



Small Business of the Year Award

The U.S. Chamber of Commerce knows firsthand that small businesses are the backbone of American free enterprise, representing more than 99% of all employers, creating three-fourths of all new jobs, and accounting for more than one-half of the nation's gross domestic product. We are proud to provide special recognition to the small business community by hosting the Small Business of the Year Awards program, sponsored by Sam's Club®.

The Award

The U.S. Chamber will recognize one exceptional small business owner for his or her tireless work and embodiment of the spirit of free enterprise with the Small Business of the Year Award and a **\$10,000** cash prize courtesy of Sam's Club.

The award presentation will take place at the May 24 luncheon at the Omni Shoreham Hotel during America's Small Business Summit, held May 23-25 in Washington, D.C.



Eligibility

A business must meet the following requirements to be eligible for the Small Business of the Year Award:

- Have less than 250 employees
- Gross revenues of less than \$20 million in 2009
- Able to attend America's Small Business Summit 2011

Criteria

Eligible applicants will be judged on the following:

- Staff training and motivation
- Community involvement
- Customer service
- Business strategies and goals

Award Nomination

Small businesses are encouraged to apply directly for the award. In addition, chambers, associations, and companies may nominate small businesses to show their support. **Nominations are due January 7, 2011.** Nominations are not required to apply.

Application Procedure

Apply online at www.uschambersummit.com/award or mail or fax your application by January 14 to:

U.S. Chamber of Commerce
Attention: Trula Tener, Communications
1615 H Street, NW
Washington, DC 20062-2000
Fax: 202-463-3129

Application Fee

- \$25 for U.S. Chamber members
- \$150 for nonmembers (includes a one-year membership)

Make checks payable to the U.S. Chamber of Commerce.

Timeline/Deadlines

January 7, 2011
Award nominations due

January 14, 2011
Award applications due*

*Application, related materials, and the application fee must be submitted or postmarked by January 14.

March 1, 2011
Blue Ribbon Small Business Award® winners announced

March 14, 2011
7 Regional finalists announced

May 23-25, 2011
America's Small Business Summit

May 24, 2011
The Small Business of the Year Award winner is announced during the awards luncheon at the Omni Shoreham Hotel



Materials Checklist:

All of the following must be submitted online or postmarked by January 14, 2011.

- Completed application
- Revenue documentation – to verify that gross revenue is less than \$20 million. We will accept a letter stating company sales in 2008 and 2009 signed by both your president/CEO and your accountant OR a copy of your company's tax return (such as an 1120 form).
- Application fee (paid by applicant or nominator)
- Optional: photos, letters of recommendation, copies of paid or earned media

The Small Business Award Winner:

The winner of the Small Business of the Year Award will be announced at the May 24 awards luncheon and presented with a **\$10,000** cash prize courtesy of Sam's Club.

Regional Finalists:

One outstanding Blue Ribbon Small Business Award® recipient will be selected as a finalist to represent each of seven regions. The seven regional finalists will be selected by the U.S. Chamber and will be announced March 14, 2011. These regions are as follows:

- **Midwest:** Iowa, Minnesota, Nebraska, North Dakota, South Dakota, and Wisconsin
- **Eastern:** Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and West Virginia
- **Great Lakes:** Illinois, Indiana, Kentucky, Michigan, Ohio, and Pennsylvania
- **Northwest:** Alaska, Idaho, Montana, Oregon, Washington, and Wyoming
- **Southeastern:** Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and Washington, D.C.
- **Southwest and South Central:** Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, and Texas
- **Western:** Arizona, California, Hawaii, Nevada, and Utah

Regional Finalist Recognition:

The seven regional finalists will receive the following:

- A two-night hotel stay at the Omni Shoreham Hotel in Washington, D.C.
- The opportunity to attend America's Small Business Summit 2011 at a discounted rate
- An award presented at a luncheon on May 24, 2011

Blue Ribbon Small Business Award®:

On March 1, 2011, the first round award winners will be named as Blue Ribbon Small Business Award® recipients. These award winners will receive discounted registration to attend America's Small Business Summit and will be honored at the Blue Ribbon Awards Breakfast on May 24, 2011 at the Omni Shoreham Hotel by US Chamber President, Tom Donahue.

Questions?

To learn more about the award or to apply online, visit www.uschambersummit.com/award.
For additional information, contact Trula Tener at 202-778-2429 or summit@uschamber.com.