

Carleton University Library
Book Arts Lab Imprint CONTEST
OFFICIAL RULES AND REGULATIONS

1. **CONTEST:** The Book Arts Lab Imprint Contest (the “Contest”) is conducted and sponsored by the Carleton University Library (the “Library”), and is administered on behalf of the Library by The Book Arts Lab Imprint Committee. The Contest is an incentive for Canadian citizens including Carleton’s own alumni, students, staff and faculty as well as members of the book arts community. The Contest is open to all individuals who submit a design between September 6, 2019 and October 4, 2019.
2. **ELIGIBILITY:** To be eligible for the Contest (an “Eligible Entrant”) you must:
 - a. Fill in and agree to the online submission form; and
 - b. Submit a design online between September 6, 2019 and October 4, 2019.

You are not eligible for the Contest if you are a resident of Quebec or a member of the Library selection committee for the Contest. All decisions regarding eligibility to enter this Contest will be determined by the Library and the Contest selection committee in their sole discretion. This Contest is void where prohibited by law.

3. **NUMBER, APPROXIMATE VALUE OF PRIZE AND CHANCES OF WINNING:** There is one (1) prize available to be won in the Contest (“Prize”). The Prize is described in paragraph 9 below. The chances of winning the Prize will depend on the number of Eligible Entrants received in accordance with these Official Rules by the Contest Closing Time as provided for in paragraph 4 below.
4. **CONTEST SCHEDULE:** The Contest commences on Friday, September 6th, 2019 at 9:00 a.m. (EST) and closes on Friday, October 4th, 2019 at 11:59 p.m. (EST) (the “Entry Period”). Contest entries, as set out in paragraph 5 below, must be received by the Selection Committee before the Contest Closing Time, which is Friday, October 4th, 2019 at 11:59 p.m. (EST) (the “Contest Closing Time”).
5. **HOW TO ENTER:** To enter, the following rules apply:
 - a. Individuals who submit a design before the Contest Closing Time will be automatically reviewed by the Selection Committee and be considered in the running for the Contest Prize. There is a limit of two entries per person.

Once submitted, your design becomes the property of Carleton University Book Arts Lab and will not be returned. All design submissions will be reviewed by Selection Committee and any designs which are deemed to be late, illegible, or incomplete will be disqualified. This determination will be made by the Selection Committee, on behalf of the University Library, in its sole discretion.

6. **CONTEST DETAILS:** The Selection Committee will conduct the Contest on behalf of the University Library and notify winner by October 31st, 2019 at 11:00 a.m. (EST). The University Library Book Arts Lab will announce the winning design submission to the general public via a post on the Library website. The Eligible Entrant whose design (“Selected Entrant”) is selected by the Selection Committee and who has complied with these Official Rules, including without limitation the provisions of paragraph 8, will be declared the winner of the Prize (the “Winner”).

If necessary, should a Prize be unclaimed, or should a Selected Entrant be unwilling, unable or ineligible to win a Prize as set out in these Official Rules, the Prize will be forfeited and Selection Committee, on behalf of the University Library, shall have the right to select another design.

All determinations of the Selected Entrants and the Winner by the Selection Committee are final and binding. No communication with an Eligible Entrant will be entered into except with the Selected Entrant. All matters related to the Contest and the verification of eligibility of the Selected Entrant shall be conducted by Selection Committee, on behalf of the University Library, in its sole and absolute discretion. All decisions made by Selection Committee in this regard are final and binding and cannot be challenged.

7. **NOTIFICATION:** The Selection Committee will contact and notify the Selected Entrant by October 31st, 2019 at 11:00 a.m. (EST).
8. **DECLARATION OF WINNER:** The Selected Entrant will not be declared a Winner in accordance with paragraph 6 unless and until:

- a. The Selection Committee has determined that such entrants are Eligible Entrants pursuant to these Official Rules; and
- b. The Selected Entrant has correctly answer all areas of the entry form as provides as part of the Contest submission as provided for in these Official Rules.

Once this verification takes place, the Selected Entrant will be declared the Winner.

9. **PRIZE:** There is one (1) Prize in the Contest, consisting of a cash prize, in the amount of \$1000.00 (CDN). The total approximate value of this Prize is \$1000.00 (CDN). The Prizes will be sent directly to the Winner using the contact information they provided on their submission form.
10. **CONTEST MODIFICATION OR CANCELLATION:** The University Library reserves the right, without prior notice and at any time, to terminate the Contest, in whole or in part, or modify, suspend or extend the Contest in any way, if it determines, in its sole discretion, that the Contest is impaired or corrupted or that fraud or technical problems, failures or malfunctions (including without limitation, computer viruses, glitches or printing or production errors) have destroyed or severely undermined the proper conduct, integrity, and/or feasibility of the Contest. In the event the University Library is prevented from continuing with the Contest as contemplated herein by any event beyond its control, including but not limited to fire, flood, natural or manmade epidemic or health or other means, earthquake, explosion, labour dispute or strike, act of God or public enemy, riot or civil disturbance, terrorist threat or activity, war or any federal, provincial or local government law, order, or regulation, public health crisis, the order of any court or jurisdiction, or by any other cause not reasonably within the University's or Selection Committee's control (each a "Force Majeure" event), then subject to any governmental approval which may be required, the University Library shall have the right to modify, suspend, extend or terminate the Contest.
11. **PARTICIPATION:** Participation in this Contest constitutes an agreement by each participant to comply with these Official Rules. Including agreement via submission form and participation in the Contest to the following Copyright and Permissions detailed in paragraph 13.
12. Group submissions are allowed as long as all members provide permission on the submission form.
13. By entering this contest all entrants grant to Carleton University, its affiliates, licensees, assigns, clients and agents (collectively, the "Carleton University") ownership of the design submitted. Ownership includes the right to use, reproduce, publish, display, distribute, license, sell, modify and alter without restriction or otherwise exploit the design, in whole or in part, in any medium whatsoever without restriction (including, without limitation, social media channels), in any country in the world. By entering this contest the Selected Entrant agrees that the winning design they have no rights of inspection or approval regarding any use by Carleton University of the design or any materials that may be used in connection therewith or to the eventual use to which they may be applied.

