

## **Diversified Communications Sweepstakes and Give Away Official Rules**

### **1. HOW TO ENTER:**

NO PURCHASE NECESSARY. (Sweepstakes) is open to residents of the United States age 18 or older. Employees of Diversified Communications (Sponsor), its affiliates, subsidiaries, advertising, promotion and fulfillment agencies, and members of the immediate family or household of each of the above are not eligible to participate. Sweepstakes starts on or around 6:00 a.m. Eastern Standard Time (EST) on the date indicated in the promotional materials and ends at 11:59 p.m. Eastern Standard Time (EST) the date indicated on the promotional materials which in no case will be less than 1 week later ("Promotion Period").

To enter you must either timely complete the required steps explained in the promotional materials during the Promotion Period.

### **2. PRIZES AND ODDS OF WINNING:**

Winners will be selected on or about two business days after the final day of the Promotion Period by random drawing among all eligible entries received. PRIZE: The number of winners indicated in the promotional materials will receive the prize described therein.

The odds of winning depend on the number of eligible entries received. The random drawing will be conducted by Sponsor, whose decisions are final and binding in all matters pertaining to this Sweepstakes. Entrants agree to be bound by these official rules and the decisions of the Sponsor.

### **3. GENERAL CONDITIONS:**

The Sweepstakes is governed by the laws of the United States. All federal, state and local laws and regulations apply. Void where prohibited or restricted by law. Sponsor reserves the right to reject entries from countries, states and jurisdictions where the Sweepstakes is prohibited. All entries become the property of Sponsor and will not be returned. Winners will be notified by email, or in the absence of the provision of an email address, by mail and may be required to sign and return an Affidavit of Eligibility. No substitution of any prizes will be offered. No prize transfer permitted. All taxes (including income taxes), fees, and surcharges on prizes are the sole responsibility of the prizewinner. By participating and accepting a prize, so long as there is no legal prohibition, winner agrees to the use of his/her name, address, photograph, videotape or any likeness for advertising or publicity purposes and to the use of statements made by or attributed to him/her relating to Sponsor or this promotion, and releases any and all rights to said use without further compensation pursuant to the terms and condition of Sponsor's Privacy Policy as it may be amended from time to time as set forth at [www.divcom.com/privacy-policy](http://www.divcom.com/privacy-policy)

### **4. RELEASE OF LIABILITY:**

By entering the Sweepstakes, all entrants release Diversified Communications and its affiliates, subsidiaries, officers, directors, agents, employees and all others associated with the development and execution of this survey and the Sweepstakes from any and all liability, loss, damage, costs or claims related to or in any way arising from the Sweepstakes, the award of, the receipt of or use of the prizes. Sponsor is not responsible for personal injury of any prizewinner incurred in connection with the use of the prize. Sponsor is not responsible for prize quality or utility. Sponsor is not responsible for any incorrect or inaccurate information, whether caused by online or fax survey users or by any of the equipment or programming associated with or utilized in the Sweepstakes or by any technical or human error which may occur in the processing of submissions in the Sweepstakes. Sponsor assumes no responsibility for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction or unauthorized access to, or alteration of, entries. Sponsor is not responsible for any mail delivery errors or failures. Sponsor is not responsible for any problems or technical malfunction of any telephone network or lines, fax machines, computer online-systems, servers or providers, computer equipment, software, failure of email or players on account of technical problems or traffic congestion on the Internet or at any website or combination thereof, including injury or damage to participants or to any person's computer related to or resulting from participating in the online survey or Sweepstakes. Sponsor is not responsible for user cheating or fraud by any entrants. Any activities intended to disrupt or interfere with the proper play of the Sweepstakes, or defraud sponsor in any way will be prosecuted to the fullest extent of the law. Participants engaging in any of the foregoing activities will be disqualified and will forfeit any prizes won. If, for any reason, the Sweepstakes is not capable of running as planned, including without limitation mailing delays or errors, infection by computer virus, bugs, tampering, unauthorized intervention, fraud, technical failure, or any other cause which corrupts or affects the administration, security, fairness, integrity or proper conduct of the Sweepstakes, Sponsor reserves the right in its sole discretion to cancel, terminate, modify or suspend the Sweepstakes.

### **5. WINNERS LIST:**

For a Winners List, send a self-addressed, stamped envelope to: Diversified Communications, 121 Free Street Portland ME 04101.

**6. SWEEPSTAKES SPONSOR: dba**

The Sweepstakes is sponsored by : Diversified Communications, 121 Free Street Portland ME 04101 owner of American Society of Administrative Professionals and Administrative Professionals Conference.