

AWARD TYPES

Award recipients are recognized in the following manner at the Awards and Keynote Breakfast:

Best of Category (Gold) – Award presented on stage.

Certificate of Merit (Silver) and Honorable (Bronze) – Awards and photos presented off stage.

Best of Category (Gold)

Best of Category (Gold) may be awarded in each category within each region.

Certificate of Merit (Silver)

Second place Certificates of Merit (Silver) may be awarded for each category in each region.

Honorable (Bronze)

Third place Honorable (Bronze) awards may be awarded for each category in each region

Optional Special Awards

Special Awards may be given at the discretion of the judges. Recognition may be given to the project the judges deem to be the “Best of the Best,” **The Founder’s Award**.

ENTRY REQUIREMENTS

1. Entries must be submitted by CISCA members in good standing
 - a. All project entries must include a CISCA Member Contractor and CISCA member Manufacturer of the major portion of the submitted project.
 - b. Projects submitted by distributors and/or manufacturer’s reps will be entered into judging if the installing contractor, general contractor and manufacturer or manufacturer’s rep is a CISCA member or joins CISCA by the date of judging.
 - c. Special CISCA membership rates are available.
2. Number of entries
 - a. Maximum of six (6) total entries from one company.
 - b. Maximum of three (3) projects in any one category.
 - c. A project entry may only be submitted in one (1) category.
3. Each project entry must specify the region where the project is located, if applicable.
4. Each project entry must specify the category under which the project is entered.
5. Projects must be completed by December 31, 2009.
6. All entries must be submitted with:
 - a. A completed entry form
 - b. A \$250.00 entry fee
 - c. A binder as described in Judging Criteria
7. All entries become property of CISCA and Interior Construction Magazine.
8. Do not send irreplaceable materials.

All entries must be received by CISCA no later than **January 15, 2010**.

Please send to: CISCA Construction Excellence Awards
405 Illinois Avenue, Unit 2B
St. Charles, IL 60174

JUDGING CRITERIA

PLEASE READ EACH SECTION CAREFULLY

A panel of industry representatives will judge the entries.

The presentation quality will count as 20% of total points. The presentation includes the binder, photographs and narrative. The remaining 80% of total points are based on: 1) quality of the job; 2) job conditions; 3) complexity of job and 4) overall finished project.

Overall Presentation and Appearance of Entry

1. Binder

- a. Each entry must be in a plain white three-ring binder with no company name or logo – and must not exceed 10 X 13 inches
 - Include tabs with a label for each of the sections as listed below:
 - Project name, region and entry category displayed on the cover of the binder
 - Entry form included as the first page in the binder
- b. Do not send videos, DVD presentations or oversized documents

2. Photographs

A minimum of five (5), but no more than ten (10) 8" X 10" or full-page photographs may be included. Provide a brief description for each photograph. Description should either be on the back of the photo, on the page adjacent to the photo or at the bottom of the photo. Include a CD in a vinyl sleeve with your digital photos saved at a minimum of 300 dpi. Photos on the CD must be clear of any labels or captions. The photographs may not be contained within a software program such as PowerPoint or Acrobat. Applicants must obtain reproduction rights from their photographer for Cisca's use without limitation. Any liability for copyright violation shall be borne solely by the applicant.

3. Narrative

Provide a minimum 300-word summary including details about the size and scope of your project.

- Describe the challenges and special obstacles encountered on the project.
- Explain the degree of difficulty or extenuating circumstances encountered in completing the project.
- List any LEED certifications.

In other words:

- Why is this project special?
- What qualifies it for a national award?
- Please Note: Do not include names of people, companies, or other identifying phrases or words within the description as these will be deleted from the narrative the judges receive and can affect the flow and understanding of the narrative.

4. Paragraph

Fifty (50) words or less, describing what makes your project special. This may be used in *Interior Construction Magazine* and in press release materials if you are an award winner.

2009 ENTRY FORM

CISCA Construction Excellence Awards

Please complete the information exactly as it should appear on the award. Each submission requires a separate entry form, which must be in an entry binder. Completion of all fields is required. Your contact person is required to respond to communication regarding the competition, and to confirm your company's participation in the awards event.

Print or Type exactly as it should appear on awards and print

Category (Circle one) Acoustical Solutions Ceilings Interior Finishes Renovation Boutique

Name of Project: _____

Location of Project: (City/State) _____

Name and email address of Architect/Specifier: _____

LEED Certification: _____

List other companies involved in this project. Please refer to Entry Requirements 1.a, b, and c. If multiple companies are involved, please attach separate sheet.

General Contractor

Company _____ Contact Name _____

Email Address _____ Phone Number _____

Installing Contractor

Company _____ Contact Name _____

Email Address _____ Phone Number _____

Distributor

Company _____ Contact Name _____

Email Address _____ Phone Number _____

Mfg Rep

Company _____ Contact Name _____

Email Address _____ Phone Number _____

Manufacturer

Company _____ Contact Name _____

Email Address _____ Phone Number _____

APPLICANT:

Company Name _____

Contact Person _____ Title _____

Mailing Address: _____ City/State/Zip _____

Telephone _____ Fax _____

Email _____

Please read and sign below

As company representative I give CISCA permission to use photographs and any information submitted for the CISCA Construction Excellence Awards competition (presentations, printed matter, etc.), promotional materials and news releases.

Signature _____ Date _____

Payment Method: Check Visa MasterCard

Card Number _____ Exp. Date _____

Name on Card _____ Signature _____

SUBMISSION DEADLINE IS JANUARY 15, 2010!