



## 2017 SWDA AWARDS CONTEST RULES

***Please review this document carefully as it will answer most of your questions regarding the awards contest and will help you avoid any problems or disqualification of your entries***

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1. In order to be eligible to submit entries, a member must be in good standing, with dues paid in full.
2. To eliminate the possibility of errors and oversights, please make sure that you carefully read all RULES, DEADLINES AND CATEGORY DEFINITIONS. Complete the "Entry Category List" and include it with your awards entries. KEEP A COPY OF YOUR ENTRY FORMS FOR YOUR RECORDS.
3. Please make sure to include the name of the supplier so they receive the proper recognition during the awards.
4. All entries shall be products published and distributed by members of SWDA only. Books and Calendars must be *printed* in the product as "Published and Distributed by..." Therefore please DO NOT affix your own labels with your company name. Removing these labels for the awards display may risk damaging your entry.
5. **TWO** (2) samples of each entry in the POSTCARD AWARDS contest **must** be submitted and must also be clearly marked as to category and member company. (Please do not print on picture side); (1) copy is used for judging, and (1) is for the archives.
6. The back of all postcards submitted by U.S. members must conform to USPS automated sorting guidelines.
7. Only ONE (1) sample of each entry in the SOUVENIR AWARDS contest is required.
8. Only one entry per member company will be allowed for each category. In the event that more than one is submitted, all company entries in that category will be disqualified.
9. No company that has won an award for a product can resubmit that same product again for consideration. That entry must be retired from the competition.
10. Where there is any question about the acceptability of a subject and/or product, a decision by the SWDA Board will be final.
11. Official ballots will be handed out at convention registration. (One ballot per company only) A company representative must give completed ballot to SWDA Staff or John Innis.
12. The display of the entries will be on the trade show floor SUNDAY, September 10th.
13. Entries will be numbered and displayed on tables or hung as deemed appropriate.
14. Only "official ballots" will be counted. (You forfeit your vote if you lose your official ballot, or submit after the deadline of 6:00pm on Sunday, September 10th) You will cast two votes per category; first and second choice.

15. In the event of a tie - the entry with the most first choice votes wins. The vote count tabulation will be done by SWDA staff. They will calculate the winners and notify the committee chairman of the outcome. Any category with five or fewer entries will be awarded a first place award only...no second place will be awarded.

**Ship all entries to:**  
**SWDA Awards Contest**  
**c/o Ventura**  
**311 North 2nd Street 201E**  
**St Charles IL 60174**  
**Attn: John Innis**  
**Ph: 847-917-0062**

**Suggestions for mailing:**

- a. Mail entries by a safe, traceable means (i.e. United Parcel Service, Federal Express, U.S. mail-certified with return receipt requested, etc.)
- b. Be sure to carefully package your entries so they will not slide back and forth and ruin the finish. Also, take care to package them so they do not get bent or broken.
- c. Do not affix your identification labels to the front (color side) of products as they could mar the products. **CARDS OR PRODUCTS WITH LABELS IDENTIFYING YOUR COMPANY ATTACHED TO A VISIBLE SIDE WILL BE DISQUALIFIED!**
- d. **Send out by August 15<sup>th</sup> or otherwise have it with you at registration.**

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**Entry Deadline: August 15, 2017**

***All entries must be postmarked on or before this date to qualify – PLEASE, NO EXCEPTIONS.***