



*29th Annual
Excellence in Construction® Awards*

PROJECT ENTRY REQUIREMENTS AND GUIDE

Associated Builders and Contractors invites your company to enter its best projects in the 2024 ABC Greater Tennessee Excellence in Construction® Awards competition. All winners will be honored at the awards ceremony, held at the JW Marriott Nashville on December 6, 2024.

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PROGRAM OVERVIEW



Note: This document serves as a tool to help applicants gather and prepare data for the 2024 application. All 2024 applications must be submitted electronically on ABC Greater Tennessee's Online Platform.

Your company has the opportunity to compete for honors in the construction industry's premier annual awards program that recognizes outstanding merit shop projects.

Use our online application and the enclosed guide to enter your company's best project(s).

All winners will be honored at the awards ceremony, held at the JW Marriott Nashville on December 6, 2024.

The ceremony will feature a multimedia presentation highlighting all Eagle and Merit award winners.

A reception and dinner will accompany the awards ceremony.

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ENTRY REQUIREMENTS

All entries must follow the guidelines contained herein. Projects that do not meet safety, substantial completion, or entry requirements will be disqualified and removed before the judging process. Any project or submission questions can be submitted to Alexandria Lang at alang@abctennessee.com

ABC MEMBERSHIP

Only ABC Greater Tennessee contractor and subcontractor members are eligible to enter. Projects completed through a joint venture must include a document outlining the ownership percentage and responsibilities of each partnership. Include the document with the Project Information section. If the majority partner is an ABC member, but not all partners are ABC members, only the majority contractor is eligible to enter. If your project was completed by a joint venture and not all parties are ABC members, email Alexandria Lang at alang@abctennessee.com for eligibility requirements.

ABC CHAPTER AWARD WINNERS COMPETE AT NATIONAL LEVEL

After the ABC Greater Tennessee EIC awards, projects that have won the equivalent of first or second place at the chapter's most recent competition can compete for a National EIC award.

An exception to this requirement may be granted if the applicant submits a letter from the ABC chapter president explaining the reason the project qualifies to be entered at the national award level; for example, the chapter does not have an award category for the applicant's project.

PROJECT ENTRY DEADLINES

Completion of Project:

Substantial completion of projects must be done by August 1, 2024 and not before August 1, 2023.

Online Project Registration: Intent to Compete

-Projects must be registered online no later than Friday August 23, 2024 at 11:59 p.m. Central Time. This step must be completed to begin an application.

Submission Deadline:

- Project entries must be completed online no later than Monday, August 26th, 2024 at 11:59 p.m. Central Time. No projects will be accepted after 11:59 CST on the 26th.

Project Entry Fee: \$550 for first entry | \$500 for additional entries*

**An Early Bird Rate will be available for projects submitted by July 7, 2024.*

Each project must be submitted with payment online or by check. Payment must be received on or before Friday August 23, 2024 and is non-refundable.

SAFETY POLICY

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year* (August 1, 2023- August 1, 2024) is NOT eligible for an Excellence in Construction® Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be. Furthermore, all EIC award winners have a continuing duty to inform ABC of a safety-related fatality that occurred after the end of the current program year until the time of the awards program. Such a fatality will nullify the EIC award. After the judging process and prior to the awards program, ABC will request that an award winner confirm that a safety-related fatality did not occur. Failure to respond to the request will also nullify the EIC award.

A company that experienced a safety-related fatality of a direct employee in the United States within two or three years of the current program year* is required to provide additional information regarding action that has been taken following the fatality. (See Safety Requirements for additional details)

No project that involves prime, multi-prime or sub-trade contractors with a safety-related fatality is eligible to be considered for an award.

If there is a question regarding this policy and application requirement, the applicant may request clarification from the chapter prior to submission of the project.

Frequently asked questions and application tips are listed at abc.org/eic

OVERVIEW OF AWARDS



AWARDS MAY BE PRESENTED IN 50 CATEGORIES

The categories for General Contracting- Construction Management and Specialty Contracting are outlined in the final two pages of this document. For further descriptions of each category, visit abc.org/eic.

Eagle Award: Only one first place Eagle Award may be presented in each category. Award winners will receive a specialty designed award to signify construction's highest honor.

