



PERFORMANCE CATEGORY RULES

The performance categories for the Printweek Awards 2024 are:

- Company of the Year
 - SME of the Year
 - Customer Service Team of the Year – Large enterprise
 - Customer Service Team of the Year – SME
 - Environmental Company of the Year – Large enterprise
 - Environmental Company of the Year – SME
 - Marketing Campaign of the Year
 - Trainee of the Year
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- All entrants must be registered companies in the UK.
 - The entering companies must have been consistently trading solvently since 1st October 2021.
 - Companies may enter as many different categories as you wish, however, they may only enter the same category once (with the exception of Trainee of the Year).
 - Confidentiality: all material will remain confidential to the judges, but winning case studies may be written up and published in Printweek based on the material provided. However, entrants can mark sensitive information in their entries 'Not for publication' – but these sections must be very clearly marked or highlighted in the submission.
 - Confidentiality Company of the Year and SME of the Year categories: The judging panel will consist of the senior editors and a team of chartered accountants, each of whom will, should you require, sign an agreement in order to guarantee the confidentiality of financially sensitive information. When it comes to writing up the winning case studies, only material submitted in the 500-word summaries or in the public domain will be used.
 - Company of the Year and SME of the Year entrants must provide full profit-and-loss and balance sheet information for the period 1 October 2022 to 30 September 2023. Management accounts are acceptable for periods falling outside your financial year-end). Any submission without this supporting evidence will be disqualified.
 - Environmental Company and Customer Service Team of the Year categories have been split by company size. Companies with a turnover of £10.2m or less in their last financial year end before 30 September 2023 must enter the SME categories. Organisations with annual turnover of more than £10.2m must enter the Large Enterprise categories.
 - Marketing Campaign of the Year: the campaign must have been running at some point since 1st July 2022.

- Trainee of the Year submissions are free of charge and a company may enter as many trainees as they wish. Trainees must be over 16 years of age, but there is no upper age limit. Trainees, if shortlisted, and their lecturer or line manager must be available to attend the Awards ceremony as sponsor guests on the 6th March 2024.
- Any entry that does not comply with any of the category criteria may be disqualified and the entry fee will not be refunded.
- The judging panel chair's decision is final and while feedback will be given if possible when requested, discussions regarding results and individual scores will not be entered into.