

**MEA NATIONAL AWARDS TERMS AND CONDITIONS**

Meetings & Events Australia (ABN 002 967 366) is the owner of the annual Meetings & Events Australia National Awards.

1. The entrant has read, understood and agrees to the terms and conditions of the MEA National Awards.
2. The entrant understands the judging process and acknowledges that the decision made by the judges is final and there will be no further discussion entered.
3. Events held outside the advertised qualifying period will be deemed ineligible for submission.
4. The entrant acknowledges that the close of entries is 12:00 Midnight on 1<sup>st</sup> March 2021 and that late entries will not be accepted.
5. The entrant is responsible to ensure that they have submitted for the correct award and in the correct category.
6. The entrant is responsible for uploading the Award submission together with all the supporting information and material by close of entry.
7. Payments must be made at the time of upload, but no later than the cut-off time and date for submissions (1<sup>st</sup> March 2021). If MEA does not receive payment by this time the entrant will be advised in writing that their submission will not be accepted.
8. All submissions must achieve a 70% benchmark to be recognised as a finalist.
9. If a submission exceeds the published word count, it will automatically receive a deduction of 1 point from the score of each question it exceeds.
10. The entrant confirms that at the time of submitting the Award the submitting organisation can meet all its financial obligations including payments to suppliers, the Australian Taxation Office and employee superannuation contributions. The entrant agrees to notify MEA should the situation change prior to the State and National Awards presentations.
11. If successful at the Awards the entrant agrees to use the official MEA awards logo in accordance with guidelines provided.
12. The entrant acknowledges that only entries that meet the eligibility requirements will be put forward to the judging panel.
13. The determination of the judging panel is the responsibility of Meetings & Events Australia
14. Where an entrant is an organisation, the person submitting the entry must be an authorised representative of the organisation
15. The entrant warrants that all information in the Awards submission is true, complete and correct and that if questioned, they can support any claim of inaccuracy.
16. Each Award category has individual Eligibility requirements and General Guidelines. The entrant/s is/are encouraged to familiarise themselves with these requirements and guidelines before submitting and ensure that they meet all the requirements.

**MEETINGS & EVENTS INDUSTRY AWARDS**

17. Meetings & Events Australia reserves the right to reject an entry without giving reasons or to terminate an entry at any time. All rejected entries will be refunded.
18. All credit card payments are made via eWay's online internet payment gateway. Meetings & Events Australia will appear on your statement.
19. Entries are not refundable or transferable to any other person or organisation. Entrants found to be transferring an entry will be excluded from judging with no refund.
20. The entrant acknowledges that it grants Meetings & Events Australia permanent rights to use all material uploaded (including images, photographs and/or video) in any way to promote the MEA Awards including providing this material to third parties.
21. Three high resolution images can be uploaded at the final submission process; please do not include images on the submission document. (Format: jpeg, png or esp).
22. The entrant warrants that it either owns the material (including images, photographs and/or video) or has acquired sufficient rights to grant the rights and agrees to indemnify Meetings & Events Australia against any loss or damages caused by breach of this warrant.
23. Entries are treated with the strictest confidence.
24. Media releases will be distributed by Meetings & Events Australia to all media following the announcement of the Awards.
25. The entrant acknowledges and agrees that Meetings & Events Australia may provide their contact details to sponsors and partners of the MEA National Awards.
26. Judges will not review embedded links in text.
27. Entrants acknowledge and confirm that they operate in accordance with MEA's Code of Conduct that can be downloaded on the Awards home page.
28. In 2020 due to COVID-19, Hall of Fame inductees will include winners of the national award in the same category for the periods 2018 and 2019 then will make a special allowance where the winner has won in 2020 or 2021.