



# 37<sup>TH</sup> ANNUAL BILD AWARDS

## **BILD AWARDS SUBMISSION RULES AND INFORMATION**

The 37<sup>th</sup> annual BILD Awards pertain to projects, or phases of projects, on the market as of January 1, 2016 and prior to the submission deadline (February 6, 2017), with the exception of category number 46 “Best New Community – Built”.

**Award finalists and winners must be BILD members in good standing to be recognized.**

### **DEFINITIONS**

- “**Low-Rise**” refers to projects of four storeys and under, whether they are freehold or condominium,
- “**Mid-Rise**” refers to all projects from five to 11 storeys.
- “**High-Rise**” refers to project 12 storeys or greater.

### **JUDGING**

BILD will appoint independent judges who will determine up to three (3) finalists in each non-pinnacle award category and four (4) finalists in each pinnacle award category. Judges will determine a single winner in each category. Names of finalists may be released in advance.

Each award is judged on five (5) criteria which are equally weighted.

### **SUBMISSION FORMAT**

The online submission tool gives you flexibility to begin the submission process. Entries are saved as draft allowing you to resume the submission process and edit before finalizing and submitting payment the entry.

Each entry must fulfill the submission requirements as defined. Some categories have specific requirements so be sure to read the entry criteria carefully and ensure that all required materials are uploaded or delivered to BILD’s office by the deadline to complete the submission entry.

Physical submissions should be sent to: **20 Upjohn Road, Suite 100, Toronto, ON, M3B 2V9.**

BILD reserves the right to disqualify incomplete submissions without notice or refund.

All entries must be submitted by 6:00 p.m. on **Monday, February 6, 2017.**

### **RECOGNITION POLICY**

PLEASE be certain to acknowledge all key contributors in a specific entry. For example, whether an ad agency or an architectural member submits a sales office, each should acknowledge the others contribution where applicable. Accuracy of spelling and information submitted is the responsibility of the submitter. Please note that any content submitted as part of the nomination may be used in promotional materials by BILD.

### **INFORMATION**

For further information email: [azaretski@bildgta.ca](mailto:azaretski@bildgta.ca) Call: Andrei Zaretski at 416-391-3450

**ENTRY FEE AND DEADLINES\*** *\*Please note that only online credit card payments will be accepted.*

\$65 plus HST per submission: Marketing, Architectural/Design, People & Sales Categories

\$300 plus HST per submission - Pinnacle Categories

Categories 40 and 41 – no fee; Category 45 – no fee; based on Project of the Year finalists.



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## **Navigating the Online Submission Tool**

Visit [www.bildawards.com](http://www.bildawards.com) and locate the online submission tool under the Submissions tab. You can log on to the tool by using your BILD Member username and password (Note: the password field is case sensitive).

There are two tabs at the top of the navigation screen: Drafts and Completed. All your entries are listed in either of these tabs. To start a new entry, select the “Create New Submission” button.

Entries will remain as “Drafts” until they are paid for and submitted for judging. To submit, click the check box next to the entry and hit the “Submit” button. If a red dot appears instead of the check box, please review the entry for missing elements.

Once submitted, the entries will be transferred automatically to the “Completed” section. **Only completed entries will be judged.** You may edit draft or completed submissions until the submission deadline.

To proceed to the payment option, you may select the checkbox (one or several at a time) and press the “Submit” button and enter your payment information. Only “Completed” entries will be judged.

## **Photo Images and Uploads**

**You must attach a minimum one image with each submission.** Only high resolution digital photos will be accepted. Please ensure all photos are in JPEG format and are a minimum 2,000 pixels wide (or tall for vertical images). **Do not use special characters or symbols in the file name.**

Your uploaded images will be appear together in your “images gallery” and will then need to be “attached” to the specific submission. **Uploading images is not enough: make sure you attach the appropriate images to your submission.**

If taking your own photos, set quality to the highest option but do not use digital cameras below 3 megapixels. Do not submit web photos which are only 72 DPI. For privacy reasons, people or identifying objects must not appear in any photos (with the exception of professional models and/or talent).

**These images may be used to promote you and your company in the event of a victory. Make them look as if you intend to use them in your own marketing material.**

A company logo file is required to be uploaded to the gallery once. You can then attach it to the appropriate submission. Please do so in the “Logos” section of the submission format.

When uploading floor plans, please ensure that the project name, model name and square footage are clearly labeled.

**Do not combine multiple images into one file. Collages will not be judged.**