



2009 SAM AWARDS

* SALES & INFORMATION CENTRE AWARDS *

Submission Guidelines

Entry Deadline: FRIDAY, JANUARY 15, 2010 by 4:00 PM – NO EXCEPTIONS
FEE: \$180.00/entry (+GST)

DEFINITIONS

Attached: Part of the permanent structure of the development

Detached: Not part of the permanent structure of the development

CRITERIA

- Sales and Information Centre must have been newly launched during the period between *January 1, 2009 and December 31, 2009*.
- Sales and Information Centre must represent the point of sale and be within the community or show home parade. Design Centres do not qualify.
- Builders / Developers may enter under the following awards:
 - ⇒ Best Sales & Information Centre – ATTACHED
Definition of Attached for:
 - SINGLE FAMILY / DEVELOPER – a Sales and Information Centre that is physically attached to the home for sale (ie. garage)
 - MULTI-FAMILY – a Sales and Information Centre that is situated in the development for sale
 - ⇒ Best Sales & Information Centre – DETACHED
Definition of Detached for:
 - SINGLE FAMILY / DEVELOPER – a Sales and Information Centre that is physically detached from the home for sale (ie. stand-alone trailer)
 - MULTI-FAMILY – a Sales and Information Centre that is situated in another building from the development for sale

NUMBER OF ENTRIES

Maximum of two (2) entries per member company.

SUBMISSION REQUIREMENTS

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

All electronic components can be included on one cd

4. Award Entry Form – one (1) hard copy and one (1) on CD
5. Exterior Images: two (2) – one (1) printed copy and one (1) electronic file for each image
6. Interior Images: two (2) – one (1) printed copy and one (1) electronic file for each image
7. Optional: Images of your Choice (maximum of 2) – one (1) printed copy and one (1) electronic file for each image
8. Map & Directions to Sales & Information Centre – one (1) printed copy and one (1) electronic file

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JUDGING PROCEDURES / DETAILS

- **Judging dates are as follows:**
 - ⇒ Round 1: In-House – February 5, 2010
 - ⇒ Round 2: On-Site – February 19, 2010 (Finalists Only)
- **If, after the 1st round of judging, your submission has become a finalist, you will be notified by February 13th 2009 so you are able to prepare for On-Site judging.**
- Incomplete entries are judged accordingly and may, at the discretion of the judges, be disqualified due to insufficient information and materials.
- Entries will be judged according to the following criteria:
 - Impression of Exterior
 - Theme and Concept (*Is the theme and concept consistent throughout the centre?*)
 - Impression of Interior Presentation
 - Overall Impression of Sales & Information Centre (*Have they differentiated themselves from competitors?*)

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 ID_Company Name_Document / Image Detail

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

- ⇒ SC1_ABC Homes_Award Entry Form
- ⇒ SC2_ABC Homes_Interior Image1

GRAND SAM QUALIFIER

Must enter a minimum of one (1) Sales & Information Centre Award to qualify for a Grand SAM Builder Award.

100% of ALL points awarded for Sales & Information Centre Awards goes towards *Builder of the Year and/or Multi-Family Builder of the Year.*

POINT ALLOCATION

1st Place = 10 pts.

2nd Place = 8 pts.

3rd Place = 6 pts.

4th Place = 4 pts.

5th Place = 2 pts.



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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. Refer to our privacy policy online at www.chbacalgary.com or contact the CHBA – Calgary Region office to receive a hard copy.
- All 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