



Please make sure that you are completing the correct entry form.

F&B Achiever of the Year
Sponsored by Howes Percival LLP

Entry Form

Closing dates for entries – 16th September 2019

PLEASE READ CAREFULLY: You will receive an email confirming safe receipt of your entry – whether that is submitted by email or post. If you do not receive that confirmation email within seven days of your submission, please call the Awards team on 01933 664437. If you are posting your entry, please also ensure you add the appropriate postage for the size and weight of the envelope.

This category is designed to recognise a person who has made and/or continues to make a significant contribution to the sector. The Award may come early in a career, as recognition of original or creative ideas, or later, when someone has established a consistently outstanding record.

1. Contact Details	
Name	
Company name	
Position	
Business Address	
Postcode	
Telephone Number	
Mobile Number	
Email	
Website	
Twitter / FB / Insta	
Registered Comp. No	

2. My business: (please tick as appropriate)	Yes	No
My registered business headquarters are in Northamptonshire.		



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If you need any help to fill in this form – please call Rachel on 01933 664437 or email rachel@themallowscompany.com





3. Brief summary of your business

Please provide a brief summary of your business (in no more than 500 words):

4. Why are you an F&B Achiever?

Please provide further information to support your entry and why you might be considered an F&B Achiever (in no more than 250 words):

5. Personal testimony

We may wish to contact up to two of your customers and/or staff to ask them to comment further on your status as an F&B Achiever. Please provide names and contact numbers/email addresses of those who would be willing to assist us:

1) Name: Tel no. / email:

2) Name: Tel no. / email:

6. Supporting Information

You may provide **up to ten sides of A4** containing other information in support of your entry. If you wish us to refer to your internet site, please provide **printed** copies of up to five key pages (but this comes out of your allocation of ten additional pages). However, we cannot return any material.



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7. Mandatory supplementary evidence	Yes	No
Have you submitted all mandatory supporting evidence (listed below)?		
• Evidence that the registered business meets the entry qualifications (see t&cs) eg headed paper showing registered address, invoice details from local suppliers.		
• A brief summary of your business (no more than 500 words).		
• Commentary of no more than 250 words as to why you are an F&B Achiever.		
• Names and contact details of those offering a personal testimony.		
• Examples of promotional material (see limit on the amount).		

Data Protection

By entering the Awards, you agree for us to store your details on our database and for us to contact you regarding all matters relating to the Awards. The database is accessed only by the Awards team and will not be shared with third parties, unless stated. If we are working with a partner whose work we believe may be of interest to you, we might share their information with you. If you would prefer not to be sent additional information by email, please let us know. You can be removed from the Awards database at any time – please just email anna@themallowscompany.com with UNSUBSCRIBE in the subject box and your name and contact details in the email.

Declarations	Yes	No
The details provided on this form and all supporting evidence are correct to the best of my knowledge and are submitted in accordance with the published Northamptonshire Food & Drink Awards 2019/20 rules.		
I agree to the details of my entry being passed to the category sponsors, to Northamptonshire Trading Standards and my local Council's Env. Health Department.		
I authorise Northamptonshire Trading Standards and my local Council's Environmental Health Department to disclose to the organisers and judges of the Northamptonshire Food & Drink Awards any relevant significant history, complaints, or breaches of relevant Regulations or law.		
I confirm that my business holds a Food Hygiene Rating Scheme score of 3 (Generally Satisfactory) or above (as appropriate)		
I agree to participate in awards-related publicity.		
Neither I nor anyone connected with my company has attempted to or will attempt to influence the organizers, judges, or promoters, or bring the Awards into disrepute.		
I confirm that this entry complies with the letter and the spirit of the rules of the competition.		
I'm happy to receive emails relating to Food and Drink in Northamptonshire, including the Northamptonshire Food and Drink Awards		
By entering, I am 'opting-in' to the Awards contacts database		
Please send me emails about my entry into this competition only.		

Signed: _____ **Date:** _____

Entries can be submitted by post, fax, email, or completed online.

All supporting information and postal entries should be returned to:

The Mallows Company, Arch Villa, 23, High Street, Bozeat, Northamptonshire, NN29 7NF
 Fax: 01933 664556 Tel: 01933 664437. Email entries to: rachel@themallowscompany.com



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F&B Achiever of the Year

Entry

This category is open to all business owners or shareholders who run a food and beverage business based in Northamptonshire. A 'food and beverage business' is defined as one which provides food and/or beverages to the general public and could include, for example, hotels, restaurants, bars, wine companies and producers. The judges' decision about what constitutes a 'food and beverage business' is final.

Entries will be verified by the organizers to ensure compliance with the Terms and Conditions, and with the spirit of the Awards. Organizers will use their best efforts to assist all entrants to comply with the Terms and Conditions but cannot be held responsible if for any reason an entry has to be disqualified or rejected.

Details of entries will be passed to Northamptonshire County Council's Trading Standards Department and the relevant Borough Council's Environmental Health Department to disclose to the organizers and judges any relevant significant history, complaints, or breaches of relevant Regulations or law. The organizers will determine what action to take as a result of any such disclosure.

Shortlisting

A panel of judges will be looking for business people who have made major achievements in their business and who have contributed to the business community in Northamptonshire; they will consider all entries and will select a shortlist of 3-5 finalists based on:-

- **The entry form;** including quality of the entry form and supporting material
- **The nomination(s);** the number and calibre of the nomination form (where appropriate)
- **Compliance;** including any advice received from Northamptonshire County Council's Trading Standards Department and the relevant Borough Council's Environmental Health Department
- **Feedback from customers/staff**

Each entrant will then be advised whether they have been selected as a finalist.

External panel

Each finalist will be interviewed to secure further information in support of their entry and an external panel will consider the results of those interviews and take into account the results of the shortlisting before selecting a winner and runner-up. The results will be announced at the Awards Dinner and all finalists will receive two free tickets to the event (per company).

NB The interview date is set for Wednesday 17th October; if that date presents a problem to you (either at the time of your entry or at a later stage), please make the Awards team aware.



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Key Dates

Closing Date for entering	16 th Sept 2019
External panel interviews	17 th October 2019
Awards Dinner	Thursday 14 th November at Royal & Derngate, N'ton

Finalists will receive two free tickets to the Awards Dinner (per company).

Publicity

Please note, the details of those entries which were not successful in being shortlisted will not be made public; only the details of the 3-5 finalists (and subsequently those of the winner and runner-up or runners-up) will be made public via our promotional material and via the Awards' website – www.northamptonshirefoodanddrink.co.uk

You can also follow the Awards on Twitter and Instagram at @foodawardsHQ or on facebook at www.facebook.com/foodawards



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