**Service Provider of the Year 2018**

**Sponsored by The Franchise Show**

***Recognising the Male or Female service provider that has done the most to support, encourage, and/or assist women into franchising during 2017***

**Entry Form**

|  |  |
| --- | --- |
| Award Applicant Name: |  |
| Supplier’s Name and/or Company Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone Number: |  |
| Mobile number: |  |
| Email: |  |

**The deadline for entries is 5pm on Wednesday 7th March 2018**

**We regret that entries received after this date cannot be considered by the judging panel**

**GUIDANCE NOTES**

**(Service Provider of the Year2018 ONLY)**

1. This Award is open to any **Man** or **Woman** who is a franchise service provider and has supported, encouraged, and/or assisted women into franchising.
2. You must fully complete the Entry form details on Page 1 providing your contact details and confirm on Page 4 that you have understood and agree to the conditions for the award.
3. You must provide a written statement in support of your entry on Page 3 of this official form **ONLY**.
4. Your written statement must identify; what **YOU DID DURING 2017** that you believe makes you a candidate for this award category.
* This may include the number of women franchisors and franchisees you helped start up their franchise, helped with their existing franchise or women in general that you helped educate about franchising.
1. If you include any statistics, please attach relevant documents to support any claim made. Unsubstantiated claims will be excluded by the judges.
2. Only include information relating to prior to 2017 if it helps to illustrate a point that relates to your achievements during 2017.
3. The judge’s decision will be based on activities and achievements of the nominee during 2017 only.
4. The judge’s decision will be based only on the information provided in the written statement and supporting evidence.
5. Information relating to prior to 2017 or information that is known by the judges but not included in the written statement will be ignored.
6. The judges may request additional information.
7. Incomplete submissions will not be considered.
8. Submissions must be submitted on the official **Award Entry Form**, with **ALL** supporting material and evidence and sent to us via **WeTransfer. Please do not email your entry as it will not be counted!
*Note: WeTransfer is a free, fast service, you don’t even need to set up an account.
Go to*** [***www.wetransfer.com***](http://www.wetransfer.com) ***and click on “Email to” and enter “******awards@ewif.org******“ then click on “Add your files”. Select your Entry Form and any Supporting Evidence files and click on “Open”. Finally click on “Message” and type in in Your Name and the name of the Award you are entering. Once done then click on “Transfer”. You will then receive an email confirming your WeTransfer has been successful.***
9. The judges will select a shortlist of finalists, all of whom will be notified in writing and from which the winner will be selected.
10. The judge’s decision is final and there will be no written correspondence regarding their decisions.
11. The award category may be changed at the discretion of the organisers.
12. All finalists will be required to attend the **EWIF Award ceremony** on **Tuesday 15th May 2018** and the **Finalists Award Reception** on the evening of **Monday 14th May 2018**, both being held in Central London.
13. Entries will only be accepted from UK businesses.
14. **The closing date for entry forms to be received is 5pm on Wednesday 7th March 2018.**

No responsibility will be taken by the organisers for entry forms not received.

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**Official Written Statement** (This page only / 10pt font minimum size)

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List all supporting material: (write the names of all the documents that accompany your written statement)

|  |  |
| --- | --- |
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**Submit only the OFFICIAL WRITTEN STATEMENT FORM.**

I confirm that: (please mark all)

|  |  |
| --- | --- |
|  | I have included a written statement on page 3 of this **Official Entry Form.** |
|  | I have attached evidence to show in what capacity I am involved in franchising |
|  | My entry relates to achievements during 2017 only |
|  | If chosen as a finalist, I agree to attend the EWIF Award Reception in London on the evening of **Monday 14th May 2018** |
|  | If chosen as a finalist, I agree to attend the EWIF Award Ceremony in London on **Tuesday 15th May 2018** |
|  | I have attached a colour photograph of myself. **Please ensure the image is at least 3MB in size.** |
|  | I have attached a colour copy of the company’s logo for promotional activities. **Please ensure the logo is at least 3MB in size or in .eps format.** |
|  | If chosen as a finalist, I agree that my details can be used by EWIF for promotional purposes in relation to these awards. |
|  | I have read and understood the entry conditions and guidelines overleaf. |
|  | I declare that the information provided in the Award written statement and any supporting documentation is true and accurate. |

Please mark any that apply: (Personal Data supplied to us is subject to the Data Protection Act 1998)

|  |  |
| --- | --- |
|  | I wish any material contained within my application to remain confidential. |
|  | I do not wish to receive information about future EWIF awards |
|  | I do not wish to receive information about other relevant EWIF events |
|  | I do not wish to receive information from other companies approved by EWIF |

To confirm your acceptance of the above – please enter your name and the date here:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Thank you for entering.

Please now send your completed Entry Form and supporting evidence via **WeTransfer** (details on how to use WeTransfer are in the Guidance Notes on page 2 of this Entry Form).

Please make sure you name your Entry Form with the Applicants names followed by the Applicants company and finally the Award you are entering, like this:

“Joanna Blogs – Bloggs Ltd – Service Provider of the Year 2018”.

Please remember we are only accepting entries via WeTransfer.

**Good luck!**