



## Terms and Conditions

When submitting an application for the LEEA 2018 Awards, the following terms and conditions apply:

- 1. Costs:** There are no charges for applications for the 2018 LEEA Awards
- 2. Applications Deadline:** you have until midnight on Friday 31<sup>st</sup> August 2018 to submit your applications
- 3. Method of Application:** Applications must be completed and submitted through the online entry portal
- 4. Language:** Applications must be submitted in English
- 5. Multiple applications:** You may apply (or nominate) for more than one award, except for:
  - 'Apprentice of The Year Award': an apprentice may only be nominated for one award per year by their employer.
- 6. Application restrictions:**
  - Individuals cannot nominate themselves for the following categories:
    - Unsung Hero Award
    - Apprentice of the Year
    - Manager of the Year
  - LEEA will only accept nominations from employees of member companies who work at supervisory level (I.E. Line Managers, Team Leaders etc.)
- 7. Categories:** Entering into the incorrect category may result in disqualification. Please ensure you choose the correct category. If you are unsure which category applies for your application, please check with the LEEA team: [mail@leeaint.com](mailto:mail@leeaint.com)
- 8. Application process:**
  - Please complete all free-text boxes. Incomplete applications will not be accepted
  - There is maximum of 500 words for each free-text box
  - Once you have completed your application, an e-mail will be sent to you to acknowledge receipt



- If you don't receive an acknowledgement within 5 working days from your submission, please contact the LEEA team: [mail@leeaint.com](mailto:mail@leeaint.com)
- LEEA reserves the right to invalidate and withdraw an award from any applicant if they supply false or fraudulent information to support their application
- The judges may need to audit the information you provide
- The judges' decision is final
- If insufficient/suitable applications/nominations are received for any award category, LEEA reserves the right to withdraw said award and reinstate that category the following year

**9. Submitting Documents:** You may submit up to 5 items in support of your application (e.g. a PowerPoint Presentation with 5 slides = five items, 1 photograph = 1 item). Applicants may be asked for additional supporting information at the judging stage

**10. Winners Announcement:** winners will be announced during the LiftEx 2018 Awards Dinner. Finalists will be advised 28 days before the LEEA Awards Dinner and invited to attend. Please visit the [Liftex 2018 Website](#) to book your space at the Award Dinner.

**11. Control of Data:** The information you submit, will be used only for activities strictly related to the awards. Winning applications may become public. Applicants shall be prepared to participate in post event publicity associated with the award. No company sensitive information will be used without your prior consent