By entering the contest the Selected Entrant releases and discharges Carleton University from all claims and causes of action that her or she may have relating to Carleton University's use of the design in relation to the Book Arts Lab including, without limitation, all claims for infringement of copyright, invasion of privacy, right of publicity and defamation.

14. **DISQUALIFICATION:** It is the participant's responsibility to ensure that he/she has complied in full with all of the conditions and requirements contained in these Official Rules. If any potential winner is found to be ineligible, or if he or she has not complied with these Official Rules or declines the Prize, whatever the case may be, for any reason prior to award, such potential winner will be disqualified and, in the University Library's sole discretion, an alternate winner may be selected. Strategic, on behalf of the University, reserves the right, in its sole discretion, to disqualify any individual who is found to be tampering or attempting to tamper with the entry process or the operation of the Contest; or violating the terms of use and or general rules or guidelines of the University Library or to be acting in violation of these Official Rules; or to be acting in an unsportsmanlike or disruptive manner, or with the intent to disrupt or undermine the legitimate operation of this Contest, or to annoy, abuse, threaten or harass any other person. The University Library reserves the right to seek damages and other remedies from any such person to the fullest extent permitted by law. **ATTENTION: ANY ATTEMPT TO DELIBERATELY DAMAGE OR TO UNDERMINE THE LEGITIMATE OPERATION OF THE CONTEST MAY BE A VIOLATION OF CRIMINAL AND CIVIL LAWS. SHOULD SUCH AN ATTEMPT BE MADE, THE UNIVERSITY LIBRARY RESERVES THE RIGHT TO SEEK REMEDIES AND DAMAGES TO THE FULLEST EXTENT PERMITTED BY LAW, INCLUDING BUT NOT LIMITED TO CRIMINAL PROSECUTION.**
15. **RELEASE AND INDEMNIFICATION:** By entering the Contest, each Eligible Entrant: (a) releases and agrees to hold the University, its respective directors, officers, employees and agents harmless from and against any and all costs, injuries, losses or damages of any kind, including, without limitation, bodily injury and property damage, or any other damage or loss, due in whole or in part, directly or indirectly, to participation in this Contest, any Contest related activity, or from acceptance, possession, use or misuse of the Prize or participation in any Prize related activity; and (b) agrees to fully indemnify the University and its respective directors, officers, employees and agents from any and all claims on the part of any third party or parties related in any

way and for any reason to the Contest or to the Prize, including, without limitation, death, and personal or property damage or injury.

- 16. LIMITATION OF LIABILITY:** The University Library and the Selection Committee assume no responsibility for any theft or destruction or unauthorized access to, or alteration of, submitted designs.
- 17. OFFICIAL RULES AND LAWS:** These are the Official Rules (the “Official Rules”). This Contest is governed by, construed, and enforced in accordance with the laws of the Province of Ontario and federal laws of Canada applicable therein and the parties hereby attorn to the jurisdiction of the courts of the Province of Ontario. These Official Rules are subject to change without notice in order to comply with any applicable federal, provincial and municipal laws or the policy of any other entity having jurisdiction over University. These Official Rules, as amended from time to time, will be posted:
- 18. CONSTRUCTION:** The invalidity or unenforceability of any provision of these Official Rules shall not affect the validity or enforceability of any other provision. In the event that any provision is determined to be invalid or otherwise unenforceable or illegal, these Official Rules shall otherwise remain in effect and be construed in accordance with their terms as if the invalid or illegal provision were not contained in these Official Rules. Headings and captions are used in these Official Rules solely for ease of reference, and shall not be deemed to affect in any manner the meaning or intent of these Official Rules or any provision hereof. These Official Rules cannot be modified or amended in any way except in writing by a duly authorized representative of the University Library. Employees or agents of the University Library, including the Selection Committee, are not authorized to modify, amend or waive these Official Rules.
- 19. PRIVACY:** The personal information in the Survey is collected under the authority of the Ontario *Freedom of Information and Protection of Privacy Act* (“FIPPA”) as amended, and will be protected pursuant to that legislation and applicable University privacy policies. By entering this contest all individuals consent to the collection and use of the personal information provided and contained in the Survey. It is collected solely for the purposes of administering the Survey and Contest and will not be used for any other purpose. Direct any questions about this collection, use or disclosure to: Patti Harper, 613 520-2600 x8066.