Merit Award: Only one construction project in each category is eligible for a second place Merit Award. Award winners will receive a specially designed award to signify the company's accomplishment.

READ EACH SECTION CAREFULLY

A panel of judges represents a cross section of construction industry experts and other industry leaders. The competition is comparative, using a point system to assist in the comparisons. A project entry can earn a total possible score of 100 points. The different evaluative sections and their point values are listed below. Answers to questions should be clear and succinct, as directed; the quality of an entry's presentation will have a great impact on its opportunity to win.

OVERALL PRESENTATION AND CONFORMANCE TO ENTRY REQUIREMENTS

Uploaded documents should be pleasing to the eye and legible. Points will be deducted for font that is too small to easily read, as well as grammatical/typographical errors.

REQUIREMENTS

PROJECT INFORMATION

- Contractor name, principal, title, email, mailing address and phone
- Business ownership: women-owned / minority-owned / both / neither
- Primary award contact name, title, phone and email
- Is this project in the United States? Provide the project address.
- Contract value (original and final) (indicate if this is confidential)
- Starting date of construction (original and actual)
- Substantial completion date of construction (GC) and demobilization date (subs) (original and actual)
- Start of preconstruction services (contract-specific): Prior to design starting / During conceptual design phase / During design development / No preconstruction provided / Other, specify
- Contract type: Lump Sum / Design-Build / Construction Management Agent / Construction Management at Risk / Time and Material / Engineering Procurement Construction / Integrated Project Delivery / Other, specify
- Procurement method: Open Hard Bid / Select Bid / Value-based / Soley Negotiated / Other, specify
- Project size (square footage)
- Project site size (acres)
- Delay days overcome (#)
- Technology used on the project: Project Management; Safety Technology; Human Telematics (workforce tracking and analytics); Drones; Robotics; Point cloud technology (scanning / visualization); Augmented Reality and Virtual Reality; Jobsite Security; Equipment Telematics (materials / equipment / tool tracking); Prefabrication / Modular
- Did any prime, multi-prime, or sub-trade contractor on this project have a safety-related fatality on this project? If yes, the project is not eligible.
- Did the applying member company have a safety-related fatality in the United States with the current program year—August 1, 2023 – August 1, 2024? If yes, the company is not eligible.
- Architect firm, contact name, title and email
- Engineer firm, contact name, title and email
- General contractor firm, contact name, title and email (if the applicant is a subcontractor)
- Client/owner firm, contact name, title and email
- Was this project completed by a joint venture? If yes, are all parties of the joint venture members of ABC? On a one-page document, outline the ownership percentage and responsibilities of each partner.
- Was this a design-build project, with design and construction services under one contract with a single point of responsibility?
- Was this a Leadership in Energy and Environmental Design (LEED) project through the U.S. Green Building Council? If yes, indicate the status of the LEED certification and what level was achieved.
- Write a brief project description between 30 and 40 words highlighting the most impressive/unique aspects of the job. If the project is an Eagle Award recipient, the project description (subject to editing by ABC) will appear in the onsite event program.
- Write a brief project summary in approximately 200 words highlighting the most impressive/unique aspects of the job. The project summary is subject to editing by ABC.

REQUIREMENTS

REGISTRATION: INTENT TO COMPETE - 5 POINTS

Submitting your intent-to-compete is required to begin the application process. Once registration is completed, you will move into the application stage where you can view the full application and save your progress.

- Company
- Project title
- Project location (city, state if in the United States)
- Final contract amount (ABC will keep the information confidential, if required)
- Project category
- Applicant name, job title, phone and email
- ABC chapter (through which your project previously won) and verify this chapter has an EIC program
- Project classification
- Submit non-refundable submission fee: \$550 for first entry, \$500 for additional entries
 - An Early Bird rate is available through July 7, 2024.

CONTRACTED SCOPE- 10 POINTS

Ensuring legibility when selecting font design and size, provide a description (no more than one full page) of the scope for this project with the following information:

- Type of construction (i.e. Lump Sum, Time & Materials, Construction Management at Risk, Cost Plus, etc.)
- Size of project
- Contract value
- Duration of project
- Percentage of labor that is self-performed
- Any subcontracted work performed by fellow ABC members, suppliers or associates/industry professionals, if applicable.
- Describe the opportunities you provided to the construction community to participate based on merit.

