



Georgia Chapter

Associated Builders and Contractors of Georgia, Inc.

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Excellence in Construction Awards Competition

Submission Instructions

Thank you for registering your project for the 2016 EIC competition! Please follow these submission instructions. Submissions are due by Wednesday, May 25, at 3:00 pm. Full payment of the application fee is due at the time of submission. This is a firm deadline and no exceptions will be made.

Please read the Instruction Booklet and Application Form before completing the application. Instructions for completing your entry:

1. **Project Folder:** Each project entry must be saved in a separate Dropbox project folder under your company's main folder.
2. **Rights for Photographs:** If photographs included in your entry are owned by a photographer or other 3rd party, you must obtain rights from the photographer(s) to reprint the photos without limitations. See page 2 of the instruction booklet. Upload permission letters to your project folder in Dropbox.
3. **Entry Form:** Complete the entry form, including payment information, located on pages 4-5 of the application booklet, and upload to your project folder in Dropbox.
4. **Write-up:** Prepare your write-up, following the instructions on pages 6 and 7 of the application booklet. Save your entry as a PDF document and upload it to your project folder in Dropbox.
 - **Sections 1-6:** Sections 1-6 should be incorporated into one document. Each section should begin on a new page with the section number clearly denoted at the top. (Note that some sections may have a page limit.)
 - **Section 8:** Use page 7 of the application as the cover sheet for your safety performance write-up.
 - **Section 7: Photographs**
 - Each entry should contain a minimum of 5 and a maximum of 10 photographs.
 - Using the numbering system shown below, save each photograph in .jpg format, at a minimum of 300dpi and upload to your project folder.
 - Thumbnails and photo numbers may be used (but are not required) within your write-up for reference. Be aware that space used for thumbnails and photo numbers is included in each section's maximum allowable page count.
 - Prepare a list of photographs along with a brief description of each one and upload it as a separate document to your Dropbox project folder.
 - Photos may not be contained within a software application such as PowerPoint.
5. **Company Logo:** Please provide your company's logo as an .eps file.

Remember, a panel of judges will be reading your submission and awarding points based on the overall presentation and conformance to the instructions. Your entry should be pleasing to the eye and legible. Points will be deducted for fonts that are too small to be read easily.

Labeling Your Files for Submission

In order to keep files organized, we will need all submitted projects to be labeled and organized in Dropbox in the following way. We will assign and label your company folder, however you will be responsible for making your project folders. They should be labeled as:

- Project Folders: “SubmissionNumber_CompanyName_ProjectName”
- Photograph Permission Letters: “SubmissionNumber_CompanyName_Permission”
- Entry Form: “SubmissionNumber_CompanyName_EntryForm”
- Write-up: “SubmissionNumber_CompanyName_Write-up”
- Photos: “SubmissionNumber_CompanyName_PhotoLetter” (A,B,C, etc.)
- List of Photos: “SubmissionNumber_CompanyName_PhotoList”
- Company Logo: “CompanyName_Logo.eps”

If you have any questions please reach out to Cindy Orna at cindy@abcga.org for clarification.

