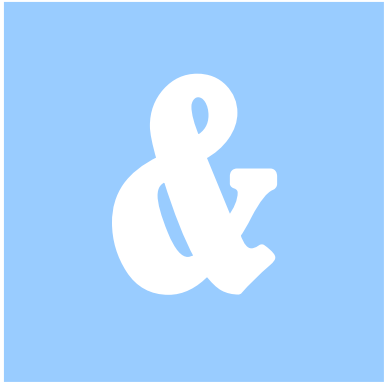




The Office Building of the Year (TOBY)



Earth Awards



# 2009 - 2010 Local Entry Requirements

Rewarding Excellence in Office Building Management



# TOBY & EARTH AWARD

## Categories & Local Requirements



### TOBY & EARTH CATEGORIES

1. **Under 100,000 Square Feet**  
Rentable Sq. Ft. \_\_\_\_\_
2. **100,000 - 249,999 Square Feet**  
Rentable Sq. Ft. \_\_\_\_\_
3. **250,000 - 499,999 Square Feet**  
Rentable Sq. Ft. \_\_\_\_\_
4. **500,000 - 1 Million Square Feet**  
Rentable Sq. Ft. \_\_\_\_\_
5. **Over 1 Million Square Feet**  
Rentable Sq. Ft. \_\_\_\_\_
7. **Renovated Building**
8. **Historical Building**
9. **Corporate Facility**
10. **Medical Office Building**
11. **Government Building**
12. **Suburban Office Park (Low Rise)**  
# of Bldgs. \_\_\_\_ Height in Stories \_\_\_\_\_
13. **Suburban Office Park (Mid Rise)**  
# of Bldgs. \_\_\_\_ Height in Stories \_\_\_\_\_
14. **Industrial Office Park**  
# of Bldgs. \_\_\_\_ Height in Stories \_\_\_\_\_
15. **Earth Award**

*See International 2009-2010 Entry Requirements for details on each categories specific requirements.*

### TOBY & EARTH ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to international.
2. All portfolios must score at least 70% to advance to the next level of competition.
3. The building must be a member, or managed by an entity that is a member, in good standing with both BOMA Dallas and BOMA International in order to compete at the regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

4. The building may not have won in the same category at the international level during the last 5 years. The building may not have won in a different category at the international level during the last 3 years.
5. The building must be at least 3 years old from the date of occupancy of the first tenant by June 2010.
6. At least 50% of the building's space must be used as office space to be considered for all categories except the Industrial Category which must have more than 5% and less than 50% office area as measured by BOMA standards.
7. Each building may enter in only one category.
8. Earth Award entries must be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and must have elected to share their data with BOMA International in the ENERGY STAR portfolio manager. **NOTE:** Beginning in the 2010—2011 season, all TOBY entries will be required to be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and share their data with BOMA International in the ENERGY STAR online portfolio manager.

9. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings.

### TOBY & EARTH ENTRY

*Please fill out and pick category entering for 2009-2010 TOBY & Earth Awards*

*All Entries for 2009-2010 TOBY & Earth Awards are due by October 1, 2009.*

Building Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Management Co.: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I have reviewed the requirements; entry category & size is true to the best of my knowledge; understand my building must score 70 or better to be eligible at the local level; will submit an electronic photo of building when submitting at the local level; and agree to pay the \$350 entry fee.

In addition, I understand that my book is due at the time of my local tour and that I must set aside additional time after the tour with my building team to discuss the book.

*Sign below if you agree to these terms.*

\_\_\_\_\_  
SIGNATURE

### TOBY AWARDS TIMELINE

**October 1, 2009**-TOBY & Earth Award Entries Due

**November 2-13, 2009**-TOBY & Earth Award Building Tours & Books Due

**November 15-December 15, 2009**-Mentor/Prep TOBY & Earth Award Books

**January 10, 2010**-FINAL TOBY & Earth Award Local Book Judging

**January 22, 2010**-Local Award Ceremony at Hotel Intercontinental

**March 27, 2010**-Regional Award Ceremony in Austin, TX

**June 27-29, 2010**-International Award Ceremony in Long Beach, CA