



The Promotional Marketing Association

How to enter the Awards using the new streamlined process.

STEP 1

Please label the entry folder in the USB with the relevant category code and category name (ie A1 Retail and Consumer Durables). Please submit all entries on the same USB key.

STEP 2

What materials to provide for entry in the folder on a USB:

1. One copy of the completed entry form in excel format
2. A maximum of two digital display boards (setup to A2 landscape 420mm x 594mm). Your entry display boards should not contain any confidential material as they may be displayed on the night of the awards ceremony.
3. Any audio or video support material for your entry (4 mins max).
4. One scanned signed Client Approval form for each entry you are submitting.
5. One JPEG image for each of the entries you are submitting. This is for the Audio Visual production on the night of the Awards Ceremony.
6. Competition Rules and Terms and Conditions of the promotion you are submitting, if applicable.

STEP 3

In a separate folder on the USB titled Agency Documents please include;

1. Summary Control Sheet detailing all the entries you are submitting. Please enter only one summary control sheet across all entries.
2. Your agency logo. Please enter only one logo across all entries.

STEP 4

Calculate the total cost of the entries and include a cheque, made payable to the 'APMC' for the total amount. Do not forget to add the VAT @ 23%. Remember, entries not paid for will not be admitted for judging.