

## Love Lancaster Business Awards - FAQ's

### Who can enter or nominate?

Nominations can be made by any individual or business with knowledge or experience of the nominee. You may work for the business, be a customer, supplier or anyone else – as long as you can tell us why they deserve to win an award!

### Who can be nominated for an award?

All business nominated must be physically located within Lancaster city centre. Nominations for individuals must either be employed by a business located within Lancaster city centre or demonstrate a very definite positive contribution to the city centre. The exception is our Lancaster Superhero Award which is our only community award. Nominations for this award can be for anyone who has made an outstanding contribution to the local community anywhere in the Lancaster district. The decision of the judges regarding eligibility will be final.

### How do I submit an entry?

Visit <http://www.lancasterbid.org/BID-Ambassador-Awards> and click the link to complete the short on-line nomination form.

Printed copies of the application form are also available on request and must be returned to Lancaster BID, City Lab, 4-6 Dalton Square, Lancaster, LA1 1PP or [info@lancasterbid.org](mailto:info@lancasterbid.org) before the closing date.

### Can I nominate for more than one category?

You can only select one category for each nomination you make. If you are unsure please choose the category you feel is the best fit. Judges reserve the right to change the category if they feel it fits better elsewhere.

### Can I submit multiple entries?

Yes, but you will need to complete a separate form for each entry or nomination and each nomination should be for a different nominee and / or category. Duplicate entries submitted by the same person will not be considered by the judging panel.

### Should I nominate a business or an individual?

The decision is yours – whatever you feel most appropriate to the category. If you have had a particularly good experience in a city centre business, you may wish to nominate the whole team or there may be a particular individual who really impressed you. Nominate the business if you don't know the name of the individual who served you.

### Can I submit any documents in support of my nomination?

You may submit a maximum of two pieces of information (eg reviews or testimonials) which must be uploaded with your nomination at the time of submission. Supporting information cannot be added after an application has been submitted so please ensure you have all files ready at the time of submission. Supporting documents are optional. All applications will be judged on the quality of the entry and will not automatically be marked down if supporting documents are not included.

## When should I apply?

Nominations are open from Monday 9th August and must be submitted before the published deadline of Sunday 12th September. Any extension to this deadline (at the sole discretion of Lancaster BID) will be widely promoted online and via social media. Individual extensions will not be granted under any circumstances and any entries received after the final deadline will not be considered for an award.

## How can I be sure that information will remain confidential?

The website handling entries is fully GDPR compliant. All contact information submitted will be used only for the purposes of the awards and will not be used to make contact for any other purpose. Entries (excluding contact details for nominee) will be shared with the judges who will all be reminded of their duty to ensure information remains confidential and is not shared beyond the judging team.

## How will the winners be decided?

A winner in each category will be selected by a judging panel made up of Directors of Lancaster BID, representatives of the award sponsors and other individuals with a thorough knowledge of Lancaster city centre. All judges will be asked to declare conflicts of interest with any nominee and will not participate in judging any category where such a conflict exists.

Although the number of entries for any individual or business will be taken into account, the awards are not a popularity contest. Judges will be seeking examples of excellence which make nominations really stand out so make sure you take your time to tell us why your nominee deserves to win.

## How will the winners be decided?

A winner in each category will be selected by a judging panel made up of Directors of Lancaster BID, representatives of the award sponsors and other individuals with a thorough knowledge of Lancaster city centre. All judges will be asked to declare conflicts of interest with any nominee and will not participate in judging any category where such a conflict exists.

Although the number of entries for any individual or business will be taken into account, the awards are not a popularity contest. Judges will be seeking examples of excellence which make nominations really stand out so make sure you take your time to tell us why your nominee deserves to win.

## When will the winners be announced?

A shortlist of up to three nominees in each category will be invited to the Awards Ceremony which will take place on Thursday 11th November at Lancaster Brewery. Winners in each category will be announced on the night and publicised on social media and the Lancaster BID website after the event.

## Who can attend the Awards Evening?

The Awards Evening will take place on Thursday 11th November and includes drinks reception, dinner, announcement of winners and presentation of awards and entertainment. All shortlisted nominees will receive one free ticket to attend the event. The event will also be attended by representatives from the award sponsors, Lancaster BID and the judging panel.

## Can I buy extra tickets for the event?

A limited supply of additional tickets will be on sale at a cost of £40 plus VAT. These will initially be reserved for shortlisted nominees to bring guests. Subject to availability spare tickets will be made available to the wider public.

## What will the dress code be?

Dress to impress for an evening of quality dining and live entertainment.