

2019 APEX AWARDS ENTRY FORM

ENTRY RULES

1. The deadlines for entry and entry fees are:

Early Bird entries submitted on or before:	12H00 on the 11 th of March 2019
ACA Members' Discounted Entry Fee:	R3,650 excluding VAT
Non-Members Entry Fee:	R5,199 excluding VAT

Deadline Extension entries submitted on or before:	12H00 on the 22 nd of March 2019
ACA Members' Discounted Entry Fee:	R4,550 excluding VAT
Non-Members Entry Fee:	R5,199 excluding VAT

Last Minute Entries – FINAL DEADLINE FOR ENTRY:	12H00 on the 9 th of April 2019
ACA Members' Discounted Entry Fee:	R4,950 excluding VAT
Non-Members Entry Fee:	R5,199 excluding VAT

2. No entries will be accepted after 12H00 on the 9th of April 2019.

3. All entries must be submitted in two ways:

(1) Via the ACA website: www.acasa.co.za/apex.aspx

and

(2) Via a CD/DVD or a Memory Stick or a Hard Drive containing a master copy of the entry and supporting documents detailed in point 6. Below, delivered to the ACA office in Johannesburg: AAA House, The Braes Office Park, 3 Eaton Avenue (cnr William Nicol & Bryanston Drive, Bryanston

4. The case study must not exceed 5,000 (five thousand) words excluding charts and tables. Please refer to the recommended case study template for the layout of the case study.

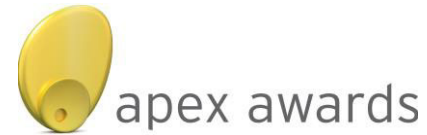
5. Only the case study in PDF format and a file size of no more than 5MB must be submitted via the ACA website.



6. The following documents must be submitted in the correct format as detailed in the APEX Submission Guidelines via the master copy delivered to the ACA offices:
- **Case study** in MS Word (.doc) format
 - **Permission to Publish Form** completed in full and signed off as required
 - **Press release of no more than 750 words** in MS Word (.doc) format for publishing, should the entry win an award
 - **Caption/entry summary of no more than 250 words** in MS Word (.doc) format, summarising the entire entry and its results
 - **Proof of payment** of the entry fee for each entry. Please note that payments can be made electronically or via direct deposit. Please see the Payment Instructions for details of the bank account into which entry fees must be paid.

The ACA regrets that there will be no refunds after the closing date or for disqualified entries.

7. All queries must be submitted in writing via email to apex@acasa.co.za.
8. Entries may only be entered into one of the three APEX categories, i.e.:
- **Launch** category
 - **Change** category
 - **Sustain** category
9. Entries may be submitted by a team from the agency or by an individual however, the principal agency authors must be nominated for each entry, along with the marketer (client) with the main responsibility for the advertising. Acknowledgement of any significant contribution by people or organizations not part of the agency, such as specialists or consultants, must be included.
10. Each entry must be made with the written permission of both the agency's Chief Executive and Senior Client Executive responsible for the product or service on the accompanying authority form.



PAYMENT INSTRUCTIONS

1. For a single payment for multiple campaigns, please submit a letter listing each entry (agency name, entry title, i.e. campaign title and brand name) to the master copy that is to be delivered to the ACA offices.
2. Entry fees must be made into the following bank account:
Account Name: Association for Communication & Advertising
Bank: Standard Bank
Branch Name: Sandton City
Account Number: 023064404
Branch Code: 018105
Reference: APEX2019

ENTRY SUBMISSION AND DELIVERY INSTRUCTIONS

Please note the following:

1. Entries must be submitted electronically via the ACA website and a master copy must be delivered to the ACA offices in Johannesburg in accordance with the entry rules and instructions.
2. ACA Website Address: www.acasa.co.za
3. Postal Address: Association for Communication & Advertising
APEX Awards
PO Box 2302 Parklands 2121
4. Physical Address: Association for Communication & Advertising
AAA House, The Braes Office Park, 3 Eaton Avenue
cnr William Nicol & Bryanton Drive
Bryanston
5. Use a reliable courier and/or postal service to ensure that all couriered and/or posted entries are received by the



6. The official closing dates are:

- **Early Bird entries:** 12H00 - 11th of March 2019
- **Deadline Extension entries:** 12H00 – 22nd of March 2019
- **Last Minute Entries:** 12H00 – 19th of April 2019 *

*** 9 APRIL 2019 IS THE FINAL CLOSING DATE FOR ENTRY**



ENTRY INFORMATION SHEET

Please use **BLOCK LETTERS** to complete the following APEX Entry Information Sheet and the Permission To Publish Form (marked ✕----) and submit these with the master copy of each entry.

Name(s) of the principal author(s) of the entry:

Name(s) of team member(s) contributing to the to the entry:

Agency Name:

Name of Agency Chief Executive:

Signature of Agency Chief Executive:

Company Name of Marketer (Client):

Name of the approving Marketer (Client):

Signature of the approving Marketer (Client):

Title of the APEX entry:

I, the undersigned - duly authorized, hereby declare that I have read, understand and accept the entry rules and conditions of the 2018 APEX awards.

Signed on this day the _____ of the month _____ in the year _____

Full Name and Surname:

Designation:



PERMISSION TO PUBLISH FORM

I, the undersigned, warrant that I am/represent the entrant and that I am duly authorized and hereby give the Association for Communication and Advertising permission to publish the material entered into the APEX awards in physical or electronic format as detailed below:

Full Name and Surname: _____

Designation: _____

Company Name: _____

Signature: _____

Date: _____

Entry Title: _____

Submitting Agency Name: _____

Description of Material: _____

Holder of Copyright or Registered
Proprietor of Registered Trade Mark: _____

Permission by Holder of Copyright or
Registered Proprietor of Registered Trade Mark marked Annexure "...": _____

Description of Material: _____

Holder of Copyright or Registered
Proprietor of Registered Trade Mark: _____



Description of Material: _____

Holder of Copyright or Registered
Proprietor of Registered Trade Mark: _____

Permission by Holder of Copyright or
Registered Proprietor of Registered Trade Mark marked Annexure "...": _____

Description of Material: _____

Holder of Copyright or Registered
Proprietor of Registered Trade Mark: _____

Permission by Holder of Copyright or
Registered Proprietor of Registered Trade Mark marked Annexure "...": _____

The entrant warrants that:

1. It holds the copyright and/or permission to use and publish all the material contained in the entry including all documents and information contained in the entry.

Should the entrant not hold the copyright and/or permission to use and publish the material contained in the entry including all documents and information submitted, please attach such permission from the respective holders of the copyright or the registered proprietor of the registered trade mark for the use of the relevant material, documents and/or information.

2. The Client / Brand Owner is aware of the APEX entry and has authorized the submission with all material, information and/or data contained in the entry.

3. The entrant hereby indemnifies the Association for Communication and Advertising for any liability of whatever nature in respect of any material submitted and/or published for APEX.

Signed on this day the _____ of the month _____ in the year 20_____

Name and Surname: