

Commercial Mover of the Year 2009

Welcome!

COMMERCIAL MOVER
OF THE YEAR



Proudly sponsored by



Dear CMG Member,

As a member of the BAR Commercial Moving Group, you are formally invited to take part in the prestigious Commercial Mover of the Year award for 2009. Please find enclosed an Entry Form and Guidance Notes for the competition.

FORMAT

The competition follows a similar format to the 2008 competition, but with some subtle changes to encourage wider participation, particularly from smaller movers. The format is designed to reward best practices and partnerships between commercial movers and their clients, with each case study being judged on its own merits, therefore giving every CMG member an equal opportunity of winning this valued accolade.

The categories for entry are as follows:

- a commercial move up to 25 people
- a commercial move over 25 people
- a corporate move partnership

SPONSOR

This year's competition is once again sponsored by crate rental specialists PHS Teacrate, who will be funding the prizes for the competition, as well as the judging expenses, and assisting with the organisation of the awards.

HOW TO ENTER

Entry is completely FREE, and involves filling in the attached form (using the guidance notes provided) and submitting a 500 word (max.) document about a client move of your choice. The judging panel will then assess the move/partnership based on the following criteria:

- budgets
- overall quality
- communication process
- flexibility
- schedules
- client participation
- project management

Three finalists per category will then be selected and those finalists contacted by the judging panel, to arrange a site visit. After all site visits have been completed the judges will decide on the Category Winners, and the Overall Winner. The Category Winners and the Overall Winner will be announced at the Annual BAR Conference in Brussels in May.

JUDGING PANEL

The judging panel will this year be made up of Simon Johns, Sales Director of sponsors PHS Teacrate, a senior member of the BAR Secretariat, and a representative from the facilities management industry.

PRIZES

Winners of each Category will win £1,000 worth of services from PHS Teacrate, with the Overall Winner also winning a further £3,000 of services as well as their Category prize. The services on offer include a choice of:

- Crate rental
- Packaging
- Marketing e.g. advertising
- Donation to a charity of your choice

The prize can be made up of any one of the services, or a combination of the above, which must be claimed by the end of November 2009.

Category Winners will also win a glass trophy, and the Overall Winners will win a large silver trophy to keep for the year of their reign, and a smaller silver trophy to keep. All Category Winners and the Overall Winner will receive coverage in the relevant press, and on a variety of websites.

The closing date for entries is 30th January 2009, and entries must be for moves made between November 2007 and November 2008.

Submit your entry form and 500 word (max.) submission to:

Paul Swindon
BAR
Tangent House
62 Exchange Road
Watford
Hertfordshire
WD10 0TG

- mark the envelope "CMOTY".

Should you have any queries or require any further information, please contact Paul Swindon at BAR on 01923 699499 or at paul.swindon@bar.co.uk.

GOOD LUCK!

Yours Sincerely

Ian Studd
Chairman - Commercial Moving Group

Commercial Mover of the Year 2009

Entry Form

Please read all the Guidance Notes before completing this form. All entries must be for moves carried out between Nov. 2007 and Nov. 2008. A separate Entry Form should be submitted for each category entered. The entry submission will consist of up to 500 words, detailing the relationship between the partners, and the achievement and innovation brought to the move.

ENTRANT

Name:

Position:.....

Company:.....

Address:.....

.....

.....

Tel:.....

Email:.....

Signature:.....

CONTACT FOR JUDGING

Name:

Company:.....

Tel:.....

Email:.....

Location of site to be judged (town/county):

.....

CLOSING DATE:

Friday 30th January 2009

CATEGORY tick one only

Commercial Move up to 25 people

Commercial Move over 25 people

Corporate Move Partnership

PARTNER

Name:

Position:.....

Company:.....

Tel:.....

Email:.....

Signature:.....

As well as this entry form, you should complete a **500 word submission** in 12pt Arial, as a Word document without images or graphics, describing the move. Send this submission along with the completed Entry Form to:

Paul Swindon, British Association of Removers, Tangent House, 62 Exchange Road, Watford, Hertfordshire, WD18 0TG,
by 30th January 2009, marking the envelope CMOTY.

Commercial Mover of the Year 2009 Guidance Notes

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CATEGORIES

- a commercial move up to 25 people

A commercial move project involving up to 25 people, that has taken place between November 2007 and November 2008. A move with a client from either the public or private sectors qualifies for entry and the move project can have taken place at any location throughout the UK.

- a commercial move over 25 people

A commercial move project involving more than 25 people, that has taken place between November 2007 and November 2008. A move with a client from either the public or private sectors qualifies for entry and the move project can have taken place at any location throughout the UK.

- a corporate move partnership

An enduring partnership between relocation contractor and end user. It must be with an existing client and the partnership must have been in existence for a minimum of 2 years. The size of the end user's organisation and their location, will not be a factor in the judging procedure. The judges will be looking to see how the partnership has evolved and developed since its inception to deliver innovations, achievements and real benefits for both parties.

JUDGING

The judging panel may contact the relocation contractor submitting the entry for additional information before the shortlist of three per category is decided. Once the finalists have been chosen and announced, the judges will visit the move site to interview both parties and select the category winners.

HOW TO ENTER

A maximum of 500 words should be written, in 12pt Arial in Word, about the move or partnership in question and submitted along with the entry form. Both the service provider and the client should sign the Entry Form. Entrants may submit entries into two of the categories, but one of these must be the Corporate Move Partnership. All entrants must be members of the BAR's Commercial Moving Group (CMG). The deadline for entries is 30th January 2009 and entries should be submitted to: Paul Swindon, BAR, Tangent House, 62 Exchange Road, Watford, Hertfordshire, WD18 0TG.

FINALISTS

If you are selected as a finalist, you will be contacted by the judging panel to arrange a site visit. You must ensure that a representative from both the client and service provider is present and able to answer questions from the judges. This visit should include a short tour of the move site.

The judges will use the written 500 word submission as a starting point for their examination of the claims made and to determine the effectiveness of the move project/partnership. The site visit however, is an opportunity to demonstrate the facts and figures behind the entry as well as the enthusiasm and skill of the partners' respective staff and management. This visit should take no longer than half an hour, followed by time for the judges to question both sides of the partnership and a short tour if appropriate.