

ACECNJ uses and abides by all requirements listed in the ‘[Call for Entries](#)’ for submissions into the New Jersey Engineering Excellence Awards competition with the minor exceptions listed below.

1. Deadline Dates and Entry Fees differ from the National competition. Please refer to the ‘[ACECNJ Entry Requirements Summary](#)’ for details.
2. ACECNJ does not collect submissions electronically. Materials/Submissions **must** be submitted in a 1/2 inch binder and mailed to: ACECNJ, c/o Jody Herkloz, 2507 Beech Street, Point Pleasant, NJ 08742
3. Complete Contents of Binder: **EACH PAGE MUST BE IN INDIVIDUAL SHEET PROTECTORS**
  - a. Official Entry Form (*see page 8 of the ‘Call for Entries’*)
  - b. Client Endorsement/Release Letter from Owner to ACECNJ
  - c. Executive Summary (*as described on page 6 of the ‘Call for Entries’*)
  - d. Project Description (*as described on page 6 of the ‘Call for Entries’*)
  - e. Entry panel and 5 other project images (*as described on page 6 of the ‘Call for Entries’*)
  - f. Entry Fee (see ‘ACECNJ Entry Requirements Summary’)
  - g. 6 USB Flash Drives of complete submission (*as described below*)
  - h. A shortened summary (100 words) that must be included on the USB flash drive **IN A WORD DOCUMENT FORMAT** that is to be included with the binder submission. NOTE: shortened summary will be used in the 48<sup>th</sup> EEA Banquet Journal.
4. ACECNJ does not require a Media List, Press Release or Supplementary Report
5. Full-size display panel must be on either a gator board or foam core
6. ACECNJ will accept USB flash drives. Must include the following:
  - a. Official Entry Form
  - b. Endorsement/Release Letter from Owner
  - c. Executive Summary
  - d. Project Description
  - e. Key Participants
  - f. 6 Photos/Graphics
  - g. Display Panel
  - h. Shortened Summary (100 words) in a word document format