

2012

North of Boston Business Plan Competition



121 Loring Avenue, Salem MA 01970

Phone: (978) 542-7528

Fax: (978) 542-7061

Participant Agreement

By registering to participate as a competitor in the North of Boston Business Plan Competition, you grant the Enterprise Center and its affiliates and assigns, the right to print, publish, broadcast, and use, worldwide in any media now known or hereafter developed, including but not limited to the World Wide Web, at any time or times, your name, portrait, picture, voice, likeness, biographical information, and all other information provided on your registration form as news or information for promotional purposes without additional consideration.

You understand and acknowledge that The Enterprise Center, its board members, officers, sponsors, judges, coaches, and organizers are under no obligation to render any advice or service to you or any other competitor. The views expressed by these people are their own and not those of the North of Boston Business Plan Competition.

As a registered participant, you take sole responsibility for protecting your rights or the rights of third parties in any intellectual property involved in the business described in submitted business plans. You also take sole responsibility for determining whether any third party has rights in any such intellectual property, notifying any such third party of inclusion of any disclosure of that intellectual property in a submitted business plan, and obtaining any necessary permissions from such third party. Further, we caution that disclosure of intellectual property in your submission may compromise or destroy those rights. The Enterprise Center is not responsible for the content of any submitted business plan or protection thereof, including disclosures relating to intellectual property.

You further understand, acknowledge, and agree that although the organizers of the competition will take reasonable steps to preserve the confidentiality to the concepts, ideas, and potential trade secrets contained in materials submitted as part of the competition, none of the board members, officers, sponsors, judges, coaches, and organizers are or will be liable for any loss, damage, or cost you may suffer by reason of the disclosure of these concepts, ideas, or trade secrets, the legal protection of which are your sole responsibility. Accordingly, and in consideration of the time and effort provided by such persons, you release and discharge each such person from any such loss, damage, or cost relating to or arising out of any such person's participation in the competition.

Publicity

In addition to cash awards, those winning the business plan competition will be the beneficiaries of an extensive publicity campaign conducted by The Enterprise Center. We'll announce the semi-finalists and invite the public to the final presentations. In addition, we'll announce the winners in the Boston media and in all North Shore markets:

- In addition to the press releases, we will:
- Talk with business editors at Boston and local media to write stories about the competition.
- Use calendar section of newspapers to promote awards night.
- Email campaigns to our database of six thousand North Shore businesses, SBDC, North Shore Technology Council and more

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We'll include promotional and explanatory sheets in major Chamber mailings and those of other key organizations.

All of the sessions of the competition, including but not limited to the oral presentations and any question and answer sessions are open to the public. Any data or information discussed or divulged in public sessions by entrants should be considered information that could enter the public realm and the entrants should not assume any right of confidentiality in any of what is discussed. As a direct result, neither the judges nor the staff or The Enterprise Center will sign any confidentiality agreements.

ALL TAXES ASSOCIATED WITH THE PRIZES WILL BE THE SOLE RESPONSIBILITY OF THE PRIZE WINNER.

Please sign and attach this form to your Executive Summary with your completed Entry Form, and deliver to Christine Sullivan at the Enterprise Center, 121 Loring Avenue, Salem, MA 01970 no later than 5:00pm January 27, 2012.

Note: ALL team members must print and sign this document. Each team must include this Participant Agreement in their initial entry form to be eligible for the competition.

I Accept the Participant Agreement in its entirety: Yes No

Print Name: _____

Signature: _____

Business Concept Name: _____

Date: _____

Additional Names and Signatures:

_____	_____
_____	_____
_____	_____
_____	_____

NOTE: The Enterprise Center wishes to thank the Great Lakes Entrepreneur's Quest for its assistance in the language of this document.

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Entry Form

Please sign and attach this form to your Executive Summary with your signed Participation Agreement, and deliver to Christine Sullivan at the Enterprise Center, 121 Loring Avenue, Salem, MA 01970 no later than 5:00pm January 27, 2012.

Business Name _____

First and Last Names of Principals

Principal 1 _____

Principal 2 _____

Principal 3 _____

Address of Business _____

E-mail address for Principals

Principal 1 _____

Principal 2 _____

Principal 3 _____

Daytime Phone Numbers of Principals

Principal 1 _____

Principal 2 _____

Principal 3 _____

Business Website _____

Please provide us with a few sentences to describe your business: _____

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Format Requirements

Plan Summary Format and Submission Guidelines

1. In addition to the three page overview you may use your own cover page with company logo, tag line, etc.
2. Please be sure to include entry form with your plan overview. If you do so, the second page of the document must be the entry form above.
3. Font size between 10 and 12 point.
4. You may use any font you like, however we recommend Times New Roman, Arial, Helvetica, or Garamond.
5. The margins should be no less than .75 inches, not including header and footer.
6. Please number all the pages including the first page.
7. Include your business concept name as a header or footer on all the pages.
8. You can submit your entry as a PDF or in Microsoft Word (Office 97 or later). If you choose to use other software for your diagrams, tables, spreadsheets, etc., they must be integrated within the Word document.
9. Deliver the copies to us **no later than 5:00pm on January 27, 2012**. Please also send a copy of the plan electronically to csullivan@enterprisectr.org.

Business Plan Format and Submission Guidelines

The overall requirements of the plan you submit include the following guidelines:

1. The business plan that you submit can be no longer than 25 pages and include no more than four pages of financial charts.
2. The plan must meet these format requirements:
 - a. You may use your own cover page with company logo, tag line, etc.
 - b. Use a font size between 10 and 12 point.
 - c. Use any font you like, however we recommend Times New Roman, Arial, Helvetica, or Garamond.
 - d. The margins should be no less than .75 inches, not including header and footer.
 - e. Please number all the pages including the first page.
 - f. Include your business concept name as a header or footer on all the pages.
 - g. You can submit your entry as a PDF, in Microsoft Word (Office 97 or later), or as a PowerPoint Presentation (Office 97 or later). If you choose to use other software for your diagrams, tables, spreadsheets, etc., they must be integrated within the Word document, PDF, or PowerPoint Presentation.
3. Provide us with **20 spiral bound** copies of the plan
4. Deliver the copies to us **no later than 5:00pm on February 24, 2012**. Please also send a copy of the plan electronically to csullivan@enterprisectr.org.

Thank you.