



## 2016 Route Salesperson of the Year Award Nomination Guidelines

**Deadline: Nominations Accepted Until June 24, 2016**

When it comes to customer service in the bottled water industry, nobody exemplifies it better than your route salespeople. They are truly on the front lines of customer service. That's why IBWA honors these individuals with the Route Salesperson of the Year Awards.

Nominating one of your outstanding employees for IBWA's Route Salesperson of the Year competition is a unique opportunity to recognize a team member who helps make your company prosper. This individual should be a dedicated employee who views route sales as a career and not just a day-to-day job. He or she should also have a "motivated and vigorous personality"—and numerous other attributes that contribute significantly to your successful bottled water operation.

Keep in mind that in the IBWA Route Salesperson of the Year competition, there are only winners! Every individual who is nominated receives a certificate for being his or her company's route salesperson of the year. The nominees, in turn, compete with peers within their same company category for the distinction of being named the IBWA Route Salesperson of the Year.

Following are the company categories:

- **Level I Company:** Sales less than \$500,000
- **Level II Company:** Sales between \$500,001 and \$2 million
- **Level III Company:** Sales between \$2.1 million and \$8 million
- **Level IV Company:** Sales above \$8 million

The winners in the four company segments and their spouses or significant others will be the guests of IBWA for two nights during the **2016 IBWA Annual Business Conference and Trade Show at the Gaylord Opryland Hotel in Nashville, Tennessee, November 7-11, 2016**. They will be honored at the awards presentation during the IBWA General Session, where each winner will be invited on stage to accept the coveted IBWA Route Salesperson of the Year Award.

The companies of award recipients will receive a press release for distribution to their local media. A national press release will be distributed by IBWA.

# 2016 Route Salesperson of the Year

## \*Rules\*

### General Rules

- Entry fee: There are no entry fees for IBWA's awards program.
- Only non-management route salespeople are eligible.
- Each member company and/or subsidiary company (bottler or distributor) may enter only one nominee into the competition.
- Nominees will be judged within their company-size category, based on gross sales for the year ending December 2015:
  - **Level I Company:** Sales less than \$500,000
  - **Level II Company:** Sales between \$500,001 and \$2 million
  - **Level III Company:** Sales between \$2.1 million and \$8 million
  - **Level IV Company:** Sales above \$8 million
- One Route Salesperson of the Year will be named from each category.
- Selection of a nominee by a member company may be based upon any criteria established by the member company.
- Selection of the IBWA Route Salesperson of the Year will be based solely on the information submitted on the official entry form (found below) and any additional narrative the nominator provides.
- Video Option  
In place of the brief narrative describing the achievements of the nominee (see last page of this document), nominators may provide a 3-minute (or less) video describing why the nominee is deserving of the Route Salesperson of the Year award. Provide the video to IBWA in either .mov or .mp4 formats. Videos can be emailed to [shicks@bottledwater.org](mailto:shicks@bottledwater.org). *(Note: Email attachments larger than 10 MB are not accepted by IBWA's office email Outlook system. You may have to use a service such as Hightail.com to email the file.)*

### Notification

Notification of all winners of the Route Salesperson of the Year competition will be made to the salesperson's company no later than the week of September 5, 2016. When notified, each company will be asked to provide IBWA with the following:

- Photos of their route salesperson.
- Additional narrative detail, if necessary, explaining why the nominee best exemplifies the highest standards set by your company.
- The name of his or her spouse or significant other (if any) who will accompany the winner at the convention.
- The name and title of the company representative who will join the winner on stage to accept the award.

The winners and their spouses or significant others (if any) will receive full-convention complimentary registration and hotel accommodations for two nights to attend the 2016 IBWA Annual Business Conference and Trade Show.

*Transportation and other costs (food, etc.) will be the responsibility of the winning company.*

## **2016 Route Salesperson of the Year \*Award Nomination Form\***

Deadline for all entries is June 24, 2016. Please type or write all information clearly. Calculate data for the nomination form on a one-year period. Please indicate time period here: from \_\_\_/\_\_\_/2015 to \_\_\_/\_\_\_/2016. (Note: The “to” or “end” date must occur in 2016.)

Name of Nominee: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Submitted By/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Submit Entries**

Submit entries two ways:

- Via email to Sabrina Hicks: [shicks@bottledwater.org](mailto:shicks@bottledwater.org)
- Via mail to IBWA headquarters:

2016 IBWA Supplier of the Year Award  
IBWA  
1700 Diagonal Road  
Suite 650  
Alexandria, VA 22314

### **Company Size (Check One)**

- Level I Company:** Sales less than \$500,000
- Level II Company:** Sales between \$500,001 and \$2 million
- Level III Company:** Sales between \$2.1 million and \$8 million
- Level IV Company:** Sales above \$8 million

### **Questions**

If you have questions, contact IBWA Publications and Special Project Manager Sabrina Hicks: 703.647.4601 or [shicks@bottledwater.org](mailto:shicks@bottledwater.org).

### **Deadline for Entries**

Entries will be accepted any time up until June 24, 2016.

**Number of Customers**

- \_\_\_\_\_ Commercial Rental
- \_\_\_\_\_ Commercial Water Only
- \_\_\_\_\_ Residential Rental
- \_\_\_\_\_ Residential Water Only
- \_\_\_\_\_ Coffee/Allied Products
- \_\_\_\_\_ Total Customers
- \_\_\_\_\_ Total "New Sale" Customers (includes water only, bottled water coolers, POU coolers, coffee customers)

**Performance/Sales**

Has the salesperson's pay increased from the prior year based on performance, bonuses, goals, commissions, or sales? (explain)

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**Average Units Delivered Per Day by Nominee**

- \_\_\_\_\_ Total Water Units Delivered Per Day
- \_\_\_\_\_ Cups (sleeves)
- \_\_\_\_\_ Other (please specify)

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**Safety**

- Date of last chargeable accident: \_\_\_\_\_
- Date of last moving violation: \_\_\_\_\_
- Type of moving violation: \_\_\_\_\_
- Date of last lost-time injury: \_\_\_\_\_

**Customer Service**

\_\_\_\_\_ Average number of "out of product" calls per day

Responds timely and courteously (explain)

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Communicates effectively with customers and peers (explain)

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**Longevity and Attendance**

How long has the nominee held this position? \_\_\_\_\_

Uses allotted paid vacation/sick/personal leave (but does not exceed)? \_\_\_\_\_

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