category questions including supporting images.
3. Word Count a. The submission will be maximum 12,500 words in length (Food Tourism will be maximum 8,000 words in length  
b. Words within a table are included in the submission word count
4. Images a. The submission can include up to 25 images with caption.
  - i. Images can include infographics, charts, graphs and pictures
  - ii. Any image used must be for the sole purpose of supporting the submission by providing evidence. Images cannot be used to form part of the written response to a question.
  - iii. Captions are to be a maximum of 6 words, not included in the overall word count.
5. 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.



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6. An additional ten images (jpeg format only) which illustrates the entrant's operation should accompany each submission in each category entered. These images will be used exposure at the presentation ceremony and in official advertising and publications. (Note: 500 dpi files in a JPEG format are required). Note: The national awards event production prefers high-resolution images (1920x1080 in dimensions)
7. A late submission will not be accepted.

## DIGITAL SUBMISSIONS (Categories 27-31)

All submissions must be provided to the Tourism Whitsundays Office by 5pm on Friday the 30<sup>th</sup> of August 2019, and must include the following:

1. Nomination Details
2. **Cover Page** - The cover page **must be included and clearly marked with:**
  - The name of the business being entered;
  - The category entered;
  - The tourism awards entered including the year; (e.g. 2019 Whitsunday Tourism Awards)
3. **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.
  - There is no margin requirement.
4. **Text** - All text must be 1½ line spacing (Microsoft Word) with the **exception** of:
  - Text contained within a table (*text must be 12 point*)
  - Question text
  - Image captions
  - Testimonials which can be single lined spaced.

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5. **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.

6. **Word Count**

- a. The submission will be 12,500 words in length
- b. Words within a table are included in the submission word count

7. **Images**

The submission can include up to 25 images with captions.

- i. Images include infographics, charts, graphs and pictures
- ii. Any image used must be for the sole purpose of supporting the submission by providing evidence. Images cannot be used to form part of the written response to a question.
- iii. Captions are to be a maximum of 6 words, not included in the overall word count. Any words within a caption above 6 words will be included in the overall word count.

8. 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.

9. An additional ten images (jpeg format only) which illustrates the entrant's operation should accompany each submission in each category entered. These images will be used exposure at the presentation ceremony and in official advertising and publications. (Note: 500 dpi files in a JPEG format are required). Note: The national awards event production prefers high-resolution images (1920x1080 in dimensions)

10. A late submission will not be accepted.



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**Failure to adhere to the formatting rules below will incur a deduction of one point per rule.**

## **DISCLAIMER**

By entering the 2019 Whitsunday 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 entering the awards, you agree not to bring a claim against any judge, or Tourism Whitsundays in relation to feedback on your submission.

## **JUDGES DECISION**

All submissions are independently scored by up to three members of the judging panel. Results are correlated by an Independent Chair of Judges 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.

## **COMPLIANCE WITH COMPETITION RULES**

The Licensee, with Chair of Judges reserve the right to withdraw submissions if an entry has not compliant with the rules. All submissions must be reviewed for compliance with the submission guidelines. This must be undertaken initially by the award coordinator, however the withdrawal of a submission should be reviewed and implemented by the Chair of Judging and the Auditor. All entrants must clearly demonstrate how they meet the eligibility requirements of each respective category that they choose to enter in Q1. If this is not adequately demonstrated then that entrant may be disqualified.



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## INSOLVENCY OF AN ENTRANT

At any time, following submission of an entry in the Whitsunday Tourism Awards, but prior to the presentation ceremony, should the business become insolvent or place the business under administration, the entrant is no longer eligible to receive an award. If prior to the presentation ceremony then the next finalist shall be elevated to the status of winner. If, following the presentation ceremony, the business returns to solvency, then the award cannot be reclaimed.

## SITE VISIT

The purpose of the site visit is for verification of the business, not the awards submission. Companies are under no obligation to offer a judge 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 are currently under review and will be release by the end of the nomination period. You will be advised if you business requires a site visit.

The specifics of the site visit are provided to entrants at the time of booking or appointment.

Site Visit criteria Site visit judges will ask to see the following:

- HR
- Business & Marketing Planning
- Customer Service
- Business Operations
- Risk Management
- Environmental Management



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Site Visit Scoring is not compulsory as a national standard, scoring an awards site visit is a state/region's discretion. If scored the marks are added to the score out of 100 i.e. the total score now available to an entrant would be 120.

## **LODGEMENT**

Please ensure your submission is lodged electronically to the portal or via USB to the Tourism Whitsundays Office by 5pm, Friday 30 August 2019.

Please note: late entries will not be accepted.

