



## **Giveaways, Contest, Lotteries and Drawings Notification Form**

**This form must be returned to APhA no later than October 1, 2019**

Each exhibiting company must notify APhA of any items being distributed (with the exception of printed materials), booth contests, lotteries and/or drawings in advance. In compliance with the APhA Exhibitor Rules and Regulations, exhibiting companies may do the following at their booth:

- Distribute catalogs, pamphlets, souvenirs, and giveaways
- Distribute food and beverage
- Any food or beverages distributed from the booth must be purchased directly from the Kansas City Convention Center. This includes any and all types of mints, candy, gum, etc. If your company has food or beverage items specifically branded for trade show distribution or your company produces any food and/or beverage integral in your exhibit to be distributed from your booth, advance permission must be obtained from facility no later than 14 days prior to the meeting. **For approval, please contact Leann Hergenrader with Hilton Anatole by phone at 214-761-7253 or by e-mail at [Leann.hergenrader@hilton.com](mailto:Leann.hergenrader@hilton.com).**
- Distribute sample products and OTCs (over-the-counter drugs). No company may distribute any type of prescription drugs.
- Conduct contests, lotteries or drawings.

No company staff or personnel may distribute items or conduct contests, lotteries or drawings outside the booth. All giveaways, contests, lotteries or drawings must be open to all professional attendees and be conducted in a professional manner.

The purpose of completing this form is to let APhA know in advance what will be taking place in the Exposition and to prevent inappropriate giveaways, contests and/or prizes in the Exposition.

Please refer to the information in the Exhibitor Rules and Regulations regarding the PhRMA Code as it relates to contest prizes and giveaway items.

### **Exhibiting Company Information**

Company Name:

Primary contact and title:

Booth #:

Telephone:

Email:

Type of contest, giveaway, drawing or lottery occurring at the booth (list any prizes that will be distributed):

Return to John Russell via email [jrussell@aphanet.org](mailto:jrussell@aphanet.org).

*You will receive approval by email within 1 week.*

**APhA use only-** Your giveaways, contest, lotteries and/or drawings have been approved.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_