

Thank you for entering this year's IES Luminaire Awards. In this A2 Cardboard Folio you will find the following:-

- 2 x A2 Plastic Presentation Boards - All entries must be displayed on these boards
- 1 x A4 Folder for all supplementary information to be supplied with entry
- Award Entry Form
- Conditions of Entry
- Judging Criteria
- Clear Pouch for electronic media (photographs and documentation)
- Award Entry Identification Number Labels  
(These are to be placed on the back of each A2 Presentation Board, and luminaire, once completed. Please label them correctly with 'a' and 'b' being the display boards and 'c' being the luminaire).
- 2 x Award Entry Address Label – To be fixed to front of Folio and Luminaire for delivery of entry

### Entry Checklist

- |  |                          |
|--|--------------------------|
| Read Conditions of Entry, Judging Criteria and Tips BEFORE preparing entry   | <input type="checkbox"/> |
| Complete Entry Form  | <input type="checkbox"/> |
| Place Award Entry Identification Number Label on the back of each presentation board in order to be displayed (i.e. a, b, c = luminaire) | <input type="checkbox"/> |
| File all supplementary documentation in Green Folder   | <input type="checkbox"/> |
| File USB Stick in Clear Pouch in Green Folder  | <input type="checkbox"/> |
| File Completed Entry Form with Entry Fee at the front of the Green Folder  | <input type="checkbox"/> |
| Enclose all Award Entry Panels and Green Folder in the A2 Folio for submission   | <input type="checkbox"/> |
| Fix Address Label provided to front of Folio and Luminaire for delivery to Awards Convenor   | <input type="checkbox"/> |
| Enclose all technical data and reports detailing compliance with relevant standards (including relevant LED standards)                   | <input type="checkbox"/> |

### **REMEMBER:-**

**ALL ENTRIES MUST BE RECEIVED BY THE AWARDS CONVENOR NO LATER THAN  
4.00PM FRIDAY, 28th SEPTEMBER 2018  
ANY ENTRIES THAT ARRIVE AFTER THIS TIME WILL NOT BE ACCEPTED – NO EXCEPTIONS**