

The Pen to Print LBBB Staff Writing Competition 2021/22

First Prize:

A Kindle Fire Tablet

As the London Borough of Barking & Dagenham is the home of Pen to Print, we know you can't enter the regular Pen to Print competitions, this is something just for you and your families. This is the third year we have run a competition for our work colleagues in Barking & Dagenham. We write so much for business why not give writing creatively and for fun a try?

How to Enter

Please read all the Rules and T&Cs below carefully.

We are looking for poetry in any form of no more than two A4 pages long on any subject you like.

Don't fancy that, why not tell us a story? Write a short fiction story of no more than 1,000 words long on any subject you like.

We reserve the right to reject entries on grounds of taste, decency and where the legality or morality of content is in question.

Email your entries to pentoprint@lbbd.gov.uk with the Subject Line: **Staff Competition**

You can enter more than once but no more than three entries will be accepted in the order in which they are received.

Entries must be received before **5pm on Friday 25 March 2022**.

The Pen to Print LBBB Staff Writing Competition Rules, Terms and Conditions

- The competition is open to Employees, Officers and its subsidiaries of The London Borough of Barking and Dagenham.
- Council Members, their immediate families (including any live-in partner or household member) of the London Borough of Barking and Dagenham may not enter.

- Any third party company/organisation involved in any capacity in the sponsorship of a competition or competition prize may not enter. This also includes:
 - Any company/organisation involved in the organisation, management, promotion, or administration of the competition or its entry routes or donation of prizes or their agents or subsidiaries.
 - Where an entrant requires the details of their parent/guardian, LBBB Pen to Print may ask for proof of age.
 - LBBB Pen to Print may ask for evidence to verify the identity of an entrant at any time and may use any channels and methods available to carry out checks of any details provided. **Entrants may only enter the competition in their own name.**
- By entering the competition, you agree that the LBBB Pen to Print and London Borough of Barking and Dagenham (LBBB) have permission to publish and/or reproduce in full or part any of your work submitted in any format using any media it chooses.
- Entries must be the exclusive work of the author.
- By entering the competition entrants confirm that all information submitted by them is true, current, and complete. Entrants also confirm that they are the copyright owners of any copyright works submitted, e.g., text, photographs and drawings, and LBBB Pen to Print's use of such works (which you permit) will not infringe the rights of any third party.
- Entries must be typed in English, not have been published before and not be currently entered in any other competition.
- Scripts must be typed using **double-spaced** text in a Microsoft Word document format in **12pt size Arial font**.
- Printed entries must be on A4 size paper.
- All entries will be judged anonymously: **do not** include your name on the manuscript.
- All entries must have entrants, Name, contact telephone number and email address and the title of their submission **on a separate sheet**.
- The title of the Poem or Story **must appear on every page**.
- Entries which exceed the stated length will be disqualified.
- Your Poem should not be more than **two A4 pages** long

- Your Short Story **should not exceed 1,000 words**.
- The judges' decisions are final.
- No correspondence can be entered into.
- Amendments cannot be made to entries after they have been submitted, nor substitutions made.
- Please note that scripts cannot be returned, so you are advised to keep a copy of your work.
- Neither Pen to Print nor its servants, agents, nor any other party or organisation involved in the management, promotion, or administration of the competition or its entry routes or donation of prizes or their agents or subsidiaries involved in the competition will accept responsibility or liability for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft, destruction, alteration of, or unauthorised access to entries, or entries lost or delayed whether or not arising during operation or transmission as a result of server functions (including but not limited to security functions by software used by Incisive Media or any third party), virus, bugs, or other causes outside its control.
- Entries submitted through agents or third parties or in bulk (i.e., more entries than a human being could submit in the time available without the use of software or other devices designed to make automated entries or, in the case of postal entries, more than one entry submitted under the same postage stamp) will not be accepted. Entrants may enter as many times as they like unless otherwise indicated in the competition information but no more than one prize per person per competition will be awarded.
- Any entries which are incomplete, incorrect, inaudible, incomprehensible, or not received by LBBD Pen to Print will be void.
- In the event of any fault, mistake, misunderstanding or dispute concerning the correctness or acceptability of the entry or any answers given by entrants (if applicable), or the operation of any part of the competition (in the case of postal entries, a postal strike for example), network or phone system, the decision of LBBD Pen to Print shall be final and no correspondence will be entered into.
- LBBD Pen to Print will not be liable to reimburse expenses incurred in making an entry in any competition. Where LBBD Pen to Print decides in its sole discretion that an entrant is eligible for a refund, eligibility for refunds will be notified to relevant entrants. LBBD Pen to Print reserves the right to refuse to refund any fee

or costs incurred where it suspects dishonest or fraudulent conduct on the sender's part or where the entrant has not complied with the rules of the competition.

