



Exhibitor Prize Drawings

An exciting element of Congress is always the generous prizes given away by our exhibitors. Participation in the Exhibitor Prize Drawing is open to all exhibitors with prizes valued at \$100 or more. **We do require that each exhibitor follow these procedures:**

1. Fill out the prize drawing form on the following page. Please complete one form for each prize. If you'd like your giveaway to be listed in show site materials, submit your form by **April 26, 2018**.
2. **If your prize or giveaway is valued at less than \$100**, please conduct your giveaway on your own time schedule in your booth.
3. **If your prize or giveaway is valued at \$100-\$499**, your drawing will be scheduled for 6:30 p.m. on Thursday, May 17, in the Expo. Bring either the winner's name or the business cards/prize registration forms you've collected at your booth to the stage in the back of the Expo at 6:20 pm (to be lined up). APA Expo staff will be there to help you on stage to announce your winner. You will then exit off stage and a photographer will photograph you and your winner. *Please notify all attendees if they need to be present to win or not.*
4. **If your prize or giveaway is valued at \$500 or more**, your drawing will be scheduled for 10:30 a.m. on Friday, May 18, in the Expo. Bring either the winner's name or the business cards/prize forms you've collected at your booth to the stage in the back of the Expo at 10:20 am (to be lined up). APA Expo staff will be there to help you on stage to announce your winner. You will then exit off stage and a photographer will photograph you and your winner. If your winner is not present, be prepared to draw again or announce that you will be contacting your winner directly. *Please notify attendees if they need to be present to win or not.*



Exhibitor Prize Registration Form

Please complete a copy of this form for your exhibitor prize drawing. We will conduct two prize drawings: Thursday night for prizes valued at \$100-\$499 and Friday morning for prizes valued at \$500 or more.

For signage purposes provide the following info:

Exhibitor Name: _____

Booth #: _____

Prize/Giveaway*: _____

**Be accurate! We will be publishing this information.*

Indicate if you are willing to mail or ship the winner the prize: Yes No

Approximate Dollar Value of the Prize/Giveaway \$ _____

Thank you for your generosity in making Congress more exciting for our attendees!

The Exhibitor Prize Drawing form is due **April 26, 2018**

Submit Completed Form to [Yolanda Ramirez](mailto:Yolanda.Ramirez@americanpayroll.org)

Inquiries about the show may be directed to Expo Team at:
ExpoTeam@americanpayroll.org

*Last updated 11/13/17