PDF format is required. Samples of Contracted Scopes may be viewed at abc.org/eic.

*Provide contact information using the Excel template for any subcontracted work performed on this project, including contractors, suppliers, associates/industry professionals. Be sure to note if the company is an ABC member.

REQUIREMENTS

PROJECT NARRATIVE - 30 POINTS

Ensuring legibility when selecting font design and size, provide a written narrative (no more than four pages.*) indicating why this project is special and why it qualifies for an EIC award. The focus of the narrative should be the construction (i.e. erection, installation, modification, grade footprint, etc.) of the project.

Four pages are highly recommended and photos/images may be incorporated.

Be sure to include the following items:

- Describe any innovative programs relating to quality control
- Describe any innovative programs relating to scheduling
- Describe any value analysis/engineering process used on the project
- Indicate any special obstacles you overcame in completing the project
- Describe any difficulties or extenuating circumstances encountered in completing the project
- Describe any innovative programs or methods relating to productivity (see) “opportunities” section on page 13 of this guide

PDF format is required

*Projects entered into the Community/Public Service categories allowed one additional page (for a total of five pages) dedicated to describing why the project qualifies for the category. This will be uploaded separately following the project narrative and should include a detailed description of the resources your company donated.

REQUIREMENTS

PHOTOGRAPHS - 8 POINTS

Submit up to 10 high-quality photographs in .jpg or .png format only. It is recommended to include photos that are relevant to the challenges and solutions outlined in the narrative. To obtain maximum points, all projects should include “in progress” photos in addition to the completed project. Restoration and Renovation projects should also include “before and after” images.

- Single .jpg files may include up to two photographs, but no more than four files should include split images.
- Provide a descriptive caption for each file in the text box provided, but keep the photograph free of any labels, captions and borders/framing. Each caption should not exceed 50 words.
- Ensure the photographs are free of any safety violations.
- Ten photographs are strongly recommended. Files should be a minimum of 300 DPI resolution and in .jpg format.

NO PDFS ARE ALLOWED.

Occasionally, entrants have asked that certain photos not be used in programs or on public sites, due to certain sensitivities, such as the exterior layout of an embassy. Indicate if any of the photos submitted above meet this condition and specify which ones must remain private. If any photos being submitted were taken by a third-party photographer, the photographer’s written authorization to use the photos is required. In order to comply, you must upload a copy of the signed licensing agreement found on the EIC online platform homepage with the photographer’s signature. No changes are allowed to this document.

PREFERRED PHOTOGRAPHER

Ford Photographs is ABC Greater TN’s preferred photographer for the 2024 Excellence in Construction® Awards. Ford is an active member within the chapter and can take care of all photography needs for your EIC submission. Please contact Gabe Ford for more information.

Ford Photographs - Nashville Architectural Photographer

Gabe Ford

gabe@fordphotographs.com

615-212-9707

REQUIREMENTS

SAFETY - 31 POINTS

A company that experiences a safety-related fatality of a direct employee in the United States within the current program year (Aug. 1, 2023 - Aug. 1, 2024) is NOT eligible for an Excellence in Construction® Award. If a subsidiary is a direct ABC member versus part of a larger holding company member, then the subsidiary with a safety-related fatality is not eligible, but another subsidiary of the same holding company may be. See page 4; Safety Policy for full details.

- Did the applying company have a safety-related fatality within the current program year (Aug. 1, 2023 - Aug. 1, 2024)? **If yes, your company is not eligible.**
- Did your company have a safety-related fatality within two or three years of the current program year – Aug. 1, 2023 - Aug. 1, 2024? **If yes, answer the questions below.**
 - What was the violation type as determined by OSHA (i.e. Willful, Serious, Repeated, Other-than-serious, No violation was cited)?
 - Date and location of incident
 - Were there any fines, citations or penalties issued? If so, by whom (i.e. OSHA, Police, DOT, etc.)?
 - Provide a written report up to five pages that details the following:
 - A full account of the incident and the investigation
 - What corrective actions were taken immediately?
 - What corrective actions were taken culturally?
 - How was accountability addressed?
 - What procedural changes were made?
 - Was an overall evaluation of the company’s safety policies, and if so, what changes were made?
 - If the fatality occurred three years out from this program year—Aug. 1, 2023 - Aug. 1, 2024, provide details as to how your company has implemented the changes discussed above and how it has affected the overall safety performance.
- Did this project have a safety-related fatality? **If yes, this project is not eligible.**
- Include copies of the project-specific OSHA Form 300 and OSHA Form 300A for your company. If project-specific forms are not available, you may include completed forms for all the year(s) the project was under construction, including a year-to-date form if the contract was completed in the current program year. If you are submitting annual forms, they must be specific to the office location that completed the work and all recordables specific to the project being submitted must be highlighted. All personal information must be redacted. **If omitted, your company is not eligible.**

