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**DIY Week Awards 2016 – Product Booking Form**

**Tuesday, February 16 - Ricoh Arena Coventry**

We are delighted that you are interested in entering your products into the DIY Week Awards 2016. Following discussion with this years’ judging panel, we have made some changes to the entry process and this document will give you all the information you need to ensure this new process is stress free and that your bright idea gets its chance to shine on the day.

The first change is that we have standardised the entry form. Due to the sheer volume of products our judges have to view on judging day, they felt it would help them judge more fairly and speed up the process if the product’s key features and end-user benefits, along with the advantages and opportunities for a retail buyer looking to stock the product, were explained to them in a clear and concise layout (you may recall that in previous years we have asked for **you** to choose how you support your entry). This year there is opportunity to include product images and a company logo on the entry form. The judges also feel that it’s very important to have an idea of the trade price versus the retail price. **We urge you to include this information to give your product the very best opportunity to make the shortlist.**

Secondly, your product sample no longer needs to be sent along with your entry form. This year judging will take place off site, so products will be kept safe in storage until judging day.

**To enter, you need to:**

1. Complete the two parts of the entry form below – click the check boxes to choose your category, type over the grey areas to enter text, use the tab key to move to the next area and clicking the image icons on the final page will allow you to attach an image from file
2. Email your completed form to [jharrison@datateam.co.uk](mailto:gmoore@datateam.co.uk) please be sure to include the name of your business preceded by **DIY Week Awards 2016** in the subject line
3. Within 48 hours you will receive an email acknowledgement to notify you that we have your entry
4. Send your product sample(s) by post or courier to Datateam for judging, attaching the address label supplied in the email acknowledgement you will receive
5. **Completed forms need to be received by Friday, October 9**
6. Products need to be received by Friday, October 9– but don’t worry more information will be sent once we have received your entry form

We ask that you don’t delay in returning your entry form to us so that we can begin to compile our judging packs. And we also appreciate that, once completed, this document may be too large a file size to send by regular email so you may also send this information by dropbox, we transfer or similar file sharing software. If you would like details on how to do this please get in touch.

If you would like to discuss the entry process or would benefit from an explaination of why we have made these changes and what happens on judging day then please do not hesitate to contact me on 01253 870780 or email me at [jharrison@datateam.co.uk](mailto:jharrison@datateam.co.uk)

**Best of luck!**

Joanne Harrison – Publications & Events Manager – DIY Week



**DIY Week Awards 2016**

**Product Entry Form**

**I would like to enter the DIY Week awards 2016:**

\*please send a separate form per product entered

\* entry is open to any product launched to the UK market during 2015

|  |  |
| --- | --- |
|  | I agree to pay the entry fee of £95 +VAT per product entered |

**Your details** (simply type over the grey area or use BLOCK CAPITALS if handwritten)

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname |  |
| Job title |  | | |
| Company |  | | |
| Address |  | | |
|  | | Postcode |  |
| Telephone |  | Fax |  |
| E-mail |  | | |

**How to pay**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Invoice | Invoice address if different from above |  |

|  |  |  |
| --- | --- | --- |
|  | Cheque | Please make cheques payable to Datateam Business Media Ltd |

|  |  |  |
| --- | --- | --- |
|  | Credit or debit card | We will contact you to obtain card details – please ensure you have included a contact telephone number above |

**I would like to be considered in the following categories:** (tick all that apply)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DIY Product of the Year |  | Decorating Product of the Year |  | Each year we support the Rainy Day Trust by holding a product sale following the awards. If you would prefer not to donate your product to the sale and have it returned instead, please tick here\* | |
| Home & Kitchen Product of the Year |  | Hand Tool of the Year |  |
| Power Tool of the Year |  | Garden Accessory of the Year |  |
| Garden Tool of the Year |  | Garden Fert/Chem of the Year |  | *\* By ticking this box you agree to*  *cover the return postage costs.* |  |
| Security Product of the Year |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **To qualify for the reduction to £80 per entry please tell us, are you:** | A member of BHETA |  | A member of GIMA |  | Exhibiting at Totally DIY |  |



**DIY Week Awards 2016**

**Product Entry Form**

|  |  |
| --- | --- |
| Company Name |  |

|  |
| --- |
| Trade/cost price |
|  |

|  |  |
| --- | --- |
| Product Name |  |

|  |
| --- |
| Recommended retail price |
|  |
| Tell us what’s new about this product | |  | Why is this product better than any other on the market? |
|  | |  |  |
| Why should a retailer stock this product? | | | | |
|  | | | | |

|  |
| --- |
| Is this product part of a range? If yes, please tell us more about the range available to retailers |
|  |

|  |  |
| --- | --- |
| Insert logo here  Please click the icon to add an image from file |  |



**DIY Week Awards 2016**

**Product Entry Form**

|  |  |
| --- | --- |
| Company Name |  |

|  |  |
| --- | --- |
| Product Name |  |

|  |  |  |
| --- | --- | --- |
| Please click on the icons below to add product images  to support your entry | | |
|  |  |  |
|  |  |  |
|  |  |  |