

## Terms & Conditions of Entry

### 1. ELIGIBILITY FOR ENTRY

- **Membership Requirement:**

Eligibility is restricted to The Property Institute's (TPI) Company Members, Partners, and TPI Individual Members. Membership status must be verified and all application requirements fulfilled prior to the entry closing date.

- **Free Entry:**

There is no fee to enter the awards.

### 2. SUBMISSION REQUIREMENTS

- **Deadline:**

Entries must be submitted online no later than Thursday, 26<sup>th</sup> March 2026, using the official ACE Awards entry form available via [www.awards.tpi.org.uk](http://www.awards.tpi.org.uk).

- **Category Restrictions:**

- Entrants may submit entries in more than one category.
- Only one entry per category is permitted per entrant.

This ensures versatility while maintaining fair and focused competition.

- **Approval:**

Some categories require approval from a company director or senior team lead before submission. Please check the criteria of each category carefully.

### 3. CONFIDENTIALITY AND PUBLICITY

- **Confidential Handling:**

All submitted information will be treated as confidential and accessible only to the organiser (TPI) and the judging panel.

- **Publicity for Shortlisted/Winners:**

Details of shortlisted, highly commended and winning entries will be featured in TPI publicity materials and on TPI website.

### 4. JUDGING PROCESS

- **Timeline:**

- Shortlisted entrants will be announced around the first week of May 2026.
- Winners will be revealed during the ACE Awards Dinner and Ceremony on Friday, 19<sup>th</sup> June 2026.

- **Judging Panel:**

The judging panel is made up of professionals entirely independent of TPI, and their decisions shall be final. TPI will not be involved in the judging process.

Decisions are based on the criteria listed for each category.

- **Final Decisions:**

- The judges' decisions are final, and no correspondence regarding these decisions will be entered into.
- Not all awards advertised will be granted if the judges consider that criteria have not been met.

- **Conflict of Interest:**

Judges will recuse themselves from discussions or decisions involving entries where they have any conflicts of interest.

- **Evaluation Focus:**

Judges will prioritise demonstrated examples of good management or practices that significantly enhance the lives of residents.

## **5. ACCEPTANCE OF TERMS**

By entering the competition, participants automatically agree to adhere to these Terms & Conditions.

## **6. AWARDS AND RECOGNITION**

- **Recognition Tools:**

Winners, highly commended entries, and shortlisted finalists will have the right to use a special logo on their marketing materials.

## **7. EVENT TERMS & CONDITIONS**

Booking to attend the ACE Awards Dinner and Ceremony will be governed by separate terms & conditions, which are published on the booking page.

## **8. GDPR COMPLIANCE**

All personal and sensitive data provided as part of the award submission and judging process will be handled in full compliance with the General Data Protection Regulation (GDPR). This includes:

- **Data Handling:**

Personal data will only be accessed, processed, or used for purposes directly related to the administration and judging of the awards.

- **Data Storage:**

Personal and sensitive data will be securely stored using appropriate technical and organisational measures.

- **Data Disposal:**

At the conclusion of the process, personal and sensitive data will be securely deleted or destroyed unless retention is authorised in writing by TPI. Certain data may be retained for internal quality assurance and auditing purposes but will not be stored for more than 24 months.

## **9. INTELLECTUAL PROPERTY**

Entrants must ensure that all submitted materials, images, or documentation are their own work or are used with full permission. By entering, participants grant TPI a non-

exclusive licence to use extracts, summaries, or imagery from submissions for promotional, editorial, and marketing purposes in connection with the Awards.

## **10. AMENDMENTS & EVENT CHANGES**

TPI reserves the right to amend categories, judging criteria, deadlines, or event details if necessary. Any significant changes will be communicated through TPI website or via email to entrants where applicable.

## **11. LIABILITY**

TPI accepts no liability for any costs incurred by entrants or attendees, including but not limited to travel, accommodation, loss of earnings, or any consequential losses arising from participation in the Awards or associated events. Entrants are responsible for ensuring the accuracy of all information submitted.

## **12. WITHDRAWAL OF ENTRIES**

TPI reserves the right to withdraw any entry that breaches eligibility criteria, contains false or misleading information, or fails to comply with these Terms & Conditions. Entrants may also withdraw their own submission before the entry deadline by contacting TPI.

## **13. QUERIES**

For any questions or clarifications, please contact the events team at TPI:

- Email: [events@tpi.org.uk](mailto:events@tpi.org.uk)
- Phone: 020 7978 2607