



2009 SAM AWARDS
*** SALES ACHIEVEMENT AWARDS ***
AREA SALES TEAM OF THE YEAR – SINGLE FAMILY (SA3)
Submission Guidelines

Entry Deadline: FRIDAY, NOVEMBER 13, 2009 by 4:00 PM – NO EXCEPTIONS

FEE: \$180.00/entry (+GST)

CRITERIA

- **Area Team Leader(s) must be a full-time in-house sales representative in order to enter their Sales Team. In the event that the Area Team Leader(s) manages more than one (1) area simultaneously, each area must be submitted under a separate entry.**
- **Sales MUST represent those generated from a single sales area from *October 1, 2008 and ending September 30, 2009* with a minimum of \$5,000,000 in sales.**
- **SINGLE FAMILY Definition:**
 - ⇒ Single Family or duplex dwelling not under any Multi-Family permit.
- **Sales for areas other than the area stated on entry form will not be eligible. Sales can not overlap, must be from *only* one area at one time, with the exception of areas without a sales centre.**
- **Sales Amount refers to the price on the contract at time of signing, and not the price adjusted at contract closing.**
- **All Sales Amounts must be HOUSE ONLY, land and GST excluded. Upgrades and extras may only be included, if they were part of the original contract.**

NUMBER OF ENTRIES

No limitations.

SUBMISSION REQUIREMENTS

1. Company Logo – on CD
 - black & white or colour (both if available) in both JPG and EPS (must be true vector file, not converted) format

NOTE: Entrants submitting for multiple awards are only required to submit their company logo once.
2. Full Payment – acceptable payment methods: MasterCard, Visa and Cheque – made payable to the Canadian Home Builders' Association – Calgary Region
3. Master Submission Form – one (1) hard copy

NOTE: Only one copy of the Master Submission Form is required to be submitted per entry deadline.

All electronic components can be included on one cd

4. Award Entry Form – one (1) hard copy and one (1) on CD
5. Photo of Sales Team – one (1) printed copy and one (1) digital image on CD
6. Sales List – one (1) printed copy and one (1) electronic file (in MS Excel format)

NOTE: You are required to use the spreadsheet template, available online at www.samawards.com.



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Information must include the following requested below (in order of appearance); failure to provide this may result in additional fees incurred due to the time spent in tracking missing information, etc.:

- ⇒ Firm Sales Date (sales must be between Oct. 1/08 – Sept. 30/09)
- ⇒ Homeowner's Name (ie. John & Jane Smith, or John Smith and Jane Brown)
- ⇒ Street # or Unit/Suite/Apt #
- ⇒ Street Name and Direction
- ⇒ City, Province
- ⇒ Postal Code
- ⇒ Sales Area
- ⇒ Developer
- ⇒ Value as Entered
- ⇒ Land Value
- ⇒ Upgrades Value
- ⇒ GST
- ⇒ Sales Amount (HOUSE ONLY, excluding land and GST. Price on contract at time of signing)

7. Contracts – All Sales Contracts on CD. Failure to provide copies of agreements will result in an automatic disqualification. **Purchaser name may be blinded.**

JUDGING PROCEDURES / DETAILS

- Winner will be determined based on 100% of total sales volume.
- All entrants are required to provide copies of sales agreement. Failure to provide copies of agreements will result in an automatic disqualification.
- All entries and judging forms are audited for irregularities and inconsistencies by the accounting firm of Rahal, Warren & Chugh.

ACCEPTABLE IMAGE / PHOTO FORMATS

Please ensure that all photo requirements are provided in individual sheet protectors.

The image quality requested below is required to produce the video presentation and all marketing materials.

Images on CD (ie. pictures, photos, advertisements, etc.) can be submitted in the following formats:

- JPG or TIFF

NOTE: Must be 300 DPI; size 8" x 10", NOT to exceed file size of 4 MB per image.

Printed photos can be submitted in the following formats:

- Size of 8" x 10", protect photos by using plastic sleeve protectors
- Do not glue or mount photos on board or any other product

NOTE: Place label on the back of photo.

NAMING / LABELING FILE DOCUMENTS, IMAGES AND PHOTOS

When naming / labeling, please provide the following information:

Award Reference_Company Name_Document / Image Detail

EXAMPLES using **ABC Homes** as the company:

- ⇒ SA3_ABC Homes_Entry Form
- ⇒ SA3_ABC Homes_Sales Team Photo_Name(s)

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GRAND SAM QUALIFIER

Winning the Area Sales Team of the Year – Single Family award is a Builder of the Year qualifier with no points awarded.

SALES ACHIEVEMENT RECOGNITION PLAQUES

Every sales team that enters will be recognized with a Sales Achievement plaque. They will be mailed to the care of the main contact as indicated on the Master Submission form. Sales Achievement recognition plaques will be sent out within 30 days of the 2009 SAM Awards Gala.

There are three levels of recognition:

- Gold Sales Achievement
- Silver Sales Achievement
- Bronze Sales Achievement

Achievement level is based upon total sales value, prorated on a curve where the top 33 percent are awarded gold status.

GENERAL CONDITIONS & INFORMATION

- Entrant must be a Canadian Home Builders' Association - Calgary Region (CHBA – Calgary Region) Member in good standing.
- Full payment must be accompanied with submission(s). Acceptable payment methods: MasterCard, Visa and Cheque – made payable to the Canadian Home Builders' Association - Calgary Region. Please include all entry fees in one payment.
- All materials submitted become the property of the CHBA – Calgary Region and will not be returned. Sales Contracts that are submitted will be held in confidence and used only for the purposes of this competition. The contracts will not be copied and will be viewed only by those persons having a need to do so relating to this competition which will include staff and the auditors of the CHBA – Calgary Region. At the end of the competition all contract information will be destroyed unless at the time of submission a return is requested in writing. Refer to our privacy policy online at www.chbacalgary.com or contact the CHBA – Calgary Region office to receive a hard copy.
- Subject to above entrants agree to allow any information contained in their submission(s) to be exhibited and/or published at the discretion of the CHBA – Calgary Region.
- All entries and judging forms are audited for irregularities and inconsistencies by the accounting firm of Rahal, Warren & Chugh.
- You will not be notified of missing components.

HOW TO SUBMIT ENTRIES

Follow the SUBMISSION REQUIREMENTS.

* Remember to save a copy of your submission for reference. *

Mail or Courier completed submission(s) to:

2009 SAM Awards
c/o Canadian Home Builders' Association - Calgary Region
#100 7326 10th Street NE
Calgary, AB T2E 8W1

Tel: 403.235.1911 ▪ Fax: 403.248.1272 ▪ Email: info@chbacalgary.com ▪ Web: www.samawards.com