

# Messy Desk Do Over Contest Official Rules

## Official Rules and Regulation -

**1. CONTEST PERIOD:** The Photo Submission start date is March 25, 2013 at 12:00:01 AM CST. Photo Submission closing date is at 11:59:59 PM CST on March 29th, 2013. Fan voting opens 12:00:01 AM CST March 29<sup>th</sup>, 2013. Fan voting closes at 11:59:59 PM CST on April 2<sup>nd</sup>, 2013.

**2. ELIGIBILITY:** To be eligible to win the prize, an entrant a) must have reached the age of 21 as of the Contest start date and b) not be an employee of (or be domiciled with an employee of) TOPS Products, RR Donnelley & Sons, and/or OnTimeSupplies.com or its affiliates, advertising agencies or contractors. Contest is void wherever prohibited or restricted by law. Contest is subject to all applicable federal, provincial, and local laws and regulations.

**3. HOW TO PARTICIPATE:** Complete your entry in the following steps:

- “Like” both the TOPS Products and On Time Supplies Facebook pages
- Enter your messy desk image at facebook.com/TOPSPRODUCTS
- You may also enter the contest by posting your picture on Instagram or Twitter with the hashtag #MessyDeskDoOver. The hashtag must be in the caption or tweet of the original photo, not as a comment.
- 1 entry per person.
- Fans will be able to vote for their Top 3. You may vote once every 24 hours! The entry with the most votes will win our Grand Prize, and 2 runners-up will win 1 organization pack.
- Last day to enter is March 29<sup>th</sup>, and the last day to vote is April 2<sup>nd</sup>. Winners will be announced on TOPS Products Facebook page and at tops-products.com/workwonders on April 3<sup>rd</sup>.

No Purchase Necessary. All entries become the property of TOPS Products and On Time Supplies. The chances of winning are solely dependent upon the number of eligible entries received.

**4. PRIZES:** One (1) winner will win the Grand Prize Desk Do-Over kit and two (2) runners-up will win an organization pack. Limit one (1) Prize per winning entry. All results and decisions are final and binding in all respects. The odds of winning will depend on the number of eligible entries received during the applicable entry period. The Prize is not transferable or redeemable in cash and must be accepted as awarded. Taxes related to the Prize, if any, are the sole responsibility of the winner.

## Grand Prize:

- Idea Collective Journal- TOP56872, QTY 1
- Docket Gold Planning Pad- TOP77102, QTY 1 pk
- Recycled ClearVue EasyOpen Vinyl D-Ring Presentation Binder, 2" - CRD10320, QTY 1
- Poly 1-Pocket Index Dividers, Letter, Assorted, 5-Tabs/Set, - CRD84016, QTY: winner gets 1 pack from the 4pk set
- Zippered Binder Pockets- CRD14201, QTY: winner gets 1 zipper pocket from the 3pk set
- 3 1/2 Inch Expansion Project Pockets, Straight Cut, Letter, Manila- GLW1524EPP, QTY: 1 pk

- PenPal Rubber Pen Holder- TOPPENPAL1, QTY: 1
- Prism Plus Colored Junior Legal Pads, 5 x 8, Pastels, 6 50-Sheet Pads/Pack- TOP63016, QTY: 1 pk
- Preprinted Expanded Project Jackets, Letter, 11 Point Manila, 50/Box Item #: GLWB3143DT QTY: winner gets 10 jackets from the 50pk box

#### **1st Runner Up**

- Recycled ClearVue EasyOpen Vinyl D-Ring Presentation Binder- CRD10320, QTY: 1
- Poly 1-Pocket Index Dividers, Letter, Assorted, 5-Tabs/Set, - CRD84016, QTY: winner gets 1 pack from the 4pk set
- Zippered Binder Pockets- CRD14201, QTY: winner gets 1 zipper pocket from the 3pk set
- ReportPro 10-Pocket Project Organizer, Letter, Assorted - CRD13600, QTY: winner gets 1 project organizer
- PenPal Rubber Pen Holder- TOPPENPAL1, QTY: 1
- Docket Gold Planning Pad- TOP77102, QTY 1 pk

#### **2nd Runner Up**

- Traditional OneStep Index System, 5-Tab, - CRD60518, QTY: winner gets 1 set of 1-5 tabs
- Recycled ClearVue EasyOpen Vinyl D-Ring Presentation Binder- CRD10320, QTY: 1
- Zippered Binder Pockets- CRD14201, QTY: winner gets 1 zipper pocket from the 3pk set
- Expanding File Folder Pocket, Letter, 11 Point Stock, Assorted, 10/Pack- GLWFP153L10ASST, Qty: 1 pk
- PenPal Rubber Pen Holder- TOPPENPAL1, QTY: 1
- Prism Plus Colored Junior Legal Pads, 5 x 8, Pastels, 6 50-Sheet Pads/Pack- TOP63016, QTY: 1 pk

