

SWEEPSTAKES OFFICIAL RULES

- **NO PURCHASE OR PAYMENT OF ANY KIND IS NECESSARY TO ENTER OR WIN THIS SWEEPSTAKES. A PURCHASE WILL NOT IMPROVE YOUR CHANCES OF WINNING.**
- **THIS SWEEPSTAKES IS VOID OUTSIDE OF THE UNITED STATES AND IN ANY STATE, TERRITORY OR OTHER JURISDCITION/COUNTRY WHERE PROHIBITED BY LAW.**

ELIGIBILITY: The Sweepstakes is open and offered only to those who are 21 years of age or older at the time of entry. Eligibility to participate in the Sweepstakes is open to members of the International Coach Federation (“ICF”). Employees and staff of the ICF, ICF Foundation or Associations International, Inc. and their immediate families (parent, child, sibling or spouse) and/or household members and any other persons or entities associated with this promotion are ineligible to enter or win.

SPONSOR: The Sweepstakes is sponsored by the **International Coach Federation Foundation** (the “Foundation”), a 501(c)(3) non-profit organization having its business address at 2365 Harrodsburg Road, Suite A 325, Lexington, KY 40504.

AGREEMENT TO OFFICIAL RULES: By participating, entrants agree to abide by and be bound by these Official Rules and the decisions of the Foundation, which are final and binding in all matters relating to the Sweepstakes. Winning any prize is contingent upon fulfilling all requirements set forth herein.

HOW TO ENTER: The Sweepstakes will be offered on November 28, 2018 until 5 AM Eastern Time in conjunction with #GivingTuesday (“Sweepstakes Period”). Participants are invited to the Foundation’s webpage page located at <https://www.foundationoficf.org> to enter the sweepstakes. To enter, participants are asked to consider a suggested donation of \$35 to the ICF Foundation.

DRAWING AND NOTIFICATION: Winners will be selected at random by the Foundation from among all eligible entries received during the Sweepstakes period by the Foundation, whose decisions are final and binding. The drawings will be conducted on November 28, 2018 by noon Eastern Time. Odds of winning will depend on the total number of eligible entries received. The winner will be notified by electronic mail directed to the e-mail address provided at the time of entry.

PRIZE: The Prize for this contest is a free registration to ICF Converge19 to be held October 24-October 26 in Prague, Czech Republic. The monetary value of this gift is approximately \$800

PRIZE CONDITIONS: By accepting any prize, the prize winner agrees to release and forever discharge the ICF and the ICF Foundation, their respective officers, directors, employees, agents and volunteers from and against any and all claims, actions, causes of action, judgments, liabilities whatsoever for any injuries, losses, or damages of any kind or nature caused by, arising out of or resulting from entering the promotion or for injuries or damages of any kind or nature caused by, arising out of or resulting from any prize or resulting from acceptance, possession, or use/misuse of any prize awarded. All local, state and federal taxes are the sole and exclusive responsibility of the winner and/or any other fees/costs associated with the receipt of any prize. No substitution or transfer of prize or election of cash in lieu of prize will be permitted.

The winner will be required to sign an Affidavit of Eligibility and Liability/Publicity Release to be returned within 10 days of written notification, or prize may be, and an alternate winner selected. The winner will also be required to disclose his/her social security number and address via a Form W-9 for the purpose of issuance of a 1099 Form for tax purposes. The Foundation reserves the right at its sole discretion to substitute any prize package with another prize of equal or greater value in the event that the prize (or any component thereof) is not available. If a prize or prize notification is returned as unclaimed or undeliverable to a potential winner, if potential winner cannot be reached within three (3) calendar days from the first notification attempt, or if potential winner fails to return requisite document within the specified time period, or if a potential winner is not in compliance with these Official Rules, then such person shall be disqualified and an alternate winner will be selected for the prize at issue. All taxes, if applicable, are the sole and exclusive responsibility of the winner. The winner's entry, and acceptance of the prizes offered constitutes permission (except where prohibited) for the Foundation to use said winner's name, photograph, likeness, statements, biographical information, voice and address (city and state), in all forms of media, in perpetuity, without notice or further compensation.

GENERAL CONDITIONS: If for any reason the operation or administration of this Sweepstakes is impaired or incapable of running as planned for any reason, including but not limited to (a) infection by computer virus, bugs, (b) tampering, unauthorized intervention, (c) fraud, (d) technical failures, or (e) any other causes beyond the control of the Foundation which corrupt or affect the administration, security, fairness, integrity or proper conduct of this Sweepstakes, the Foundation reserves the right at its sole discretion, to disqualify any individual who tampers with the entry process, and to cancel, terminate, modify or suspend the Sweepstakes in whole or in part, at any time, without notice and award the prize using all non-suspect eligible entries received as of, or after (if applicable) this cancellation, termination, modification or suspension date, or in any manner that is fair and equitable and best conforms to the spirit of these Official Rules. The Foundation reserves the right, at its sole discretion, to disqualify any individual deemed to be (a) tampering or attempting to tamper with the entry process or the operation of the Sweepstakes or Foundation's Website; or (b) acting in violation of these Official Rules or in an unsportsmanlike or disruptive manner. CAUTION: ANY ATTEMPT TO DELIBERATELY DAMAGE ANY WEBSITE OR UNDERMINE THE LEGITIMATE OPERATION OF THE SWEEPSTAKES IS A VIOLATION OF CRIMINAL AND CIVIL LAWS AND SHOULD SUCH AN ATTEMPT BE MADE; THE FOUNDATION RESERVES THE RIGHT TO SEEK DAMAGES OR OTHER REMEDIES FROM ANY SUCH PERSON (S) RESPONSIBLE FOR THE ATTEMPT TO THE FULLEST EXTENT PERMITTED BY LAW. Failure by the Foundation to enforce any provision of these Official Rules shall not constitute a waiver of that provision. In the event of a dispute as to the identity of a winner based on an e-mail address, the winning entry will be declared by the authorized account holder of the e-mail address submitted at time of entry. "Authorized account holder" is defined as the natural person who is assigned to an e-mail address by an Internet access provider, on-line service provider or other organization (e.g., business, educational, institution, etc.) that is responsible for assigning e-mail addresses for the domain associated with the submitted e-mail address.

