

Entries

1. The entry form must be completed online. To access please go to awards.telecoms.com Online entries must be submitted by 5pm (BST) Friday August 21 2017 and be accompanied by a jpeg logo and a high resolution print format logo (preferably eps). No PDFs or hardcopy entries will be accepted.
2. Only fully completed entry forms will be accepted.
3. Each entry costs an administration fee of £299 + 20% VAT. Payment will be accepted by credit card only. Please see the payment terms and conditions below.
4. All entrant companies have the opportunity to purchase a table at the BBWF Awards Gala Dinner on October 25, 2017 to host their customers, staff and partners at the evening. For further information on table costs please contact: chris.williams@Knect365.com
5. All payments must be received by August 21 2017. Entries that are not paid for will not be included in the judging process. No late payments will be accepted.
6. Supporting evidence or documents must be included within the entry form (such as pictures, graphs). No additional supporting evidence for your entry such as pictures, videos, powerpoint presentations, product brochures will be accepted outside of the entry form system apart from your logos which must be supplied in jpeg and and a high resolution print format (preferably eps). Please ensure any supporting evidence is relevant.
7. The Entry Form and your logos represent the full and entire Official Entry. No further information is required. Attempts to further influence the judges by any means outside of, or in addition to, the Official Entry may result in disqualification.
8. On receipt of your entry, the awards administrators will confirm its arrival via email. **If you do not obtain such a receipt within 3 days, it is your responsibility to contact us to confirm its arrival.** Unless you have this written or verbal confirmation from us, we cannot guarantee the arrival of your entry. Please direct any enquiries to makeda.glaze@knect365.com
9. It is essential that we can contact you easily with questions regarding your entry, or judging enquiries and requests for further information. Therefore, please provide us with an awards liaison representative who can take these enquiries. You must provide their full contact details on the entry form.

Shortlist

10. Up to 5 companies will be shortlisted in each category and the shortlists will be published by September 2017. In the event of exceptionally high interest level in a category, Informa reserve the right to expand the shortlist. The winners will be announced during the BBWF Awards Gala Dinner on October 25, 2017.
11. Shortlisted companies will:
 - a) Be featured on the BBWF Awards website
 - b) Be featured in the BBWF Awards Shortlist press release

- c) Be featured in a BBWF Awards Shortlist congratulations HTML posted to the entire Informa Telecoms & Media mailing list
- d) Receive the right to use “Shortlisted for BBWF Award” iconography (provided by KNect365) on their own promotional materials, including print, emails and websites
- e) Have the right to have an executive quoted in a special category/show preview in Telecoms.com
- f) Have the opportunity to take advertising to support their shortlisting in Telecoms.com and onsite Event Guide

12. All shortlisted companies must purchase a minimum of 2 seats at £299 + 20% VAT per seat to represent them at the Awards Ceremony on October 25 in Berlin to potentially collect their Award. Provisional Shortlisted entrants will also be contacted upon announcement on the provisional shortlist to discuss their attendance and promotional options, Entrants unable to commit to attendance at the Awards Ceremony will not be included in the Final Shortlist.

13. KNect365 will publish details of the shortlisted entrants, and category winners, including profiles of their projects/technologies/services etc using information taken from the entry form. We will not reveal the names of those companies/individuals who are not shortlisted.

Winners

14. The Winners will be announced during the BBWF Awards Gala Dinner on October 25 2017 and not before, and in the Winners Press Release announced that evening.

15. Winners will:

- a) Receive a Winners Trophy and Certificate presented at the Gala Dinner on October 25, 2017
- b) Receive a Winners photo of the presentation of the Awards
- c) Be featured in the BBWF Awards Winners press release
- d) Be featured on the BBWF Awards Winners website
- e) Be featured in an BBWF Awards Winners congratulations HTML posted to the relevant KNect365 mailing list
- f) Receive the right to use “Winners of BBWF Award” iconography (provided by KNect365) on their own promotional materials, including print, emails and websites.
- g) Additional coverage including post-ceremony interview

Good luck and we hope to be celebrating with you in Berlin in October!

CONFIRMATIONS: We require a credit card guarantee to confirm your entry booking and full payment is required on receipt of invoice. Your booking will be confirmed on receipt of payment.

PAYMENT INFORMATION: Payment should be made by credit card in Euros.. GB Pounds or US Dollars. Payment must be received by 10th August 2016 otherwise your entry may be disqualified.

For further information on payment details

visit www.payments.informa.com/telecoms

or call +44 (0)20 7017 5506

To make a credit card payment please call +44 (0)20 7017 5506 and speak to one of our customer service team members.

CALL MONITORING: Telephone calls to Informa UK Ltd may be recorded or monitored in order to check the quality of the service being provided.

DATA PROTECTION: The personal information shown, and/or provided by you will be held on a database and shared with companies in the Informa Group. It may be used to keep you, or

any additional names provided by you up to date with developments in your industry. Sometimes your details may be obtained from or made available to external companies for marketing purposes.

If you do not wish your details to be used for this purpose, please write to:

The Database Manager,

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