



Frequently Asked Questions

<p><i>What are the criteria for a company to be eligible for the Program?</i></p>	<p>To be eligible for the Rochester Chamber Top 100 Program, a company must meet all of the following criteria:</p> <ol style="list-style-type: none"> 1. Must be independent with no parent company A parent company is an entity that owns a majority interest in another entity and has control over management and its operations, including influencing or electing its board of directors. An entity considered to be under the control of a parent is deemed to be a subsidiary and <i>not</i> independent. 2. Must be privately held and not publicly traded on a stock exchange A public company is a company that has issued securities through an initial public offering (IPO) and is traded on at least one stock exchange or the over-the-counter (OTC) market. 3. Must have revenues of at least \$1 million in each of their three most recent fiscal years KPMG reserves the right to make the final determinations of appropriate comparable revenue levels based on the facts and circumstances; all revenue figures will be held in the strictest confidence by KPMG. 4. Must be headquartered in the Greater Rochester area Includes Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties.
<p><i>Who can nominate a company for the Program?</i></p>	<p>Anyone can nominate a company as long as all of the above criteria is met.</p> <ul style="list-style-type: none"> • A Nomination Form is required to be completed each year regardless of past participation in the Program. • Greater Rochester Chamber of Commerce and KPMG LLP are not responsible for contacting past nominees regarding the completion of a Nomination Form. • The provision of accurate information is the responsibility of the nominee.
<p><i>Is there a special Nomination Form?</i></p>	<p>Yes. A special Rochester Chamber Top 100 Nomination Form is available and must be completed online.</p> <ul style="list-style-type: none"> • The Nomination Form and instructions can be found on the Chamber’s website: https://greaterrochesterchamber.com/programs-events/rochester-top-100

2019 Rochester Chamber Top 100
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<p><i>What documents are required when submitting the Nomination Form?</i></p>	<p>No other documents are required upon submission of a Nomination Form.</p> <p>However, all qualifying nominations are required to provide KPMG LLP with copies of the company’s statement of income or relevant income page from the company’s annual tax return for each of their three most recent fiscal years.</p> <ul style="list-style-type: none"> • If available, please include the required information as proof of revenues when submitting your Nomination Form. • If not available, a representative from KPMG will contact the Financial Contact or Accountant noted on the Nomination Form by July 26th to verify the submitted figures and obtain required proof. <p>All revenue and growth information will be held in the strictest confidence by KPMG.</p>
<p><i>What contacts will be needed:</i></p>	<p>When submitting a Nomination Form, in addition to the highest ranking executive, the following contacts will be required:</p> <ul style="list-style-type: none"> • Marketing or Administrative Contact: Will be required to verify all company information and submit required recognition materials including logo, executive(s) headshot, and a company group shot. This contact will also receive all communications leading up to the events. • Financial Contact or Accountant: Will be required to provide KPMG with proof of revenue (statement of income or relevant income page from the company’s annual tax return) for each of the three most recent fiscal years if not submitted with the Nomination Form.
<p><i>How do I submit a Nomination Form?</i></p>	<p>A Nomination Form must be completed and submitted on the Chamber’s website:</p> <p>Online: Rochester Chamber Online Nomination Form</p>
<p><i>How are the submitted Nomination Forms confirmed for entry?</i></p>	<p>All submitted and received Nomination Forms will be confirmed by KPMG.</p> <p>If you do not receive an email confirmation on your nomination submission within five business days after submission, please contact KPMG at (716) 796-6030 or us-neunybuaudtop100@KPMG.com</p>
<p><i>What is the deadline for nomination entries?</i></p>	<p>The deadline for nominations is Friday, June 21, 2019.</p> <p>In fairness to all nominees who meet the deadline, no applications will be accepted after that date.</p>
<p><i>How are companies ranked?</i></p>	<p>Nominated companies are ranked according to revenue growth over their last three fiscal years, taking into consideration both dollar and percentage increases. Only nominated companies are considered in the rankings.</p>

<p><i>When are this year's company rankings announced?</i></p>	<ul style="list-style-type: none"> ● October TBD 2019: Executives' VIP Reception A complimentary private VIP networking reception will be held honoring the highest ranking executives of all qualifying 2019 Rochester Chamber Top 100 companies. The evening reception is held from 4:30 p.m. to 6:30 p.m. and attendance is by invitation only. A sneak peek at this year's Top 100 rankings will be released to all executives attending this reception before the list goes public. ● Rochester Chamber Top 100 Special Supplement A Special Supplement will be published honoring the companies of this year's Rochester Chamber Top 100 following the VIP Reception. This supplement will also be distributed at the awards dinner. In addition, the rankings will be released on the Chamber's website and through our media outlets.
<p><i>What are key dates to remember?</i></p>	<ul style="list-style-type: none"> ● DEADLINE FOR NOMINATIONS - Friday, June 21 Deadline for nominations is Friday, June 21, 2019. In fairness to all nominees who meet the deadline, no applications will be accepted after that date. ● EXECUTIVES' VIP RECEPTION – October TBD On October 2019, a complimentary private VIP networking reception will be held honoring the highest ranking executives of all qualifying 2019 Rochester Chamber Top 100 companies. The evening reception is held from 4:30 p.m. to 6:30 p.m. and attendance is by invitation only. A sneak peek at this year's Top 100 rankings will be released to all executives attending this reception before it goes public. ● GENERAL RECEPTION, VENDOR SHOWCASE & AWARDS DINNER – Thursday, November 6 All companies will be honored at a General Reception and Awards Dinner on Thursday, November 6, 2019 at the Joseph A. Floreano Rochester Riverside Convention Center. The General Reception and Vendor Showcase begins at 5:00 p.m. followed by the Awards Dinner from 7:00 p.m. – 8:30 p.m.
<p><i>How do I get more information?</i></p>	<ul style="list-style-type: none"> ● Nominations & Rankings: Rochester Chamber Top 100 Coordinator KPMG LLP (716) 796-6030 us-neunybuaudtop100@KPMG.com ● Executives VIP Reception, October General Reception, Vendor Showcase, & Awards Dinner, November 6 Susan George Director, Events and Affiliate Relations Greater Rochester Chamber of Commerce (585) 256-4612 Susan.George@GreaterRochesterChamber.com