

# Entry Guidance



# Welcome to the much anticipated FeRFA Awards 2024

We are thrilled to invite you to celebrate excellence in resin flooring. This Entry Pack will guide you through the straightforward nomination process for all award categories. Please read the instructions and terms carefully before submitting your entry.

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## Award Categories 2024

[Small Industrial Project of the Year \(<500m<sup>2</sup>\)](#)

[Small Commercial Project of the Year \(<500m<sup>2</sup>\)](#)

[Large Industrial Project of the Year \(over 500m<sup>2</sup>\)](#)

[Large Commercial Project of the Year \(over 500m<sup>2</sup>\)](#)

[Innovation of the Year](#) - Celebrating this year's innovative achievements and initiatives that propel our industry forward.

[Young Achiever of the Year](#) - Shining a light on our industry's up and coming talent.

[Lifetime Achievement Award](#) - Honouring outstanding contributions to the world of Resin Flooring.

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## Terms & Conditions

By making a nomination to any of the FeRFA Awards categories 2024, you are agreeing to the following Terms & Conditions, and agree to adhere to the guidance set out in this document. Failure to comply may result in disqualification.

### Eligibility

- All FeRFA Awards are open to **FeRFA Members** only.
- In the case of the Young Achiever and Lifetime Achievement Awards, Nominees must presently work for, or have recently retired from, a FeRFA Member company.
- Project Awards (Small Commercial and Industrial, Large Commercial and Industrial and Innovation Awards) are open for joint submission by FeRFA Manufacturer and Contractor members.
- All projects or initiatives must have been completed and taken place between **October 2023 and September 2024**.
- Award submissions and nominations can be self-nominated or nominated by FeRFA Member colleagues. In the case of the Young Achiever and Lifetime Achievement Awards, nominations may also be considered from customers or industry peers outside of FeRFA.

### Submission Requirements

- By making a submission, you are agreeing to the Terms and Conditions of the FeRFA Awards 2024, set out in this document.
- You may enter projects in multiple categories (there is no limit to the amount of categories you may enter) but you must complete a separate form for each entry.
- Submitted materials you consent for these materials to be reproduced by FeRFA, without charge, in various media to promote the Awards and other Association activities.
- Entrants agree to indemnify FeRFA against any claims for breach of copyright resulting from such use.
- You must own the images you submit.
- A high-resolution logo must also be submitted with your entry, which may be used for promotional materials.

### Deadline

- All entries must be received by **Friday, 20th September 2024**.

## Contact Information

- If you have any questions, please contact FeRFA Support at [support@ferfa.org.uk](mailto:support@ferfa.org.uk).
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## Submission Process

This year, all nominations will be received via relevant online entry forms.

You can start your submission and return to complete it at your convenience.

By clicking on each of the categories on Page 1 of this document, you will immediately reach the entry nomination form for the relevant category.

Alternatively, you can follow these steps to submit your nomination:

### 1. Access the Online Portal

- Visit the [FeRFA Awards 2024 Awards Portal](#).

### 2. Complete the Entry Form

- Select the appropriate category for your nomination.
- Fill out all required fields in the form.
- Complete your entry before the submission deadline of Friday 20th September 2024.

### 3. Upload Supporting Documents

- Attach high-resolution images of the project as required by the online form.
- Upload a high-resolution company logo.
- Include any required or additional documentation or testimonials, as required by the online form.

### 4. Submit Your Entry

- Review your entry to ensure all information is correct.
  - Submit the form. You will receive a confirmation email once your entry has been successfully submitted.
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## Helpful Tips for Entrants

To help you prepare a standout submission, here's what we're looking for in each award category:

### Project Awards

We want to see how your project stands out in terms of innovation, craftsmanship, and impact. Here's what to include:

- **Visual Documentation:** High-quality photographs, videos, and images before, during, and after the project to show detail, skill, and suitability for the environment.
- **Technical Documentation:** Plans, drawings, technical data, and case studies that highlight the project's significance and the challenges overcome.
- **Testimonials:** Client or stakeholder testimonials that speak to the success and impact of the project.
- **Health & Safety:** Risk assessments, COSHH assessments, and relevant Health & Safety policies to demonstrate your commitment to safety. These documents will be requested within the online form. Ensure all files are clearly labeled and ready for upload.
- [Click here to access the SMALL INDUSTRIAL Project of the Year Nomination Form](#)
- [Click here to access the SMALL COMMERCIAL Project of the Year Nomination Form](#)
- [Click here to access the LARGE INDUSTRIAL Project of the Year Nomination Form](#)
- [Click here to access the LARGE COMMERCIAL Project of the Year Nomination Form](#)

### Innovation of the Year

We're seeking groundbreaking innovations that have significantly advanced the resin flooring industry. Highlight:

- **Innovation Details:** Specific examples of innovative techniques, materials, or processes used.
- **Impact:** How the innovation has improved efficiency, quality, or sustainability in the industry.
- **Scalability and Potential:** Evidence of how the innovation can be applied broadly and its potential for future industry advancements.
- [Click here to access the Innovation of the Year 2024 Nomination Form](#)

## Young Achiever

We're looking for young professionals who have shown exceptional skill, dedication, and innovation in resin flooring. Highlight:

- **Personal Achievements:** Specific examples of their contributions and successes in their role.
- **Impact:** How their work has benefited their team, projects, or the broader industry.
- **Future Potential:** Evidence of their potential for future growth and leadership within the industry.
- [Click here to access the Young Achiever 2024 Nomination Form.](#)

## Lifetime Achievement

This award honours individuals who have made significant and lasting contributions to the resin flooring industry. Focus on:

- **Career Highlights:** Key achievements and milestones throughout their career.
- **Industry Impact:** How their work has influenced the resin flooring industry, including innovations, mentorship, and leadership.
- **Testimonials:** Endorsements from colleagues, clients, and industry peers that speak to their legacy and influence.
- [Click here to access the Lifetime Achievement Award Nomination Form.](#)

## Further Guidance:

- **Prepare in Advance:** Gather all necessary information and supporting documents before starting the online entry form.
  - **Be Clear and Concise:** Provide detailed but concise descriptions for the project or individual achievements.
  - **Check Quality:** Ensure all photographs and logos are high-resolution for the best presentation.
  - **Save Progress:** Each online form will save your progress, allowing you to complete the online form in your own time.
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Thank you for participating in the FeRFA Awards 2024. We look forward to receiving your nominations and celebrating the outstanding achievements of our Resin Flooring industry on Friday 22nd November 2024. To secure your tickets for the prestigious event, [click here](#).



📞 07484 075 254

✉️ [support@ferfa.org.uk](mailto:support@ferfa.org.uk)

2 Water Street  
Stamford  
Lincolnshire  
PE9 2NJ

🌐 [ferfa.org.uk](http://ferfa.org.uk)

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VAT Registration No. 320 5799 58