Prizes

- The prize is as specified in the competition information.
- LBBB Pen to Print will attempt to notify the winner within 21 days after the closing date, or as otherwise indicated in the competition information, and where time is of the essence for such a period as LBBB Pen to Print shall in its absolute discretion deem reasonable. They will be contacted on the phone number, email address provided when entering the competition. The winner will have a specified fixed time period in which to claim their prize. If LBBB Pen to Print is unable to notify the winner, or if the winner fails to respond within the fixed time period as specified and/or provide an address for delivery of the prize, this may result in forfeiture of the prize and LBBB Pen to Print reserves the right to select an alternative winner in accordance with these terms and conditions and the competition information.
- LBBB Pen to Print may in its sole discretion refuse to provide a prize, or seek its recovery, in the event of non-entitlement under these terms or an entrant's breach of these terms.
- Any entrant who enters or attempts to enter the Competition in a manner, which in LBBB Pen to Print's determination is contrary to these terms and conditions or by its nature is unfair to other entrants may be removed from the Competition at LBBB Pen to Print's sole discretion.
- LBBB Pen to Print reserves the right to modify, cancel, terminate or suspend the Competition in whole or in part, at its sole discretion, if it believes the Competition is not capable of being conducted as specified in these terms and conditions or in the event of a virus, computer bug or unauthorised human intervention or any other cause that is beyond the reasonable control of LBBB Pen to Print that could corrupt or affect the administration, security, impartiality, or normal course of the Competition.
- LBBB Pen to Print reserves the right in its sole discretion to withhold delivery of the prize until such proof of eligibility and identity has been confirmed or if such proof is not produced on request or to disqualify the entrant from the competition.
- LBBB Pen to Print shall try to deliver the prize to the winner within 28 days from the date of the announcement unless otherwise specified to the winner. Delivery restrictions may apply. No cash equivalent (where applicable) or alternative prize will be given and the prize is non-transferable and non-exchangeable. However, LBBB Pen to Print reserves the right to change the prize due to circumstances beyond its control or to offer an alternative of similar value.

- In relation to all competitions, the first name and surname of the winner may be published by LBBB Pen to Print and entrants grant to LBBB Pen to Print a non-exclusive license to use and publish their entry in any media for the purpose of announcing the winner.

Data Protection and Publicity

- LBBB Pen to Print (or any third party nominated by LBBB Pen to Print) may exercise its sole discretion to use the winner's (and if applicable their companion's) name, address, and image and their comments relating to the prize and competition experience for future promotional, marketing and publicity purposes in any media worldwide without notice or without any fee being paid.
- Information, data ("personal data") which is provided by entrants when they enter will be held and used by LBBB Pen to Print and their suppliers and contractors in order to administer the competition, for the purposes of evaluation and to report to funders.
- We will also use Information, data ("personal data") to contact you about future opportunities to work with us in the future. You can opt out of this contact by emailing us at pentoprint@lbbd.gov.uk
- By submitting their personal details, the entrant agrees to LBBB Pen to Print processing those details in accordance with the purposes made known the entrant at the time of collection and in accordance with LBBB privacy policy which can be viewed at <https://www.lbbd.gov.uk/general-privacy-notice>.
- LBBB Pen to Print shall comply with all applicable requirements of the Data Protection Act 2018, the General Data Protection Regulation, any successor legislation or other applicable law.

Liability

- Nothing in these terms and conditions shall exclude or limit LBBB Pen to Print's liability for death or personal injury caused by their staff or supplier's negligence or for fraud. Subject to this, LBBB Pen to Print cannot accept any responsibility for any damage, loss, injury or disappointment suffered by any entrant entering the competition or as a result of accepting any prize. LBBB Pen to Print is not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, servers, or providers, computer equipment, software failure of any email or entry to be received on account of technical problems or traffic congestion on the Internet, telephone lines or at any web site, or any combination thereof, including any injury or damage to entrant's or any other person's computer or mobile telephone related to or resulting from participation or downloading any materials in the competition.
- LBBB Pen to Print cannot promise that the services relating to the competition will be free from errors or omissions nor that they will be available uninterrupted and in

a fully operating condition. These services may be suspended temporarily and without notice in the case of system failure, maintenance or repair or for reasons reasonably beyond the control of LBBB Pen to Print. LBBB Pen to Print will not be liable in the event that all or any part of the service relating to the competition is discontinued, modified or changed in any way.

Standard terms

- By entering a competition entrants accept these terms and conditions together with any specific instructions and terms for such competition which may be mentioned in any electronic messages, or on the website, or communicated to entrants in any other way (“competition information”). Such competition information shall prevail in the event of there being any inconsistency between these competition terms and conditions and any competition information.
- London Borough of Barking and Dagenham (LBBB) Pen to Print may cancel or amend any competition, competition information, or these terms and conditions without prior notice. Any changes will be posted either within the competition information or these terms and conditions.
- In the event that any entrant does not, or is unable to, comply with and meet these terms and conditions and the competition information, LBBB Pen to Print shall be entitled at its sole discretion to disqualify such entrant, without any further liability to such entrant. In these circumstances, any prize(s) won by the entrant may be forfeited and LBBB Pen to Print reserves the right to reclaim any prize(s) already distributed to the entrant. Any entrant must comply with any directions given to them by LBBB Pen to Print including but not limited to any and all relevant laws, rules and applicable regulatory codes.
- The promoter of the competition is LBBB Pen to Print, Dagenham Library, 1 Church Elm Lane, Dagenham, Essex. RM10 9QS.

Any questions about the competition should be emailed to:

pentoprint@lbbd.gov.uk

These terms and conditions were last updated on 4 October 2021.