

THE CHARLESTON SCHOOL OF PROTOCOL AND ETIQUETTE, INC.  
WIN A YOUR MANNERS MATTER® HOME SCHOOL PROGRAM CONTEST

**OFFICIAL RULES**

**NO PURCHASE IS NECESSARY TO PARTICIPATE**

This contest (“Contest”) is being sponsored by and administered by The Charleston School of Protocol and Etiquette, Inc. (the “School”). Entrants agree to be bound by these Official Rules and the decisions of the School, which shall be final, binding and conclusive on all matters.

1. **Eligibility.** There is no purchase necessary to enter this Contest. Contest is open and offered only to legal U.S. residents 21 years of age or older (excluding Guam, Puerto Rico, U.S. Virgin Islands and other U.S. Territories and where prohibited, taxed or restricted by law). One entry per person. Void where prohibited by law, including but not limited to Florida and Michigan. Persons in any of the following categories are NOT eligible to submit an entry: (a) persons who are younger than 18 years of age at the time of entry submission, (b) persons who do not legally reside primarily in the U.S., (c) persons employed by the School; (d) employees of advertising and promotion agencies providing services for this Contest; (e) individuals engaged in the planning, development, production, or distribution of materials for this contest and the immediate family members and/or those living in the same household of persons in any of the preceding categories.
2. **Entries.** Contest begins at 9:00 A.M. on the first of each month in 2010 and ends at 5:00 P.M. on the last day of each month in 2010. All entries must be received by 5:00 P.M. on the last day of each month in 2010. Entries can be submitted as follows:
  - a. **Entries in Win a Your Manners Matter® Home School Program Contest.** All eligible entries received in the Home School Program Contest that request entry in this Contest will be entered into this Contest. Official Rules for the Win a Your Manners Matter® Home School Program Contest apply. Void where prohibited by law, including but not limited to Florida and Michigan. Entrants must be 21 years of age or older.
  - b. **Mail.** Entries will also be accepted by mailing postcard containing your name, address, and daytime telephone number to: Charleston School of Protocol and Etiquette, P.O. Box 41113, Charleston, SC 29423. Proof of mail is not considered proof of delivery or of receipt. No mechanically reproduced or illegible entries accepted. Not responsible for lost, late, misdirected, postage-due, incomplete, or mutilated entries. Entries submitted via facsimile or other express delivery services will NOT be accepted. Please specify, “Your Manners Matter® Home School Program Contest” (name of Contest) on postcard.
3. **Prizes.** The Prize will be awarded to the first person selected at random from among all eligible entries. The winning entry will be selected by 5:00 P.M. on the second day of the

following month. The Prize will be delivered to the confirmed winner. Each winner will be responsible for any shipping and handling charges in connection with each Prize. Shipping charges shall not exceed the actual costs of shipping the prize. Handling charges shall not exceed the lesser of \$5.00 or the actual cost of handling. All federal and local taxes are solely the responsibility of the winners. No substitution or transfer of prizes allowed. Elements of Prize are based on availability and some black out dates may apply. Sponsor reserves the right to substitute any or all elements of the Prize with ones of equal or greater value if unavailable.

Prize Values:

<u>Prize</u>	<u>Estimated Value</u>
Your Manners Matter® Home School Program	\$59.97

Odds of winning will depend on the number of entries received.

