

2010 commercial entry form

To enter online go to www.rmbcommercial.co.nz
Entry Helpline 04 494 5178



Membership ID Number _____

ENTRY DETAILS

Property Name (e.g. Wadestown Library, or "ABC United National HQ") _____
(Please state the full and official project name)

Street number and name _____

Suburb _____ Town/City _____ Post Code _____

Date of completion for project entered _____ Certificate of Practical Completion

OWNER DETAILS

Description or name of owner _____

Contact person (if an organisation or different from above) _____

Phone _____ Mobile _____ Fax _____ Email _____

Owners Postal Address (if different from above) _____

Owners Site Contact Person (if different from above) _____

Owners Site Daytime Phone (if different from above) _____

OWNER AND CONTRACTOR DETAILS TO BE PRINTED ON CERTIFICATES

Wording of owner information for certificate _____

Wording of contractor/company information for certificate _____

Owner's Confidentiality

- | | |
|---|--|
| <input type="checkbox"/> Full Confidentiality – name not included on certificate, event script or media | <input type="checkbox"/> Partial Confidentiality Script – names included on event script but <u>not</u> certificate or media |
| <input type="checkbox"/> Partial Confidentiality Certificate – name included on certificate but <u>not</u> in event script or media | <input type="checkbox"/> Inclusive – names included on certificate and event script |

CONTRACTOR DETAILS (please print clearly)

Company Name _____ Trading as _____

Name of Company Contact (individual first and last name/s) _____

Marketing Contact (if applicable. This person will be contacted regarding advertising enquires) _____
Business phone _____

Contractor Business Address – Postal (if different from above) PO Box No. _____

Suburb (if applicable) _____ Town/City _____ Postal Code _____

(Please include area codes on numbers e.g. 04 234 5678)

Phone _____ Fax _____ Mobile _____

Email _____ Website _____

Office use only:

Entry number _____

Final category entered _____

- | | |
|---|--|
| Scrutineered <input type="checkbox"/> | Verified by Registered Master Builders Federation <input type="checkbox"/> |
| Copy of Certificate of Practical Completion received <input type="checkbox"/> | Under \$2million <input type="checkbox"/> |
| | Over \$2million <input type="checkbox"/> |



Principal sponsor



RMB Commercial Project Team

Please list members of your project team, including your key contact whom the judges may contact as part of their assessment

| Project Team | Company | Contact Name | Phone (include area code or 021 etc) |
|------------------------|---------|--------------|--------------------------------------|
| Client | | | |
| Architect/Designer | | | |
| Engineer | | | |
| Quantity Surveyor | | | |
| Interior Designer | | | |
| Other (please specify) | | | |
| Other (please specify) | | | |
| Other (please specify) | | | |
| Other (please specify) | | | |

Entry Descriptive and Judging Criteria

Please attach a description of your entry. Your summary should include: General descriptive of the commercial property and what work was undertaken; timing issues; how were specific construction challenges addressed; key things for the judges to consider during the site visit; health and safety issues and any additional special elements.

Please attach your summary separately to your entry form. **Note:** This should be no more than 800 words.

The following judging criteria will be applied to all Commercial Project Award categories:

| | |
|---|--|
| <p>Construction (600 points/30%) Quality management, environmental care (incl waste management), construction practice, degree of difficulty/complexity (construction impact) and innovation</p> | <p>Contract Management (600 points/30%) Health and safety, team/relationships (incl subcontractors and client comments in respect to satisfaction with contract management and team management), timeframes and project administration</p> |
| <p>Design (600 points/30%) Environmental sustainability, fit for use, economic value, design/aesthetic, material selection (incl durability and weathering)</p> | <p>Overall Assessment (200 points/10%) Consideration given to the standard of originality or innovation in the overall project, the way it meets the needs of the client and any additional feature which enhances the unique impact of the building and the overall result</p> |

Owned by

Principal sponsor

Supporting sponsors



Terms and Conditions for Commercial Project Award Entrants

All entrants in the RMB 2010 Commercial Project Awards shall be bound by these Terms and Conditions.

