

## How to Order

Congratulations on your entry-winning or nominated work. We have replaced our order form with an online order entry system, managed by our award manufacturer, Society Awards. Please read through the instructions, and you may use the link below to visit the site and place your order. You may place the following orders:

- **Gratis, Individual or Commemorative statuette orders:**
- **The Gratis award** is the complimentary award typically received at the podium. For your gratis award, please visit the order form for an Individual Statuette, and have your award coupon code available. Please request that code from the NY chapter office at [awards@nyemmys.org](mailto:awards@nyemmys.org).
- **Individual awards** may be ordered by anyone listed on the final press release of an award-winning entry.
- **Commemorative statuettes** may be ordered by stations, studios and production companies for public display at your place of business. If your organization is not listed on the press release, please contact [awards@nyemmys.org](mailto:awards@nyemmys.org) for more information.
- **Nomination plaques:** Nominated entries may order a rosewood plaque or translucent, curved art glass personalized with your name and recognizing your work on a nominated piece.
- **Contributor Plaques:** : Winning entries may order a rosewood plaque or translucent, curved art glass personalized with your name and recognizing your work on a nominated piece. These plaques may be purchased by individuals who made a significant contribution to a winning piece and were not listed on the original entry. Orders are subject to approval.
- **Replacement Statues:** If you would like to replace a broken or lost statuette, please email [awards@nyemmys.org](mailto:awards@nyemmys.org) for instructions.

**Group Orders:** Organizations looking to order multiple statuettes or plaques for their individuals should contact [awards@nyemmys.org](mailto:awards@nyemmys.org) for the form to do this.

**Certificates:** If you would like to purchase a Nomination or Contributor certificate, please request the form from [awards@nyemmys.org](mailto:awards@nyemmys.org).

Before ordering, please note:

- You may use the online order system for small (less than 5 awards) orders that are shipping to the same address.
- For larger orders or more than 5 products or orders shipping to multiple addresses, please contact Michael Kostel at [awards@nyemmys.org](mailto:awards@nyemmys.org) for assistance.
- When ordering an award, you may select from a drop-down menu to search for your award personalization. Please proof your award copy before ordering; by placing your order you agree



that the copy is correct. The layout will be professionally typeset.

- After placing an order, you may shop for additional awards as long as they are shipping to the same address.
- When you are ready to check out, please click on the shopping cart icon in the upper right-hand corner of your screen.
- For all non-gratis orders, shipping and tax (if applicable) will be calculated at the time of check out.
- You may create a new customer account for ease of shopping for future orders. See the upper left black band across the top of the site to Sign in or Create an Account.
- You will receive an email confirmation after you place your order and when your order ships
- Please allow a minimum of 8-12 weeks for delivery of statuettes.

Congratulations again on your well-deserved winning or nominated work. Please click [here](#) to place your order.