

STAPLES FOR STUDENTS SWEEPSTAKES – OFFICIAL RULES

NO PURCHASE OF ANY KIND IS NECESSARY TO ENTER OR TO WIN. A PURCHASE WILL NOT IMPROVE YOUR CHANCES OF WINNING. Open only to legal residents of the fifty (50) United States and the District of Columbia who are at least thirteen (13) years of age as of the date of entry. **VOID WHERE PROHIBITED.**

- PROMOTION TIMING:** The Staples for Students Sweepstakes (“Sweepstakes”) begins at 12:00 a.m. Eastern Time (“ET”) on June 24, 2018 and ends at 11:59 p.m. ET on September 15, 2018 (“Sweepstakes Period”). The Website’s (as defined below) database clock will be the official timekeeper for this Sweepstakes.
- ELIGIBILITY:** Sweepstakes is open to legal residents of the fifty (50) United States and the District of Columbia who are at least thirteen (13) years of age as of date of entry. Employees of Staples the Office Superstore, LLC (“Sponsor”), Don Jagoda Associates, Inc. (“Administrator”), and each of their respective parents, subsidiaries, divisions, affiliates, advertising and promotion agencies and the immediate family members of their employees or those residing in the same household are not eligible. Void where prohibited or restricted by law. Subject to all federal, state and local laws.
- HERE’S HOW TO ENTER:** During the Sweepstakes Period, visit a participating Staples location and make a purchase of at least \$25 to receive one Code (“Code”) per purchase. The Code will print on a separate receipt. To enter the Sweepstakes, visit www.staples.com/staplesforstudents (the “Website”), enter your Code from your receipt and email address and if visiting the Website for the first time, you will then be prompted to complete all required fields of the onscreen registration form to receive one (1) entry into the random drawing. On subsequent visits to the Website, you will only be required to submit your Code and email address. Each Code must be entered exactly as it appears on the receipt. Codes are subject to verification.

OPPORTUNITY FOR CODES VIA SOCIAL MEDIA POSTS: During the Sweepstakes Period, Sponsor may randomly award Codes if you engage with Staples on Facebook, Twitter, or Instagram, at Sponsor’s sole discretion. The social media Code must then be entered on the Website, as outlined above to receive one (1) entry into the random drawing.

Limit one (1) online entry per person/email address per day, regardless of method of obtaining Codes or combinations of methods of obtaining Codes. Limit one (1) use per Code. Sponsor assumes no responsibility or liability to any person for any attempt to re-use or re-enter any Code that has been previously used, entered, or incorrectly entered. Possession of a receipt, email, or social media message with a Code is not valid proof of having entered the Sweepstakes. Entries must be received by 11:59 p.m. ET on 9/15/18 to be entered into the random drawing. Normal Internet access and usage charges imposed by entrants’ online service will apply and are entrants’ sole responsibility. If entering via mobile device, normal phone/data and usage charges imposed by your phone service may apply.

- NO PURCHASE NECESSARY.** To receive an entry into the random drawing without making a purchase or using a Code, you may enter by mail. To enter, on a plain piece of 3” x 5” paper, hand print a brief statement (up to 100 words) telling Sponsor which Staples product you believe would be the most useful for a student to have in the upcoming Back to School season, along with your complete name, street address (no P.O. Boxes), city, state, zip code, email address, daytime phone number and date of birth (MM/DD/YYYY). Mail your entry in a hand addressed business-size (#10) envelope with first-class postage affixed, to: Staples For Students Entries, P.O. Box 7750, Melville, NY 11775-7750. Mailed entries must be postmarked by 9/17/18 and received by 9/21/18. Brief statements will not be judged. Limit one entry per mailing envelope. No mechanically reproduced entries permitted. Illegible/incomplete entries are void. Not responsible for lost, late, mutilated, postage due, misdirected entries or entries not received in time for the random drawing.

- 5. PRIZES AND APPROXIMATE RETAIL VALUES (“ARV”):** One (1) Grand Prize: a \$50,000 Scholarship, awarded in the form of a check co-payable to the winner and winner’s school. Four (4) First Prizes: a \$25,000 Scholarship, awarded in the form of a check co-payable to each winner and each winner’s school. The AVR of each First Prize is \$25,000. The total ARV of all prizes is \$150,000. Limit one prize per person/household. Prizes cannot be substituted, assigned or transferred by winner.

