**F&B Achiever of the Year Entry Form**

# Closing date for entries: 12th July 2024

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: | |
| This is how your business will appear throughout judging and in publicity material were you to be successful in being shortlisted. | |
| Contact Name |  |
| Business Name |  |
| Business Address (inc. postcode) |  |
| Telephone |  |
| Mobile |  |
| Telephone (for public use) |  |
| Email |  |
| Website |  |
| Twitter/FB/Instagram |  |
| Reg. Company No. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Supporting Information | | | | |
| Please write your supporting information below. (It is not limited to the area you can see). Alternatively, 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. | | | | |
|  | | | | |
| We may wish to contact up to two of your customers and/or staff to ask them to comment further on your status as the 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 |  |

|  |  |  |
| --- | --- | --- |
| 3. Mandatory supplementary evidence | |  |
| Have you submitted all mandatory supporting evidence (listed below) | YES | NO |
| * Evidence that the registered business meets the entry qualifications (see T&Cs) e.g. 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). |  |  |

## If you have answered ‘NO’ to any of these questions your entry will be invalid. 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: [awards@northamptonshirefoodanddrink.co.uk](mailto:awards@northamptonshirefoodanddrink.co.uk%20) 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 Weetabix Northamptonshire Food and Drink Awards 2024/25 rules. |  |  |
| I agree to the details of my entry being passed to the category sponsors, to Trading  Standards and my local council’s Environmental Health Department. |  |  |
| I authorise that my details may be subject to checks with Trading Standards and my local Council’s Environmental Health Department to disclose to the organisers and judges of 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 4 (Good) 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 Weetabix 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. |  |  |

## By typing/signing your name below, you are certifying that all the details submitted are correct to the best of your knowledge.

**Signed Date**

Entries can be submitted by hand, post or completed digitally and emailed by using the SUBMIT button or saving and attaching (Please DO NOT change the filename)

**All supporting information** and postal entries should be returned to:

The Mallows Company, Arch Villa, 23 High Street, Bozeat, Northamptonshire, NN29 7NF. Tel: 01933 664437 Email entries to: [awards@northamptonshirefoodanddrink.co.uk](mailto:awards@northamptonshirefoodanddrink.co.uk)

## PLEASE READ CAREFULLY: You will receive an email confirming safe receipt of your entry – whether it 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/weight of the envelope.

**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 organisers to ensure compliance with the Terms and Conditions, and with the spirit of the Awards. Organisers 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 Trading Standards and the relevant Council’s Environmental Health Department to disclose to the organisers and judges any relevant significant history, complaints, or breaches of relevant Regulations or law. The organisers will determine what action to take as a result of any such disclosure.

## Shortlisting

A panel of local judges will select their finalists from qualifying entrants. The panel will make its decisions based on the entry form, the menu and supporting material. The finalists will be chosen using the following criteria:-

* **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 Trading Standards Department and the relevant 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 to determine who should be awarded Gold, Silver or Bronze. The results will be announced at the Awards Dinner. Of which all finalists will receive one free ticket (maximum of one free ticket per company, irrespective of number of categories entered). Post Awards Gold Award winners will be invited to Business mentoring.

NB. The interview date is set for TBA; 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.

**Key Dates**

## Closing Date

**External panel interviews Awards Dinner**

12th July 2024

12th September 2024 a.m.

17th October 2024

Finalists will receive one free ticket to the Awards Dinner with a nominal charge of £25 for the second ticket

and subsequent tickets will be charged at the higher rate.

## 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 finalists will be made public via our promotional material and via the Awards website – [www.northamptonshirefoodanddrink.co.uk](http://www.northamptonshirefoodanddrink.co.uk/)

You can also follow the Awards on Twitter and Instagram at @foodawardsHQ or on Facebook at @foodawards or on LinkedIn at @weetabixnfadawards