



N O M I N A T I O N

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Trade Supplier of the Year Award

Nomination Terms of Reference and Criteria:

Nominations for this award can only be submitted by Business Centre Owner Operators/Centre Managers that are current **bca** members.

Nominations for this award will only be accepted if the nominated Trade Supplier has **provided and continues to support a service**. The nominated Trade Supplier will have been a member of the Association for a **minimum period of 1 year**.

Operators can nominate across categories, however each location (Operator) can only submit one nomination for any **bca** trade supplier.

Nominations for the Trade Supplier Award are to be backed up by details of **when the initial service was provided, together with the level of on-going support being received – specific examples**. You should also indicate if the service provided has given the centre additional revenue opportunities.

The Process:

Nominations for the **bca** Trade Supplier of the Year should be sent to the **bca** office. As with all award nominations, the **bca** conducts an audit by contacting the business centres and clients if appropriate, asking them to confirm the content of their nomination.

Nominations are then given to an impartial independent panel of judges, whose details will be made public immediately following the nomination closing date 5.30 pm, Friday 28th September 2012.

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bca 2012 Trade Supplier of the Year Award

Entries will be judged by an impartial panel.

Photocopied entry forms are acceptable.

The completed form must be signed by the person responsible for submitting the entry.

The closing date is 5.30 pm, Friday 28th September 2012.

The judges' decision is final and no correspondence will be entered into.

Winners will be announced at the **bca** Industry Awards Gala Dinner on

Friday 30th November 2012 at

The Park Lane Hotel, Piccadilly, London W1J 7BX.

Award winners may state in their advertising/promotional activity and stationery that they are a winner, but must include the category and year in which the award was won.

**All nomination forms must be typewritten.
No handwritten entries will be accepted.**

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2012 **bca** Trade Supplier of the Year Nomination:

Nominated by: _____ Position: _____

Name of Business Centre/Workspace Location: _____

E-mail: _____ Tel: _____

Length of time at Centre: _____

Address of nominating Location: _____

_____ Post Code: _____

Signature: _____ Date: _____

I wish to nominate _____ for the 2012 **bca** Trade Supplier of the Year Award.
Give the approximate date the service was first provided. Give at least two specific and comprehensive details of the service and examples of the ongoing support you are receiving. Give details of the revenue opportunities/cost savings and general comments about the Trade Supplier.

(Please attach additional sheets as required).