4. **Notification and Delivery.** Potential winner(s) will be notified by e-mail, telephone or mail within two weeks following selection. All winners will be required to sign an Affidavit of Eligibility and Liability Release and Publicity Release ("Affidavit/Release") within 10 days of notification of winning. If the potential winner fails to complete the Affidavit/Release within that time frame, is found to be ineligible, or does not comply with the Official Rules, then the potential winner will be disqualified.
5. **Alternates.** In the event of non-compliance with these Official Rules, failure to meet all eligibility requirements or failure to properly return the Affidavit of Eligibility and Liability Release and Publicity Release (except where prohibited by law) or prize notification is returned as unclaimed, the relevant prize(s) will be forfeited and may be awarded to alternate winner(s).
6. **Limitation of Liability.** By participating, entrants agree to release and hold the School and its parent, subsidiaries, officers, directors, shareholders, employees and agents and affiliated companies harmless from any and all liability for any loss, harm, damage, cost, or expense including without limitation property damage, personal injury and/or death arising out of participation in this contest or the acceptance, use or misuse of any prize. The School and its agents are not responsible for late, lost, damaged, misdirected, incorrectly addressed, incomplete, illegible, undeliverable, corrupted or destroyed entries, or winner notifications. The School and its affiliates, subsidiaries, parent company, and their respective officers, directors, shareholders, employees and agents, and any and all Internet service and access provider(s) are not responsible for any incorrect or inaccurate entry information, human error, technical malfunctions, failures, omissions, interruption, deletion, or defect of any telephone network, computer online systems, computer equipment, service providers, or software, including any injury or damage to participant's or any other person's computer relating to or resulting from participation in this contest,

inability to access the School's web site, theft, tampering, destruction, or unauthorized access to, or alteration of entries, transactions that are processed late or incorrectly or are incomplete or lost due to computer or electronic malfunction or traffic congestion on the Internet or at any web site. The School reserves the right to cancel, modify or suspend the online portion of this Contest in the event that virus, bugs or other causes beyond the School's control corrupt the online entry submission process, entry storage or access, or any other aspect of the administration of this Contest. Any use of robotic, automatic, programmed or like entry methods is prohibited. Any attempt by an entrant or any other individual to deliberately tamper with or undermine the legitimate operation of this Contest is a violation of criminal and civil laws and should such an attempt be made, the School reserves the right to disqualify the entrant (if appropriate) and/or seek damages and other remedies from any such person as permitted by law. In the event of a dispute as to online entries submitted by multiple users having the same email account, the authorized subscriber of the email account used to enter the Contest at the actual time of entry will be deemed to be the entrant and must comply with these Official Rules. The authorized account subscriber is deemed to be the natural person who is assigned an email address by an Internet access provider, online service provider or other organization, which is responsible for assigning email addresses for the domain associated with the submitted email address.

7. **Terms of Participation in Contest.** Except where legally prohibited, winners hereby grant (and agree to confirm that grant in writing) permission for the School and those acting under its authority to use his/her name, photograph, voice and/or likeness, for advertising, trade and/or publicity purposes without additional compensation in all media now known or hereafter discovered, worldwide and on the Internet and the World Wide Web, without notice, review or approval. All entries will be deemed works made for hire under the copyright laws of the United States, but if they cannot be deemed works made for hire, by entering this Contest, the entrants agree to assign and hereby assign and transfer to the School without additional compensation all right, title and interest in and to the entries, including, but not limited to, the copyright, worldwide, in the entries, in any form or format, subject to reserving rights for the participants' private/noncommercial use only. Entrants further agree to perform all acts and to execute all documents deemed necessary by the School to record and perfect any such transfer and assignment. The School reserves the right, at its sole discretion, to change, alter, modify or edit the entries for any purpose, including but not limited to, for any advertising, trade or promotional purposes. Entrants agree that the release of information about his/her entries, including dissemination to the public and media through any channels, will be made solely by the School.
  
8. **Winner's List.** To receive a list of winners, send a self-addressed, stamped envelope to: Charleston School of Protocol and Etiquette, P.O. Box 41113, Charleston, SC 29423. Please specify name of Contest. A list of winners will be available within 14 days after the draw date. REQUESTS RECEIVED WITHOUT A SELF-ADDRESSED, STAMPED ENVELOPE WILL NOT BE FILLED.

9. **Jurisdiction and Venue.** Any legal action arising out of or in connection with this Contest shall be brought in the State or Federal Courts located in Charleston, South Carolina and shall be governed by South Carolina law.