At the time of prize award, if a winner is a candidate for a degree at an educational institution that maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities (“Candidate”) or a parent/legal guardian of a Candidate then the prize will be awarded as stated above. In the event a winner is the parent or legal guardian of a Candidate and winner wishes to designate the \$50,000 Scholarship to Candidate who is his/her child/charge, the prize will be awarded in the form of a check co-payable to the winner’s child/charge and winner’s child/charge’s school. If a winner is not a Candidate or the parent or legal guardian of a Candidate, the prize will be awarded as a check issued in the name of the winner for deposit in a 529 plan (for whomever winner wishes to designate the 529 plan to), subject to taxes. If the prize is issued as a co-payable check to the winner and the winner’s school or winner’s child/charge and the winner’s child/charge’s school, it will be deemed a Scholarship Prize. Scholarship Prize is to be used solely toward the required tuition, fees, books or supplies in connection with the enrollment of the winner or winner’s child/charge at an educational institution that meets the requirements set forth in Section 117 of the Internal Revenue Code and the regulations thereunder. If a prize is awarded as a deposit for a 529 plan, the prize is taxable as income and winner may elect for a portion of the Scholarship to be awarded in the form of a check to offset taxes (as mutually agreed upon between the winner and Sponsor). Prizes are not subject to Federal Income Tax if used in accordance with the requirements of Section 117 of the Internal Revenue Code.

Prizes are not transferable; no substitutions or cash equivalents are allowed except by the Sponsor who reserves the right to award a prize of equal or greater value if advertised prize is unavailable. Winners are solely responsible for all applicable taxes in connection with prize. Taxes related to the prizes are the responsibility of the winners [or parent/legal guardian if winner is a minor in his/her primary state of residence (“minor”)]. No responsibility or liability is assumed for damages, losses or injury resulting from acceptance or use of any prize.

- 6. RANDOM DRAWING:** On or about 9/25/18, one (1) Grand Prize winner and four (4) First Prize winners will be selected in a random drawing from among all eligible entries received throughout the Sweepstakes Period. Drawing will be conducted by Administrator, an independent judging organization whose decisions are final on all matters relating to this Sweepstakes. Odds of winning a prize depend upon the number of eligible entries received throughout the Sweepstakes Period.
- 7. GENERAL RULES:** Sponsor, Administrator and each of their agencies assume no responsibility or liability for damages, losses or injury resulting from acceptance or use of a prize. Potential winners will be notified via email/phone. Potential winners (or their parent/legal guardian if winner is a minor) will be required to electronically sign and return, an Affidavit of Eligibility, Liability/Publicity Release (except where prohibited by law) and Assignment of Rights (“Affidavit Package”) within five (5) business days of notification attempt or winner status will be forfeited and an alternate potential winner may be selected, time permitting. Return of Affidavit Package as undeliverable, if any portion of the Affidavit Package is not received within the required time period, or if a potential winner is deemed ineligible, potential winner will be disqualified and an alternate will be selected, time permitting. Administrator will make three (3) attempts to contact potential winners via phone within forty-eight (48) hours from the time winner selection is complete (no messages will be left on voice mail/answering machines). If the Administrator is unable to reach a potential winner within this time frame, he/she will be disqualified and an alternate winner will be selected in accordance with these Official Rules, time permitting. Acceptance of prize constitutes permission to use winners’ names, cities and states, voices and likenesses and footage (as applicable) for promotional purposes without further compensation or permission except where prohibited by law. Sponsor is not responsible for any compatibility issues with