RELEASE AND LIMITATIONS OF LIABILITY: By participating in the Sweepstakes, entrants agree to release, indemnify and hold harmless the ICF, the ICF Foundation and their respective parents, employees, officers, directors, employees, subsidiaries, affiliates, distributors, sales representatives,

advertising and promotional agencies (collectively, the “Released Parties”) from and against any claim, action or cause of action, judgment, liability, damages or injuries to persons or property, costs and expenses, including, but not limited to reasonable attorneys’ fees and court costs) arising out of or resulting from participation in the Sweepstakes or receipt or use of any prize, including, but not limited to: (a) any technical errors that may prevent an entrant from submitting an entry; (b) unauthorized human intervention in the Sweepstakes; (c) errors in the administration of the Sweepstakes or the processing of entries; (d) any changes in third party terms of conditions; or (e) injury, death, or damage to persons or property which may be caused, directly or indirectly, in whole or in part, from entrant’s participation in the Sweepstakes or receipt of any prize. Released Parties assume 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. Released Parties are not responsible for any problems or technical malfunction of any telephone network or telephone lines, computer on-line systems, servers, or providers, computer equipment, software, failure of any e-mail or entry to be received by the Foundation on account of technical problems, human error or traffic congestion on the Internet or at any Website, or any combination thereof, including any injury or damage to participant's or any other person's computer relating to or resulting from participation in this Sweepstakes or downloading any materials in this Sweepstakes. Entrant further agrees that in any cause of action, the Released Parties’ liability will be limited to the cost of entering and participating in the Sweepstakes, and in no event shall the Released Parties be liable for attorney’s fees or court costs/expenses. Entrant waives the right to claim any damages whatsoever, including, but not limited to, punitive, consequential, direct, or indirect damages.

GENERAL: By accepting the prize and where permitted by law, the winner grants to the Foundation and those acting pursuant to the authority of the Foundation (which grant will be confirmed in writing upon Foundation’s request), the right to print, publish, broadcast and use worldwide IN ALL MEDIA without limitation at any time the prize winner’s full name, portrait, picture, voice, likeness and/or biographical information for advertising, trade and promotional purposes without further payment or additional consideration, and without review, approval or notification. IN NO EVENT WILL THE FOUNDATION, ITS OFFICERS, DIRECTORS, EMPLOYEES, VOLUNTEERS, AUTHORIZED AGENTS BE RESPONSIBLE OR LIABLE FOR ANY DAMAGES OR LOSSES OF ANY KIND (INCLUDING WITHOUT LIMITATION, DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES) ARISING OUT OF PARTICIPATION IN THIS SWEEPSTAKES OR THE ACCEPTANCE, POSSESSION, USE, OR MISUSE OF, OR ANY HARM RESULTING FROM THE ACCEPTANCE, POSSESSION, USE OR MISUSE OF THE PRIZE. By participating, entrants release and agree to indemnify and harmless the Foundation and the Released Parties from any and all liability for any injuries, death or losses or damages to persons or property AS WELL AS CLAIMS/ACTIONS BASED ON INTELLECTUAL PROPERTY OR PUBLICITY RIGHTS, DEFAMATION, AND/OR INVASION OF PRIVACY that may arise from participating in this Sweepstakes or its related activities or the acceptance, possession, use or misuse of or any harm resulting from the acceptance, possession, use or misuse of the prize. Prize winner acknowledges that Released Parties have neither made nor are in any manner responsible or liable for any warranty, representation or guarantee, express or implied, in fact or in law, relative to the prize.

USE OF DATA: All information submitted by entrants will be treated according to the Foundation’s privacy policy, available at <https://coachfederation.org/privacy-policy>. By participating in the Sweepstakes and providing an e-mail address and other entrant information, entrants hereby agree to

the Foundation's collection and usage of their personal information and acknowledge that they have read and accepted the Foundation's Privacy Policy.

DISPUTES: Except where prohibited by law, you agree that any and all disputes, claims and causes of action arising out of, or connected with, the Sweepstakes or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the appropriate court located in the District of Columbia. All issues and questions concerning the construction, validity, interpretation and enforceability of these Official Rules, your rights and obligations, or the rights and obligations of Sponsor in connection with the Sweepstakes, shall be governed by, and construed in accordance with, the laws of the District of Columbia, without giving effect to any choice of law or conflict of law rules, which would cause the application of the laws of any jurisdiction other than the District of Columbia.

WINNERS LIST REQUEST: To request confirmation of the name and address of the prize winner, please send a self-addressed, stamped business size envelope, to the Foundation.

SPONSOR: As the sponsor, the Foundation reserves the right to change these rules or cancel the contest any time, at its sole discretion. If you have questions about these official rules or the sweepstakes, please e-mail them to information@foundationoficf.org.