REQUIREMENTS

SAFETY CONTINUED

- Has your company signed the Construction Coalition for a Drug- and Alcohol-Free Workplace's pledge at drugfreeconstruction.org? **If no, your company is not eligible.**
- Does your company have a written substance abuse policy? If yes, provide a copy of the table of contents and explain how it was implemented on the project.
- Does your company have a written Safety and Health Policy Manual? If yes, include its table of contents or provide a one-page summary. **If no, your company is not eligible.**
- Was a site-specific Safety and Health Policy Manual developed for this project? If yes, include its table of contents or provide a one-page summary.
- Provide the project's organizational chart identifying the person responsible for safety.
- Does your company conduct a new employee safety orientation? If yes, include a copy of the agenda.
- Were toolbox safety meetings held with employees? If yes, were these meetings documented and what was the frequency of meetings? Include a one-page summary or an example up to two pages.
- Did your company regularly establish pre-task safety planning prior to beginning work on this project? If yes, provide at least one example.
- Did your company have a process in place to record near-miss cases on this project? If yes, provide supporting documentation of this process and how your company uses this information. Note this does not indicate near-misses occurred.
- Was specialized training conducted on this project? If yes, indicate types on a separate page.
- Provide additional information regarding any innovative safety and health programs used on this project or the company's overall safety program.
- Calculate your company's Total Recordable Incident Rate (TRIR) = $\text{Number of recordable accidents} \times 200,000 / \text{total manhours for the project}$
- Total work hours for all disciplines included in your contract on this project
- Company NAICS and SIC codes
- Number of OSHA-recordable accidents on this project
- Number of OSHA job transfer or restriction cases on this project
- Number of OSHA days away from work cases on this project

*General contractors and construction managers also must include all specialty contractors' hours and recordables on this project.

- For general contractors or construction managers: Do you require accident reports from specialty contractors? If yes, provide information on the process.
- Provide the name, title, phone, email and signature for the person responsible for safety on this project and attesting to these accident rates.

REQUIREMENTS

REFERENCES - 10 POINTS

Include up to 10 letters of recommendation from third-parties involved with the project, such as the owner and design team. If the owner is unable to provide a letter of recommendation due to company policy, upload a letter from the owner on their letterhead stating they are unable to provide a reference (this letter will qualify for only five points).

PDF format is required.

- General Contractors must submit letters from at least the owner (or the general contractor's prime contracting entity. If not the owner and the architect. If submitting in an industrial category, general contractors must submit letters from at least the owner (or the general contractor's prime contracting entity).
- Specialty Contractors must submit a letter from at least the general contractor. If not working under a general contractor, specialty contractors must submit a letter from at least the owner.
- Second and third-tier subcontractors must at least submit a letter from their prime contracting entity.

Letters will be assessed for their level of quality (content and position of author). In some cases, a single letter could earn the maximum number of points; however, additional letters are highly recommended.

OPPORTUNITIES

SUPPLEMENTAL MATERIALS - 2 POINTS

Provide any miscellaneous supporting materials such as diagrams and other graphics, media coverage, other awards and promotion, aerial or drone footage, BIM, 3D scans and/or CAD drawings. You may upload up to five single pages. The five pages may be in one file, or up to five single pages. The five pages may be in one file, or up to five separate files. Video files should not exceed two minutes.

One required item not contained in the online process is an Executive Summary for each project submitted. Executive Summaries may be used during the production of the awards video presentation. The Executive Summary should reflect the highlights of the project and should be 100 words or less. Editing will be at the discretion of ABC staff.