entrant's device/browser used for entry. Entries become the property of Sponsor upon receipt and will not be acknowledged or returned. Potential winners may be required to show proof of being the authorized account holder of the email address associated with the entry. Sponsor is not responsible for lost, interrupted or unavailable network server or other connection; miscommunications; failed phone or computer or telephone transmissions; technical failure; jumbled, scrambled or misdirected transmissions; late, lost, incomplete, delayed, or misdirected entries; or other error of any kind whether human, mechanical, or electronic. CAUTION: Any attempt to deliberately damage any website, or undermine the legitimate operations of the Sweepstakes, is a violation of the criminal and civil laws. Should such an attempt be made, the Sponsor reserves the right to seek damages from any such entrant to the fullest extent permitted by law and to disqualify such entrant from the Sweepstakes. In the event the Sweepstakes is compromised by virus, bug, unauthorized human intervention, or other causes beyond the control of Sponsor that corrupts or impairs the administration, security, fairness, or proper play of the Sweepstakes, Sponsor reserves the right in its sole discretion to suspend or terminate the Sweepstakes and award prizes from among all eligible entries received prior to cancellation. Sponsor is not responsible for lost, late, misdirected, corrupted, or incomplete entries. Proof of submission is not proof of receipt by Sponsor. Sponsor, Administrator and each of their agencies will have no liability or responsibility for any claim arising in connection with participation in this Sweepstakes or use of the prize awarded. Winners (or parent/legal guardian if winner is a minor) assume all liability for any injury or damage caused or claimed to be caused by use of any prize. The Sponsor and its agencies are not responsible for technical, hardware, software or telephone malfunctions of any kind, lost or unavailable network connections, or failed, incorrect, incomplete, inaccurate, garbled or delayed electronic communications caused by the user or by any of the equipment or programming associated with or utilized in this Sweepstakes or by any human error which may occur in the processing of the entries in this Sweepstakes. The Sponsor reserves the right at its sole discretion to disqualify any individual that tampers or attempts to tamper with the entry process or the operation of the Sweepstakes or Website; violates the Official Rules; or acts in an unsportsmanlike or disruptive manner, or with intent to annoy, abuse, threaten or harass any other person. Any attempt by any person to deliberately undermine the legitimate operation of the Sweepstakes may be a violation of criminal and civil law, and, should such an attempt be made, Sponsor reserves the right to seek damages from any such person to the fullest extent permitted by law. Sponsor's failure to enforce any term of these Official Rules shall not constitute a waiver of that provision. The Sponsor and each of its respective affiliates, officers, directors, agents, and employees will have no liability or responsibility for any claim arising in connection with participation in this Sweepstakes or the prizes awarded. By participating in this Sweepstakes, entrants (and parent/legal guardian if entrant is a minor) agree to be bound by the Official Rules and the decisions of the Sponsor and Administrator.

- 8. DISPUTES:** The Sweepstakes and the Official Rules shall be exclusively governed by and construed in accordance with the laws of the Commonwealth of Massachusetts in the United States of America, without regard to conflicts of law provisions. Entrants submit to exclusive personal jurisdiction in Commonwealth of Massachusetts and agree that any dispute shall be brought in the state and federal courts in Commonwealth of Massachusetts. Any and all claims, judgments and awards shall be limited to actual out-of-pocket costs incurred; including costs associated with entering the Sweepstakes, but shall not include attorneys' fees. Entrant (or his/her parent/legal guardian if entrant is a minor) hereby waives all rights to claim punitive, incidental, and consequential damages and/or any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased. If any provision of these Official Rules is deemed to be invalid or unenforceable, in whole or in part, such provision will be deemed to be modified or restricted to the extent and in the manner necessary to render the same valid and enforceable and these Rules will be construed and enforced to the maximum extent permitted by law as if such provision had been originally incorporated herein as so modified or restricted, or as if such provision had not been originally incorporated herein, as the case may be.
- 9. PRIVACY POLICY:** Information collected by Sponsor in connection with this Sweepstakes may be used by Sponsor and shared with third parties involved in administration of the Sweepstakes in accordance with the online Privacy Policy posted at

<http://www.staples.com/sbd/content/help/policies/privacy.html>. The entrant (and parent/legal guardian if entrant is a minor) agrees to the collection, processing and storage of his/her personal data by Sponsor for the purposes of the Sweepstakes.

- 10. WINNERS LIST:** To obtain a copy of the winners' list, send a self-addressed stamped envelope postmarked by December 28, 2018 to: Staples for Students Sweepstakes Winners List, 100 Marcus Drive (Dept. CG), Melville, NY 11747.
- 11. SPONSOR/ADMINISTRATOR:** The Sponsor of the Sweepstakes is Staples the Office Superstore, LLC, 500 Staples Drive, Framingham, MA 01702. The Administrator of this Sweepstakes is Don Jagoda Associates, 100 Marcus Drive, Melville, NY 11747.