

# 2019 Ho`okela Awards Guidelines & Rules

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## Award Categories:

- Retail Business of the Year - State of Hawaii
- Small Retail Business of the Year (Single Store)
- New Retail Business of the Year
- Retailer of the Year
- Chairperson's Award
- Retail Employee of the Year
- Retail Manager of the Year
- Retail Sales Associate of the Year
- Retail Stock Associate of the Year
- Retail Visual Merchandiser of the Year – **NEW**
- Retail Support Associate of the Year – **NEW**



## Who is Eligible:

- All Retail Operations with a physical presence in the State of Hawaii who have been in operation at least 1 year and the nominated location has been in existence for at least one year.
- All Retail Employees employed within the State of Hawaii; have been a part of the retail industry for at least 1 year but not necessarily at the current store; and **MUST** be a direct employee of the store or company and not a contract or outsourced employee.
- All nominees who earn the respect of their peers.
- All nominees who contribute to the success and vitality of the retail industry and who are an integral part of the communities in which they do business.
- Previous winners may not be nominated in the same category for five (5) years.
- **Each company or store location may nominate one employee per category.** (If you have 5 locations, you may nominate an employee in each category from each of the 5 locations)
- Unless otherwise stated, need not be a member of the Retail Merchants of Hawaii.
- Other restrictions may apply.

## Who Can Nominate:

- **Any person, company or organization may submit nominations** by completing the nomination form & questionnaire and indicate the appropriate category. Need not be an RMH member.
- All submitted materials will become the property of RMH for promotional purposes and will not be returned.

## Selection of Winners:

- All nominees will be recognized and one winner in each category will be announced at the **Ho`okela Awards** at the RMH Annual Conference on November 5, 2019 at the Hilton Hawaiian Village Waikiki Beach Resort.

## Notification:

- **ALL nominees** (and their nominators) from each of the other categories will be notified by Retail Merchants of Hawaii.

## Deadline:

- All Ho`okela nominations must be physically received in the RMH office by 3:00 p.m. OR postmarked no later than **AUGUST 19, 2019 (NO EXTENSIONS)**
- Please submit completed forms to:



Retail Merchants of Hawaii's  
Ho`okela Awards  
3610 Waialae Ave  
Honolulu, HI 96816



[tyamaki@rmhawaii.org](mailto:tyamaki@rmhawaii.org)

## Judging:

- Judging will be done by those who do **NOT** have a direct connection to those who are nominated. We want to ensure that the judging is fair and independent.

## Questions:

: (808) 592-4200 **OR**  Email: [tyamaki@rmhawaii.org](mailto:tyamaki@rmhawaii.org)

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# 2019 Ho'okela Awards Categories

Be very specific on your write-ups by citing as many detailed examples on why your nomination is the best. Remember: Our judges do not personally know your nominee, so please don't assume anything. In addition, the write-ups will be compared to all others in that category.

## Business of the Year Categories

Honors outstanding brick and mortar stores in the State of Hawaii who has a physical store front retail location(s) within the State of Hawaii, gained success in retailing, and is a strong supporter of the retail industry and the community.

### ➤ Retail Business of the Year – State of Hawaii

- Honors THE outstanding storefront retail company has a single or multiple locations and **must** be a member of the Retail Merchants of Hawaii.

### ➤ Small Retail Business of the Year

- Honors an outstanding storefront retail company who **ONLY** has a **single (1) location**.

### ➤ New Retail Business of the Year

- Honors an outstanding storefront retail company that has been in business fewer than **THREE (3)** years

## Individual Employee of the Year Categories

Honors outstanding individual employees in the State of Hawaii who exemplifies creativity and innovative spirit that contributes to the success of a retail business and industry in Hawaii and is a strong supporter of the community.

### ➤ Retailer of the Year

- Honors an outstanding person who has the principal responsibility of owning and/or operating a successful storefront retail business, is a strong supporter of the retail industry and the community, and must be a member of the Retail Merchants of Hawaii in good standing.

### ➤ Chairperson's Award

- Honors an outstanding person or company who may or may not be a Retail Merchants of Hawaii member who provides a product or service to the retail industry, continues to champion of the retail industry in Hawaii and/or is a strong supporter of the industry and community. Award is chosen by the Retail Merchants of Hawaii's Board of Directors.

### ➤ Retail Employee of the Year Award

- Honors an outstanding Non-Management or Supervisory retail employee that has gone above and beyond their job responsibilities, and/or provides outstanding and unusual service to the company, to the customers, and/or to the community. Some examples include cultivating innovative or creative products/services; showing outstanding leadership qualities; overcoming obstacles; consistently adding to the customer experience; meeting special or unique needs of customers; and/or performing heroic deeds.

### ➤ Retail Manager of the Year

- Honors an outstanding retail employee in a Management position that has gone above and beyond their job responsibilities, and/or provides outstanding and unusual service to the company, to the customers, and/or to the community. Some examples include cultivating innovative or creative products/services; showing outstanding leadership qualities; overcoming obstacles; consistently adding to the customer experience; meeting special or unique needs of customers; and/or performing heroic deeds.