Please upload the Executive Summary to the Supplemental Materials Section.

ACCREDITED QUALITY CONTRACTOR- 2 POINTS

If your company has achieved ABC's Accredited Quality Contractor (AQC) credential in the current program year, upload a PDF copy of the company certificate. The certificate must indicate the chapter that you are submitting your project through because the AQC credential is chapter-specific. If necessary, a copy of the certificate may be requested by emailing aqc@abc.org. Please note that requests will be processed in the order in which they are received; be sure to put your request in early.

The AQC credential is not required to submit for an Excellence in Construction® Award. For more information about the AQC program, visit abc.org/aqc or email aqc@abc.org.

STEP SAFETY MANAGEMENT SYSTEM- 2 POINTS

If your company is a STEP participant, upload a PDF copy of the company certificate(s) from the current program year, as well as any year(s) the project was performed. If your company does not have an electronic copy of your STEP certificate(s), contact eic@abc.org. Please note that requests will be processed in the order in which they are received; be sure to put your request in early.

STEP participation is **not required** to submit for an Excellence in Construction® Award. For more information about STEP, visit abc.org/step or email step@abc.org.

SOCIAL MEDIA & ENTRY SAMPLES

SOCIAL MEDIA

ABC promotes EIC winners on social media (e.g. Facebook, Linedin, Instagram). A photo from the entry is typically included, with the company name, project name and category. The projects are generally featured after the awards gala and throughout the program year. If your project is awarded, would you like for your company and project to be featured on ABC's social media accounts?

ENTRY SAMPLE RELEASE

Members often request samples of EIC applications. In order to assist those applying for the first time in future years, we would like to have winning samples available. If your project is awarded, can ABC share your project narrative and/or contracted scope with future year applicants and on the EIC webpage?

If you indicated the use of innovative safety programs and your project was awarded, may these programs be included in a list of best practices posted on the EIC webpage?

PROJECT ENTRY QUALIFICATIONS RIGHTS AND AGREEMENT

I*All applicants are required to sign off on the following releases.

Property

All entries become the property of Associated Builders and Contractors (ABC) Greater Tennessee Chapter.

Entry Category Reassignment

ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced with a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

PROJECT ENTRY QUALIFICATIONS, RIGHTS AND AGREEMENT

Grant of Rights

The applicant hereby grants to ABC the following non-exclusive rights: the right to reproduce and distribute copies of the work throughout the year as part of the competition materials described above, including the right to reprint the work, or any part thereof, whenever necessary and to license the use of the work, or any part thereof, in any medium or form of communication; and the right to use the applicant's name, photographs and biography in connection with the work. The applicant reserves all rights not specifically granted herein.

Safety Provision

No project that involves a prime, multi-prime, subcontractor or any trade-related work (regardless of the type of contract) with a safety-related fatality is eligible for an award.

Warranty

The applicant warrants that the work is original, that its publication will not infringe on the rights of others, and that it has the full power to make this grant.

Notification and News Releases

ABC Greater Tennessee winners will be notified within approximately 4 weeks before the December 6th awards ceremony. Winners will not be publicly announced until after the awards presentation.

Applicant Agreement

I understand the entry fee is non-refundable.

I hereby give permission to Associated Builders and Contractors (ABC) Greater Tennessee to use the photographs and any information submitted to the ABC Excellence in Construction Awards competition in ABC awards materials, including presentations and printed matter, as well as promotional materials and news releases.

PROJECT AWARD CATEGORY FORM

GENERAL CONTRACTING | CONSTRUCTION MANAGEMENT

You may select only ONE category indicating the dollar amount of the contract for the project. ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced in a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

Mega Projects

All projects regardless of type

- Projects \$100-160 million
- Projects Over \$160 million

Commercial

Office buildings, banks, retail facilities, hotels and mixed-use

- Less than \$5 million
- \$5 to \$10 million
- \$10 to \$25 million
- \$25 to \$100 million

Community / Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor

- All contract amounts up to \$100 million

Federal Government / Military

All projects owned by the federal government, with the exception of transportation infrastructure and utilities

