

# ENTERING THE 17TH MUSEUMS + HERITAGE AWARDS

Thank you for reading the category criteria and following the entry guidelines detailed on our website. This is the final step you need to take in order to enter!

Before completing the entry form, on the next page, and submitting it along with your entry(s) please take a couple of moments to check that you have followed the entry process correctly – we want to be sure you don't miss anything and that you have provided everything you need, to be in with a chance of success!

## FINAL CHECKLIST – PLEASE READ CAREFULLY

The following steps are all detailed on the awards website and apply to all categories with the exception of the Volunteer(s) of the Year which has a different entry process:

- Select the Award category(s) which you want to enter
- Carefully read the category criteria and follow the entry process detailed on the website
- Complete entry form on the following page
- Package up and post your entry which will consist of:
  - 10 copies of your entry paper for each entry (2 pages written stapled to 1 page of images)
  - 1 x supporting materials including your USB with 6 images
  - 1 x entry form (as per the following page) plus payment
- Your entry must arrive at the Awards Office by Friday 1 February

If you have any queries please refer to the FAQs on the website in the first instance or call the Awards office: +44 (0)1905 724734

## TERMS & CONDITIONS

The fee for entering the Museums + Heritage Awards must be paid by 1 March 2019. Failure to do so may result in immediate disqualification.

Please note that all shortlistees are required to purchase at least one ticket to the Awards Ceremony on the evening of 15 May in London.

Awards will be made solely at the discretion of the judges, no feedback or correspondence will be entered into about the results and the judges' decisions are final.

Owing to the expected number of entries, it is not possible for support materials or entry papers to be returned by post, however it will be possible for materials to be collected by prior arrangement from either the Awards office or the Museums + Heritage Show on 15+16 May at Olympia London.

Please note all materials sent are done so at the entrant's own risk. The organisers cannot accept responsibility for delay in delivery or damage to goods.

We reserve the right to use the photographs and/or video footage you supply to promote shortlistees and winners of the Awards.



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# THE 17TH MUSEUMS + HERITAGE AWARDS **ENTRY FORM**

Please complete one form for every project entered and return together with your entry papers and materials by **1 February 2019**. You are welcome to enter the same project into multiple categories or to enter different projects.

Fees apply and please note all shortlistees will be required to purchase at least one ticket for the Awards Ceremony. Please refer to the separate form if you are entering the Volunteer(s) of the Year Award.

**TITLE OF PROJECT** (max 50 characters) \_\_\_\_\_

**PROJECT ORGANISATION** (max 80 characters) \_\_\_\_\_

Please note the above information will be published exactly as shown so please ensure accuracy.

## PRIMARY CONTACT

Name \_\_\_\_\_

Job title \_\_\_\_\_

Company / Organisation \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Organisation Twitter handle \_\_\_\_\_

If you are a contractor / supplier entering on behalf of your client please confirm that you have permission from your client to do so.

## SECONDARY CONTACT (in case of absence of primary contact)

Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

## PRESS CONTACT (required on 15+16 May in the event that you are successful)

Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

## PLEASE SELECT THE CATEGORY(S) ENTERED:

- PERMANENT EXHIBITION OF THE YEAR
- TEMPORARY OR TOURING EXHIBITION OF THE YEAR
- LIMITED BUDGET PROJECT OF THE YEAR
- INTERNATIONAL AWARD OF THE YEAR, PROJECT MORE THAN £1M
- INTERNATIONAL AWARD OF THE YEAR, PROJECT LESS THAN £1M
- SHOP OF THE YEAR, TURNOVER MORE THAN £500K
- SHOP OF THE YEAR, TURNOVER LESS THAN £500K
- MARKETING CAMPAIGN OF THE YEAR
- EDUCATIONAL INITIATIVE OF THE YEAR
- INNOVATION OF THE YEAR
- RESTORATION OR CONSERVATION PROJECT OF THE YEAR
- FUNDRAISING INITIATIVE OF THE YEAR
- PARTNERSHIP OF THE YEAR

## ENTRY FEE

Your first entry is charged at £100 with the exception of Limited Budget Project of the Year which is just £60. All subsequent entries are charged at £60. **All prices are inclusive of VAT.**

1st Entry @ £100 + qty \_\_\_\_\_ @ £60 = Total Due £ \_\_\_\_\_

or

1st Entry Limited Budget Project of the Year @ £60 + qty \_\_\_\_\_ @ £60 = Total Due £ \_\_\_\_\_

I enclose a cheque for the Total Due made payable to M and H Media Ltd

Please charge the Total Due to my credit/debit card.

We will contact you for your 3 digit security number. **Please note we are unable to accept Amex.**

Card Number

Expiry Date (mm/yy)

Card holder's name and postcode \_\_\_\_\_

I have read and agree to the Terms & Conditions shown on the previous page.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send this completed form together with your entry(s) to arrive in the Awards office no later than 1 Feb 2019: **RETURN to Sara Bowen, The Museums + Heritage Awards, The Coach House, Sharman Road, Worcester WR1 3LA sara@museumsandheritage.com**

**DATA PROTECTION.** So that we can run the Museums + Heritage Awards, M and H Media Ltd will need to process the data you provide us when entering the awards to send you further details relating to the Awards. Please refer to our Privacy Notice for full details of how we look after your data, what we use it for and your rights, including the ability to opt out of contact with us. M and H Media Ltd collects your data in order to update you about The Museums + Heritage Awards and to send you details about the activities which form an integral part of our brand. You'll have the option to unsubscribe at any time.