ENTRIES

1. All entries must be received by Friday 26 February 2010 for hard copy entries and Sunday, 28 February 2010 for online entries, and fees paid in full prior to commencement of local judging. Entry fee details can be obtained from local Registered Master Builders Associations and include the local entry fee (to be set and advised by Associations) and national entry fee (note there are different national entry fees for entries under \$2 million in contract value and over \$2 million in contract value).
2. Entries must be submitted to the local Association in which the property is built, with the exception of Southern Region which combines the Associations of Gore, Southland and Otago – these shall be treated as one region. Southern builders who build outside of this region, must enter in the Association that the property is built. In the first instance, any boundary issues should be mutually agreed by the Presidents. Should there remain any dispute in respect to location of the property the National Management Committee will make a final and binding ruling.
3. Incomplete entries will not be accepted. Entries become final on completion of scrutineering and verification by the Registered Master Builders Federation.
4. Entries must have been built by a current financial member of a Registered Master Builders Association and/or the Registered Master Builders Federation. If the member is suspended, expelled or resigns during the competition their entry will be immediately withdrawn from the competition.
5. All entries must have been completed within two years prior to Sunday 28 February 2010. The completion date shall be the date of practical completion.
6. Entrants must gain consent from the property owner, who must also agree to reasonable promotion of the entry in the event of it winning an award. If requested, property owners' anonymity and privacy will be respected. All entries are entered on the basis of progressing to the national competition. Entries may not be accepted for local competitions only.
7. All entries must have a Certificate of Practical Completion at the time of entry. Please note this will need to be submitted and/or verified at the time of judging.
8. All entries must include a contract value as per the Entry Form and a set of typical elevations and floor plans (in A3 size).
9. All entries shall submit photos of the property at the time of entry. Additional arrangements will be made to photograph the property as required during the judging, as per arrangements made by each Association, to meet minimum photographic standards. These photographs will be used for media, promotional, event and publication purposes.
10. Entrants may not use or endorse the RMB Commercial Project Awards brand and/or wordtype in association with a competitor product/company of the national family of sponsors. If awarded a Quality Mark, award recipients must comply with the terms and conditions of use and continue to protect the client's confidentiality.

CATEGORIES

11. Commercial projects are defined as those for which building consents have been issued, the primary use is non-residential with a commercial purpose, and they do not qualify for a Master Build Guarantee.

12. Projects that have previously been entered and/or received an award may not be re-entered.

JUDGING AND SCRUTINEERING

13. Judges, scrutineers, coordinators and photographers are required to complete a confidentiality clause as part of their involvement in the competition.
14. The judges' and scrutineers' decisions are final and no correspondence will be entered into.
15. Judges and scrutineers have the right to disqualify entries.
16. A representative of the contractor, designer and client who is able to answer technical and contractual questions must be present on-site during the judging.
17. Entrants must make their property available for judging within the nominated judging period. Only significant events shall result in rescheduling of judging times and dates at the discretion of the Management Committee.
18. Scrutineers must be satisfied that an entry is in the correct category before judging begins. Judges and scrutineers have the right to move entries into other categories or disqualify entries if they believe they

have been entered in the incorrect category. Entrants will be notified of the judges' or scrutineers' decision prior to judging commencing. Judges have the right to move an entry following judging, providing the entrant is notified of the decision in a timely manner.

19. Entrants and owners shall not contact judges for direct feedback on the judging process or results. Failure to adhere to this Term and Condition of entry could result in disqualification from the competition or submitting future entries.
20. All entrants must provide a photocopy of a map outlining directions to their property to assist judges.