- Less than \$10 million
- \$10 to \$100 million

Health Care

Hospitals, assisted living, nursing homes and other licensed medical facilities

- Less than \$10 million
- \$10 to \$25 million
- \$25 to \$100 million

Historical Restoration /Renovation

Restoration of buildings registered as historical, or eligible to be registered as historical

- Less than \$25 million
- \$25 to \$50 million
- \$50 - \$100 million

Industrial

Manufacturing plants and facilities, refineries and similar types of construction

- Less than \$5 million
- \$5 to \$15 million
- \$15 to \$25 million
- \$25 to \$100 million

Infrastructure: Heavy

Streets, highways, parks, dams and bridges

- All contract amounts up to \$100 million

Institutional

Projects owned by schools, churches and local governments, with the exception of health care facilities

- Less than \$5 million
- \$5 to \$10 million
- \$10 to \$25 million
- \$25 to \$100 million

Pre-engineered Building

Institutional, shopping centers, banks and manufacturing plants

- All contract amounts up to \$100 million

Public Works / Environmental

Water treatment plants and sewage treatment plants

- All contract amounts up to \$100 million

Renovation

Non-historical, existing buildings where more than 50 percent of contracted dollar value was used for renovation or restoration

- Less than \$5 million
- \$5 to \$10 million
- \$10 to \$100 million

Residential

Residential, including independent living retirement communities

- Single-family up to \$100 million
- Multifamily & condominium up to \$100 million

Special Projects

Construction not specifically referred to in the prior categories(e.g. theme parks, zoos, skateparks, water parks, other unique types of projects)

- Less than \$10 million
- \$10 to \$100 million

PROJECT AWARD CATEGORY FORM

SPECIALTY CONTRACTING

You may select only ONE category indicating the dollar amount of the contract for the project. ABC reserves the right to change an entry's original category if it determines that a project's opportunity to win will be enhanced in a different category. ABC also reserves the right to redistribute the contract volume levels within a category.

Community / Public Service

Philanthropic projects that enhance the community, using substantial resources donated by the contractor

- All contract amounts

Electrical: Commercial

Schools, hospitals, outdoor lighting, institutional, shopping centers

- Less than \$2 million
- \$2 to \$10 million

Electrical: Industrial

Manufacturing plants, processing plants, instrumentation and testing facilities involving motor control

- Less than \$2 million
- \$2 to \$10 million

Electrical All projects

- More than \$10 million

Mechanical: Commercial

Schools, hospitals, institutional, shopping centers

- Less than \$2 million
- \$2 to \$10 million

Mechanical: Industrial

Manufacturing plants, processing plants and pneumatic controls

- Less than \$2 million
- \$2 to \$10 million

Mechanical

- All projects More than \$10 million

Exteriors

Masonry, precast or stone

- All contract amounts

All other exterior finishes not specifically referred to in the prior category

- All contract amounts

Interiors

Acoustical, drywall, millwork or plaster

- All contract amounts
- All other interior finishes
- All contract amounts

Sitework / Landscape / Hardscape

Interior/exterior, landscaping and parking lots

- All contract amounts

Specialty Construction: Commercial

Commercial construction not specifically referred to in the prior categories

- Less than \$10 million
- More than \$10 million

Specialty Construction: Industrial

Industrial construction not specifically referred to in the prior categories

- Less than \$10 million
- More than \$10 million

photography release



HCA FLORIDA LAWNWOOD HOSPITAL - SURGERY RENOVATION & BED TOWER ADDITION
BRASFIELD & GORRIE
2023 EIC EAGLE RECIPIENT

License to Use: The undersigned photographer hereby grants Associated Builders and Contractors ("ABC") Greater Tennessee a non-exclusive license regarding my photographs submitted by applicant in support of its entry in ABC Greater Tennessee's 29th Annual Excellence in Construction® Award competition ("Competition").

The license grants ABC Greater Tennessee an unlimited right to use, reproduce, crop, resize, publicly display, distribute and transmit electronically including on the internet, my photographs in connection with the Competition including but not limited to the promotion of the Competition and the announcement and promotion of any awards, without payment of any royalty or license or other fee by or from ABC Greater Tennessee or applicant.

Photographer's Name (print): _____

Photographer's Phone/Email: _____

Photographer's Name (signature): _____

Date: _____