**5. PRIZE AWARDING:** Only one prize per family, per household or per email address will be awarded for the duration of the contest. Grand Prize and Runners-Up will be selected at 10:00 AM EST on April 3<sup>rd</sup>, 2013, from all eligible entries. The selected entrants will be contacted within 1 week after voting concludes, via email or phone number (as available); winner must agree to Official Contest rules and regulations to claim their prize. Address information from entry will be used to deliver the prize. If the selected entrant is contacted by phone, there will be a total of 3 attempts within 7 business days. If no response at the end of the 7<sup>th</sup> day, the selected entrant will lose the potential prize. If the selected entrant is contacted by email, there will be a total of 2 attempts within 7 business days. Unless we receive bounce-back notification of employee's extended absence, if no response, the selected entrant will lose the potential prize.

**6. ADDITIONAL TERMS:** TOPS Products and On Time Supplies reserve the right, at option, to publish any winner's first name, last initial, address, photograph, likeness, voice or statements without further compensation to the winner. By entering this Contest, each entrant also consents to TOPS Products and/or On Time Supplies, their respective affiliates, advertising agencies and contractors collecting, using and storing the personal information submitted through the online entry for the purpose of administering the Contest in accordance with these Official Rules and Regulations. Only entrants that are above the required age and performing business within the U.S. will be entered into the Contest. **By accepting a prize in the Contest, each winner consents to the use of his or her name, address and/or likeness, without further compensation, worldwide and in perpetuity, in any and all forms of media, now known or hereafter devised, including the Internet, in any publicity or advertising carried out by TOPS**

**Products and/or OnTimeSupplies.com unless prohibited by law.**

**7. LIMITATION OF LIABILITY:** TOPS Products and/or On Time Supplies reserve the right to withdraw, terminate or modify all or any part of this Contest, if for any reason the Contest is not capable of running as planned, including technical failure or corruption, computer virus, tampering, unauthorized intervention, fraud, error, legal proceedings and/or any risk thereof, or any cause beyond the control of TOPS Products and/or On Time Supplies which, in the opinion of TOPS Products and/or On Time Supplies, affects the administration, security, fairness, integrity or proper conduct of this Contest.

**8. DISQUALIFICATION:** TOPS Products and/or On Time Supplies are not responsible for lost, interrupted or unavailable network server or other connections, miscommunications, failed telephone or computer or telephone transmissions or technical failure, jumbled, scrambled or misdirected transmissions, or other error of any kind whether human, mechanical or electronic. Persons found tampering with or abusing any aspect of this Contest, as determined by TOPS Products and/or On Time Supplies will be disqualified. In the event any portion of this Contest is compromised by virus, bugs, non-authorized human intervention or other causes beyond the control of TOPS Products and/or On Time Supplies, which, in the sole opinion of the independent contest organization, corrupts, or impairs the administration, security, fairness or proper entry into the Contest, TOPS Products and/or On Time Supplies reserve the right, at sole discretion, to suspend or terminate this Contest. In the event of technical impairment, TOPS Products and/or On Time Supplies reserve the right, but have no obligation to select winners at random from all registered entrants at the time of such impairment.

**9. CONTEST GENERAL RULES:** By participating in this Contest, all entrants agree to abide by these Official Rules and Regulations and the decisions of TOPS Products and/or On Time Supplies, which are final. TOPS Products and/or On Time Supplies shall in no way bear any liability whatsoever regarding any of the prizes. TOPS Products and/or On Time Supplies will not be responsible for late, lost, invalid, illegible, delayed, incomplete, stolen, misdirected or postage-due entries/prize claims. If the identity of an entrant is disputed, the authorized account holder of the e-mail address submitted at the time of entry will be deemed to be the entrant. The individual assigned to the e-mail address for the domain associated with the submitted e-mail address is considered the authorized account holder. A selected entrant may be required to provide proof that he/she is the authorized account holder of the e-mail address associated with the selected entry. All entries must be submitted from a valid e-mail account that may be identified by reverse domain name search. The sole determinant of time for the purposes of receipt of a valid entry in this contest will be the contest server machine(s).

**10. SPONSORS:**

TOPS Products 1001 Rialto rd. Covington, TN 38109

On Time Supplies P.O. Box 888016 Atlanta, GA 30356