GOLD, SILVER AND BRONZE RECIPIENTS AND LOCAL CATEGORY WINNERS

21. Gold, Silver and Bronze awards, together with category winners will be awarded locally, and more than one Gold, Silver or Bronze Award may be given in any category.
22. Awards are given to entrants whose entries are judged to be at least 50% higher than industry standard. Silver Awards will be given to those contractors whose entries are judged to be at least 65% higher than industry standard and Gold Awards at least 80% higher than industry standard. Industry standard will be set by the Management Committee.
23. Local category winners will be awarded to the entrant with the most points in the category, provided that the entrant is a recipient of a Bronze Award.
24. The RMB Commercial Project of the Year Supreme Award can only be awarded to Gold Medal winners.
25. The Top 25 Gold Award recipients, including the top three in each category, will progress to National Gold Reserve Award status.
26. Quality Marks may be used only by the company that has won the award and only used as per the associated guidelines and in conjunction with the Federation's brand guidelines, in particular as they relate to franchisees. Use is restricted to the company that received the award and cannot be passed on to another company or extended to associate companies or franchisees/franchisees.

NATIONAL GOLD RESERVE AWARD RECIPIENTS

27. Entrants agree to participate in an un-paid media/promotional programme (e.g. press, TV interviews etc). National Gold Reserve Award recipients agree to participate in television production, as required.
28. National Gold Reserve Award recipients are required to pay a national finalist fee for costs associated with the national competition and gala event. This cost includes one gala dinner ticket, one night's accommodation and travel costs as agreed by the Registered Master Builders Federation as well as a contribution towards national judging as applicable. Please note there will only be one charge per entrant, irrespective of the number of properties that receive National Gold Reserve Awards. This National Gold Reserve Award recipient fee will be invoiced on selection as a National Gold Reserve Award recipient.
29. Should a Gold Reserve finalist be unable to proceed to the national competition (i.e. their owner removes permission for the property to continue) the company shall retain their Gold Reserve Award status, but not be judged or considered for a national title.
30. National Gold Reserve Award recipients (or a representative from their company) will be required to attend the national gala event in Auckland in November 2010.

GENERAL

31. Any grievances or complaints must be submitted in the first instance in writing to the RMB Commercial Project Team Leader who will forward them to the Management Committee for review, comment, consultation and resolution.
32. Any entrant failing to comply with these Terms and Conditions or behaving in an unprofessional manner as per the Registered Master Builders Federation's code of ethics, may be disqualified from the competition or face disciplinary action under the rules of the Registered Master Builders Federation.
33. The Management Committee of the Registered Master Builders Federation reserves the right to amend these Terms and Conditions or issue binding rulings on any matter not included in these Terms and Conditions. Such decisions shall be final.

Consent Declarations

Contractor

I _____
being the contractor of the above mentioned property, hereby declare that the property entered meets the entry criteria. I agree to participate in any media activity surrounding the event, photographs of the property to be used for promotional purposes and, if a national winner, I agree to being filmed for or featured in a national television documentary or advertising programme, should that be required. I am aware that a copy of this entry form will be passed to RMB 2010 Commercial Project Awards sponsors' for their information. I understand that the information on this entry form is correct and have read, understood and agreed the Terms and Conditions of entry. I also understand that failure to provide correct information may result in my disqualification from the competition.

Signed Contractor _____

Date _____

Property Owner/s

I/We _____

being the owner/s of the above mentioned property, hereby agree to the property being entered in the RMB 2010 Commercial Project Awards. I/We agree to the property being used for any media activity surrounding the event and photographs of the property to be used for promotional purposes by Registered Master Builders Federation and the family of sponsors. If a national winner, I agree to the property being filmed for or featured in a national television documentary or advertising programme.

Signed Owner/s _____

Date _____

Entry Enclosures

Please check that you have included the following:

1. Completed entry form
2. Entry fee – contact your local Association for details
3. Photos of the property

4. Typical A3 siteplan and elevations
5. Property description/entry submission
6. An A4 map indicating the location of the property entered
7. Certificate of Practical Completion

Please return to your local Registered Master Builders Association by the closing date of **Friday 26 February 2010**. Please keep a copy of the entry form for your own records.