

Check List of DESIGN Submittal

- 1. One 8 -1/2' x 11" sheet with a brief description of the project, to include: project location, project square footage and furnishings budget. (Description can be narrative or in bullet point format; max. 300 words).
 - Word document format.
- 2. Floor plan(s), reduced to 8 -1/2' x 11".
- 3. A minimum of four (4), but no more than ten (10), photographs of the project; printed on 8-1/2" x 11" paper. (Sheets can have more than one photograph; but the total will remain 10 photographs)
 - JPG high resolution format.
 - The above *must* be presented as follows:
 - Two (2) COMPLETE SETS, in separate pocket file folders. Not binders. Each set must contain:
 - One (1) hard copy set, in color, of all sheets, 8-1/2" x 11".
 - One (1) DVD of items 1 through 3.
 - No photo-realistic or enhanced computer renderings accepted.
 - Nothing on the photographs, project description or plans shall identify the submitters.
 - Nothing on the DVD shall identify the submitters.
 - Category of submission must be written on the covers of the file folders.
- 4. Completed and signed Submittal Form submitted
 - Separately sealed in a plain white envelope with no markings
- 5. Payment made in method selected to NEWH South Florida Chapter
- 6. Sent or delivered completely as required by deadline of **MONDAY, DECEMBER 2nd, 2013, 5pm**

to **Lorraine Bragg, IIDA, NEWH SOFHIE
Heery - S&G 811 Ponce de Leon Blvd., Coral Gables, Fl. 33134**

Call Lorraine at 305 441-1556 with any questions regarding your submission.

Note: Incomplete submittals will not be accepted.



See previous winners NEWH.org South Florida Chapter

NOTE: The submissions will be assigned an entry number upon receipt. Judging will be done by an independent panel of three hospitality professionals, from outside the state of Florida. Judging is independent and anonymous. Sealed envelopes will be opened only after the judges' decisions are documented by assigned number. All materials must be clear and legible. Failure to meet *any* of the entry requirements will disqualify the entry. The judges' decisions are final and awards are not required in all categories. Entry submittals will be displayed but not returned. Entrants will be notified of Award Event and a representative's presence is requested. **[SAVE THE DATE- NEWH AWARDS CELEBRATION GALA - December 10TH, 2013](#)**

DESIGN Submittal Form

DUE DATE: MONDAY, DECEMBER 2nd, 2013, 5pm

It takes a team and we wish to acknowledge them. Complete as much as applies that you wish to have credited.

check category being entered

Hotel Resort Restaurant Spa Vacation /Timeshare Cruise Ship Casino

by a

NEWH Member @ \$30.00 NEWH non-member @ \$60.00

a. Submitting Design firm

name,

address

contact information

b. Name and location of project with website, if any

name,

address

website or contact information

c. Names of Project Designer with Florida License Number

name

company

fl. license number

d. Listing of vendors and products used especially if shown in photos (i.e. Furniture, Lighting, Surfaces, Upholstery, Specialty Items, etc.) A minimum of six (6), maximum of twelve (12). Add as applies providing item, name, company & contact info

e. Listing of fabricators & installers (i.e. Painter, Millwork, Electrical, Specialties, Installers, Logistics, etc.).

A minimum of six (6), maximum of twelve (12). Add as applies. Add as applies providing item, name, company & contact info.

f. Optional. Name of client and all other design team members as applies with contact information. Some are listed below. Add as applies providing name, company, & contact info.

Client, Contractor, Architect or Interior Designer (other than party submitting), Engineer(s), Landscape Architect, Purchasing Agent

g. Verification of work as original and has met requirements for submittal (signed by project designer or architect).

I hereby authorize that the work for the submitted project is original, that I have a professional license in the State of Florida, our firm is licensed to do business in the State of Florida, the project was completed after Jan. 1, 2010, **has not previously won** a SOFHIE and all information has been submitted as required with payment by the deadline.

I, as a representative of the company, also authorize NEWH/South Florida to use the company name, logo and photos, on documents, event signage, NEWH websites, Facebook, and event advertisements, related to SOFHIE Awards 2013.

Representative Name (printed)

Representative (signature/date)

DUE DATE: MONDAY, DECEMBER 2nd, 2013, 5pm

h. Send or deliver submittals to:

Lorraine Bragg, IIDA, NEWH SOFHIE

Heery - S&G 811 Ponce de Leon Blvd., Coral Gables, Fl. 33134

Call Lorraine at 305 441-1556 Or Email: lbragg@heery.com with any questions regarding your submission or payment.

Note: Incomplete submittals will not be accepted.

FEE PAYMENT Form

CHECK- MAIL OR DELIVER TO: Lorraine Bragg at the above address Payable to: **NEWH South Florida Chapter**

CREDIT CARD – FAX CREDIT CARD INFO TO: 305 445-2374 Or Email: lbragg@heery.com

ALL PAYMENTS MUST be RECEIVED by the deadline.

method of payment

VISA/MASTERCARD

AMERICAN EXPRESS

DISCOVER

entries _____ x amount each _____ = total amount to charge credit card: \$ _____

name

company name

card number

cvc number

expiration date

name as it appears on card (please print)

billing address of the card (include zip code)

signature

Winners will be presented during the Annual AWARDS CELEBRATION GALA DECEMBER 10TH, 2013

The presence of an entrant representative is requested.



See previous winners NEWH.org South Florida Chapter