



## 2016 Supplier of the Year Award Nomination Guidelines

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

IBWA's Supplier of the Year award reflects the association's commitment to recognizing outstanding performance among supplier members. That performance can be demonstrated in a variety of ways—with examples being (but not limited to) customer service, technological advances, “green” initiatives, community service, and any efforts advancing interests of the bottled water industry.

IBWA's Supplier of the Year will be announced at the General Session during **the 2016 IBWA Annual Business Conference and Trade Show at the Gaylord Opryland Hotel in Nashville, Tennessee (November 7-11, 2016).**

In addition, the Supplier of the Year will be featured in *Bottled Water Reporter* magazine and *IBWA News Splash* e-newsletter articles and on the IBWA website: [www.bottledwater.org](http://www.bottledwater.org). The Supplier of the Year will also be the subject of an IBWA press release, which will be distributed to national and local media.

### General Rules

IBWA strongly encourages all IBWA Bottler members to nominate IBWA Supplier members for the IBWA Supplier of the Year award program.

- A Supplier of the Year nominee must:
  - Be a current IBWA Supplier member in good standing.
  - Display professionalism and fairness.
  - Display leadership within IBWA and the bottled water industry.
  - Display integrity and character that is recognized throughout the industry as having a positive professional reputation and is respected by industry peers.
- A Bottler member may nominate only one Supplier.
- A Bottler must submit a nomination with written documentation or 3-minute (or less) video describing the basis of the outstanding performance by the Supplier. (Read more details about the video option below.) Bottlers should be specific and thorough in their description of why the Supplier nominee is worthy of the IBWA Supplier of the Year Award. Limit your essay to no more than one typed page (approximately 500 words) or your video to no more than 3 minutes. Photos/images/supplemental documentation (newspaper articles, etc.) may also be included.
- The same Supplier cannot win more than once in a three-year period.

### Video Option

In place of the brief written narrative describing the company achievements, you may provide a 3-minute (or less) video describing why the nominee is deserving of the Supplier 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 Outlook email system. You may have to use a service such as *Hightail.com* to email the file.)



## Supplier Commitment to IBWA

(To be filled out by IBWA Staff)

**Yes**   **No**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Company has participated in IBWA's membership mentoring program.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Company has participated on IBWA committees, task forces, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Company has exhibited at IBWA trade shows.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Company has advertised in IBWA's magazine, <i>Bottled Water Reporter</i> , or IBWA News Splash e-newsletter. |

### Company Size

[select one] Company entries are divided into two size classifications (based on gross sales for the year ending December 2015, computed in U.S. dollars). Please check the box below that defines the gross sales for your Supplier nominee. *If you do not know this information, please do not check a box. An IBWA representative will verify your Supplier nominee's gross sales information when we receive your nomination form.*

- Level I Company:** Sales between \$0 and \$2 million
- Level II Company:** Sales above \$2 million

### Judging Process

After the submission deadline, IBWA staff will develop a ballot scorecard listing all Supplier nominees. For judging, the scorecard will be sent via email to a judging panel consisting of three (3) Bottler members and two (2) Supplier members. (Note: Supplier members who are nominated for the award cannot serve as a judge, and all IBWA members must recuse themselves from the judging panel if their employer owns any interest in a nominated company.) The email sent to judges will also contain the essay written or the video produced by the Bottler describing why its Supplier nominee should earn the title of IBWA Supplier of the Year and any supporting documentation provided by the Bottler.

Below is an example of how a Supplier listing will appear on the ballot.

#### *Scorecard Example*

Should **Supplier X** be the IBWA Supplier of the Year for 2016?

- Yes**, Supplier X should be Supplier of the Year.
- No**, Supplier X should not be Supplier of the Year.
- I wish to abstain from the vote.

Members of the judging panel will email their filled-out ballots back to IBWA Publications Manager Sabrina Hicks (shicks@bottledwater.org), where staff will tally "Yes" votes to decipher who will be IBWA's Supplier of the Year for each company-size category. In case of a tie, the "Supplier's Commitment to IBWA" section from each nominee's application form will be reviewed to determine a winner.

IBWA must receive at least three (3) Supplier of the Year nominations to signify a competitive event.

### **Notification**

Notification of all winners of the Supplier of the Year competition will be made no later than the week of September 5, 2016. IBWA will notify the bottler who nominated the winning supplier. That bottler will let IBWA know if he/she would like to inform its supplier of the win, or if the bottler would rather IBWA notify the supplier winner. When notified, each supplier company will be asked to provide IBWA with the following:

- Photos.
- Additional narrative detail, if necessary, explaining why the nominee best exemplifies the IBWA Supplier of the Year.
- The name and title of the company representative who will walk on stage to accept the award.

### **Questions**

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

### **Send 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  
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