THE 15th ANNUAL BIG APPLE AWARDS DISQUALIFICATION OVERVIEW

Completed entries & payment are due Friday, May 27th at 11:59 pm EDT.
Early deadline - Friday, May 20th at 11:59 pm EDT.
Extended deadline - Friday, May 27th at 11:59 pm EDT (additional fee applies).
Awards will be announced during THE BIG APPLE AWARDS GALA on Monday, June 20th at Spring Studios, 6 St. John's Lane, New York, NY

RECOMMENDED DISQUALIFICATIONS

What are recommended disqualifications? Recommended disqualifications are just suggested disqualifications. A judge's disqualification suggestion will be reviewed by Headquarters to determine whether a violation occurred. No entrant will be notified of judge scores or judges that reviewed their entry. Keep in mind client names, client images and client logos are permitted.

RECOMMENDED BUDGET DISQUALIFICATON TABS

TAB 1- ENTRANT(S) INFORMATION: The entrant information tab confirms that all Esprit entrants are current ISES members. Disqualifications Reasons: The entrant is not a current ISES member. ISES member ID doesn't match the entrant name. ISES member ID is not included for all entrants or is incorrect.

TAB 2- EVENT OVERVIEW: Disqualifications Reasons: The entrant submitted an event outside of 2015. Entrants can submit a New Year's Eve event

TAB 3- AWARD NOMINATION
Disqualifications Reasons:
- The tab isn't completed with the entrant(s) information.

TAB 4- ENTRY QUESTIONS: All categories are anonymous, except Best Industry Contribution. In every other category, no entrant(s) name, company name or logo can appear anywhere on the ENTRY QUESTIONS, ENTRY

COLLATERAL & ENTRY BUDGET tabs. Visible entrant information is the #1 reason for disqualification.
Exceptions:
- If an entrant is an employee of their client's company (i.e. corporate or non-profit event professional) the client company name and logo may appear, but there should be no reference to the entrant, images of the entrant or reference to them as an employee of the client's company.
- Best Industry Contribution category can contain entrant name, company name and logos.

Disqualifications Reasons:
- Entrant name(s), company name(s) images of the entrant or entrant company logo appears in the entry. On the Entry Questions tab, most commonly found in:
- Entrant text descriptions in question responses.
- Website links or images included in question responses.

TAB 5- ENTRY COLLATERAL: Collateral refers to the event, management, and multi-media items included in the entry. All categories are anonymous, except Best Industry Contribution.
Disqualifications Reasons:
- Entrant name(s), company name(s), company logo(s) or images of the entrant(s) or company logo appears in the ENTRY COLLATERAL tab.
On the Entry Collateral tab, entrant inclusion is commonly found in:
- Event and management collateral pieces or descriptions.

RECOMMENDED BUDGET DISQUALIFICATIONS BY ENTRY TABS
ISES ESPRIT AWARDS RECOMMENDED DISQUALIFICATIONS:

o Client proposals.
o In file names or digital file extensions.
o In headers and footers.
o In background of pictures.
o On invites and collateral materials.
o Entrant information included in the multi-media file.

- Story boards, collages, inspiration boards are included in the collateral uploads.
- The entry contains more than the allotted pieces of collateral (i.e. a word document with 10 pictures would count as 10 pieces and a word document with 45 pictures would count as 45 pieces and should be recommended for disqualification.
- Collateral contains pictures of the entrant.
- Multimedia collateral (video) contains photos of the entrant or company name/logo.
- Multimedia collateral exceeds the 5 minute maximum length.
- The filmography and technical production categories don't contain multi-media (not required for any other category, but can be included).

TAB 6- ENTRY BUDGET: All budgets should display the full market value (not donated or vendor pricing) of items. In vendor or service categories, such as marketing, design/décor, and support services, only budgets for those services are required. Before evaluating the entrants budget, read their category specific budget instructions located on the top of each budget spreadsheet. Only categories with monetary specifications will require a budget.
Disqualifications Reasons:
If the entrant did not adhere to the rules of the competition by:

- Not including a detailed budget in a budget required category.
- Including an entrant name, company name or logo.
- Not using the budget template provided (i.e. uploaded their own).
- Not converting the TOTAL budget figure to US dollars.
- Uploading the budget into the incorrect category.
- Including donated and inventory items without the full market value.
- Providing incomplete, inaccurate, or unrealistic budgets.
- Including the entrant name/logo in file name or in header/footer.
- In full budget categories, collateral displaying event items or images that aren't reflected in the budget. (i.e. event collateral shows transportation vehicles to transfer guests and transportation costs are not included in the budget.)
- Budget calculated incorrectly.

SUBMIT TAB- PAYMENT
Disqualifications Reasons:

- Credit card payment not applied to entry(s) correctly.
- Payment not received before the payment, submission or shipping deadlines.
- Check payments not received by deadline.
- Team or joint entrants apply more than payment to their entry.