

13th ANNUAL

SMALL BUSINESS EXCELLENCE AWARDS LUNCHEON

May 2 at the Doubletree Hotel, Syracuse • May 9 at The Desmond in Albany • 11:30 a.m. to 1:30 p.m.

SMALL BUSINESS SELECTION FAXABLE FORM

Submit by Friday, **February 25**, 2011

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:

Your logo, camera-ready, e-mail file or on disc (only if you did not attend the luncheon in 2010)

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

Name of organization nominating this business

Name of person completing form

Phone

Fax

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!

Business Name:

Owner(s) Name:

Address:

City State Zip

Business Phone:

Fax:

Cell:

Email:

Business website:

Type of Business:

Current number of employees:

Amount of SBA loan (if any):

Year of SBA loan

Use of SBA loan proceeds:

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)

Fax to (315) 471-9273 or email to cathy.pokines@sba.gov by February 25

February 25 - 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