

12th ANNUAL

## SMALL BUSINESS EXCELLENCE AWARDS LUNCHEON

May 7 at the Doubletree Hotel, Syracuse • May 10 at The Desmond in Albany • 11:30 a.m. to 1:30 p.m.

### SMALL BUSINESS SELECTION FAXABLE FORM

Submit by Friday, **February 26**, 2010

Complete this form and fax to (315) 471-9273

#### SELECTION CRITERIA:

1. Select a small business that you are proud to be associated with and make sure they can attend the luncheon
2. The business does not need to have an SBA loan
3. The business should meet SBA 's criteria for "small" business click here for "small" business size standards
4. Make sure the business is in good financial condition

#### WITH YOUR SELECTION FORM, SEND THE FOLLOWING FOR THE LARGE SCREEN AUDIO-VISUAL PRESENTATION to [cathy.pokines@sba.gov](mailto:cathy.pokines@sba.gov):

**Your logo**, camera-ready, e-mail file or on disc (only if you did not attend the luncheon in 2009)

**2 colored photos** -preferably a jpg file (each no larger than 2 MB)

- One of the business owner(s)
- One of a product, building or sign.

Questions ??? Call Cathy Pokines (315)471-9393x241

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Name of organization nominating this business

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Name of person completing form

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Phone

Fax

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Email

#### The following information about the business you have selected is **required**:

This will be in the luncheon program so please make sure this information is complete and the spelling is accurate!

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Business Name:

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Owner(s) Name:

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Address:

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City State Zip

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Business Phone:

Fax:

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Cell:

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Email:

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Business website:

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Type of Business:

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Current number of employees:

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Amount of SBA loan (if any):

Year of SBA loan

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Use of SBA loan proceeds:

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Year the business started

Number of years as your customer

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Please provide a business profile, including the business history, products, progress, number of employees and any other interesting details. This will be used in the souvenir luncheon program. (Additional paper may be used, may include brochure)

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**Fax to (315) 471-9273 or email to [cathy.pokines@sba.gov](mailto:cathy.pokines@sba.gov) by February 26**

**February 26** - Payment due: to NYBDC-Small Business Luncheon

Mail to: PO Box 738, Albany, NY 12201-0738 Attn. Brittany Bernhoft

To obtain an invoice or pay by credit card contact Brittany at (518)463-2268 or [bbernhoft@nybdc.com](mailto:bbernhoft@nybdc.com)