### ➤ Retail Sales Associate of the Year

Honors an outstanding Non-Management or Supervisory retail employee or cashier position that has gone above and beyond their job description of responding to questions, improving engagement with merchandise and providing outstanding customer service.

### ➤ Retail Visual Merchandiser of the Year – **NEW**

Honors an outstanding Non-Management or Supervisory retail employee in a position that uses their creativity to create appealing and eye catching visual displays that lead the customer through the entire store via window displays, signs, interior displays, floor plans and special promotions displays.

### ➤ Retail Stock Associate of the Year

Honors an outstanding Non-Management or Supervisory retail employee in a position that stocks merchandise; that has gone above and beyond their job description of receiving merchandise in stores, warehouses, stockrooms, and or other storage facilities; processing merchandise; marking it with codes to be identified; stocking shelves; and assisting customers.

### ➤ Retail Support Associate of the Year – **NEW**

Honors an outstanding Non-Management retail employee in a support position that has gone above and beyond their job description of assisting operations to run efficiently and helping other *staff* members to adequately fill their roles. Positions include by are not limited to administrative, human resources, financial, merchandise processors, marketing, purchasing and more.



# 2019 Ho`okela Award

## RETAIL BUSINESS Nomination Form

Please submit completed forms by **August 19, 2019** to [tyamaki@rmhawaii.org](mailto:tyamaki@rmhawaii.org)

Or Mail it to: **Retail Merchants of Hawaii's Ho`okela Awards / 3610 Waiialae Ave / Honolulu, HI 96816**

**Nomination Form & Write Up in PDF and Photo of the STORE FRONT in a JPEG or Tiff format and 500k to 1 meg in size MUST be attached**

### RETAIL BUSINESS CATEGORIES

Check the category that you are submitting this nomination for: You May Nominate in All Categories, but ALL nominations must have a separate form.

**Retail Business of the Year  
State of Hawaii**

**Small Retail Business of the Year**

**New Retail Business of the Year**

### RETAIL BUSINESS INFORMATION

Company/Store Front:			
Year Business Established:	# of Years in Retail in Hawaii:	# of Employees in Hawaii:	
Retail Business Contact First Name:		Retail Business Contact Last Name:	
Retail Business Contact Title:			
Retail Business Contact Address:			
City:	State:	Zip:	
Retail Business Contact Email:	Retail Business Contact Phone:	Ext:	

### NOMINATOR INFORMATION

Submitted By:			
Title:			
Company:			
Address:			
City:	State:	Zip:	
Email:	Phone:	Ext:	

**On a separate sheet, describe in detail as it will be compared to all others in the same category:**

- **Description of Business or Individual Nominee and why best qualified for this award**
- **Why did you nominate this company or individual? To include but not limited to examples of exemplary professionalism and service, community activities participates in and or supports, and any awards or special recognition received.**

Be very specific on your write-ups by citing as many detailed examples on why your nomination is the best.

Remember: Our judges do not personally know your nominee, so please don't assume anything.

In addition, the write-ups will be compared to all others in that category.



# 2019 Ho`okela Award

## EMPLOYEE Nomination Form

Please submit completed forms by **AUGUST 19, 2019** to [tyamaki@rmhawaii.org](mailto:tyamaki@rmhawaii.org)  
 Or Mail it to: **Retail Merchants of Hawaii's Ho`okela Awards / 3610 Waialae Ave / Honolulu, HI 96816**  
*Nomination Form & Write Up in PDF AND Photo in a JPEG or Tiff format and 500k to 1 meg in size MUST be attached.*  
 (Head and Shoulder photo of ONLY the nominee)

### INDIVIDUAL RETAIL EMPLOYEE CATEGORIES

Check the category that you are submitting this nomination for: You May Nominate in All Categories, but ALL nominations must have a separate form

- |                                    |  |                                      |
|------------------------------------|--|--------------------------------------|
| Retailer of the Year               | Retail Employee of the Year            | Retail Manager of the Year           |
| Retail Sales Associate of the Year | Retail Stock Associate of the Year     | Retail Support Associate of the Year |
|                                    | Retail Visual Merchandiser of the Year |                                      |

### RETAIL EMPLOYEE'S INFORMATION

Company/Store Front:		Location:	
First Name:		Last Name:	
Title:			
Address:			
City:	State:	Zip:	
Email:	Phone:	Ext:	
# of Years Working in Retail	Management	Non-Management	

### NOMINATOR INFORMATION

Submitted By:			
Title:			
Company:			
Address:			
City:	State:	Zip:	
Email:	Phone:	Ext:	

**On a separate sheet, describe in detail as it will be compared to all others in the same category:**

- *Description of Individual Nominee and why best qualified for this award*
- *Why did you nominate this individual? To include but not limited to examples of exemplary professionalism and service, community activities participates in and or supports, and any awards or special recognition received.*

Be very specific on your write-ups by citing as many detailed examples on why your nomination is the best.  
 Remember: Our judges do not personally know your nominee, so please don't assume anything.  
 In addition, the write-ups will be compared to all others in that category.