

## Office 365 #WorkWonders Contest Official Rules

**NO PURCHASE NECESSARY. A PURCHASE OR PAYMENT OF ANY KIND WILL NOT INCREASE YOUR CHANCES OF WINNING.**

**1. Eligibility:** Office 365 #WorkWonders Contest (the "Promotion") is open only to legal residents of the fifty (50) United States and the District of Columbia who are at least thirteen (13) years old at the time of entry. Employees of Microsoft Corporation, Omelet, LLC, HelloWorld, Inc., and any of their respective related companies, parents, subsidiaries, affiliates, and agents and any agencies or other companies involved in the development or execution of the Promotion or production or distribution of Promotion materials, as well as the immediate family (spouse, parents, siblings, and children) and household members of each such employee are not eligible. The Promotion is subject to all applicable federal, state, and local laws and regulations. Void where prohibited. The Promotion consists of six (6) separate contests (each a "Contest"). There will be one (1) Contest each for the following social influencers (each an "Influencer"): Julie Morgenstern, Vicki Davis, Chris Burkard, Sloane Davidson, Teri Lyn Fisher & Jenny Park, and Danielle Downing.

**2. Sponsor:** Microsoft Corporation, One Microsoft Way, Redmond, WA 98052. **Administrator:** HelloWorld, Inc., One ePrize Drive, Pleasant Ridge, MI 48069.

**3. Agreement to Official Rules:** By participating in the Promotion, entrant fully and unconditionally agrees to and accepts these Official Rules and the decisions of the Sponsor and/or Administrator, which are final and binding in all matters related to the Promotion. Whether an entrant receives a prize is contingent upon fulfilling all requirements set forth herein.

**4. Timing:** The Promotion begins on June 3, 2014 at 12:00 a.m. Eastern Time ("ET") and ends on June 9, 2014 at 11:59 p.m. ET (the "Promotion Period"). Sponsor's computer is the official time-keeping device for the Promotion.

**5. How to Enter:** To participate in this Promotion you must enter into a Contest for a specific Influencer and may be required to have an Instagram or Twitter account (herein "Accounts"). If you do not have an Account, you can create one for free by visiting [www.instagram.com](http://www.instagram.com) or [www.twitter.com](http://www.twitter.com). Each Account is subject to its Terms of Use: <http://instagram.com/about/legal/terms/> and <http://twitter.com/tos>. **Message and Data rates may apply to using these Accounts on your mobile phone.** This Contest is in no way sponsored, endorsed or administered by or associated with Instagram or Twitter. There are multiple ways to enter each Contest during the Promotion Period:

**a. Julie Morgenstern:**

- i. **Twitter:** Follow @JulieMorgenstrn on Twitter. Then, tweet a photo to @JulieMorgenstrn that displays what you accomplished today with Word, PowerPoint, Excel, OneNote, Access, Publisher or Lync and include the hashtags #WorkWonders and #Contest to receive one (1) entry into this Contest (herein referred to as your "Submission").

**b. Vicki Davis:**

- i. **Twitter:** Follow @coolcatteacher on Twitter. Then, tweet a photo to @coolcatteacher that displays what you accomplished today with Word, PowerPoint, Excel, OneNote, Access, Publisher or Lync and include the hashtags #WorkWonders and #Contest to receive one (1) entry into this Contest (herein referred to as your "Submission").

**c. Chris Burkard:**

- i. **Twitter:** Follow @chrisburkard on Twitter. Then, tweet a photo to @chrisburkard that displays what you accomplished today and include the hashtags #WorkWonders and #Contest to receive one (1) entry into this Contest (herein referred to as your "Submission").
- ii. **Instagram:** Follow @chrisburkard on Instagram. Then, post a photo that displays what you accomplished today and include the hashtags #WorkWonders and #Contest in the caption to receive one (1) entry into this Contest (herein referred to as your "Submission").

**d. Sloane Davidson:**

- i. **Twitter:** Follow @sloane on Twitter. Then, tweet a photo to @sloane that displays what you accomplished today and include the hashtags #WorkWonders and #Contest to receive one (1) entry into this Contest (herein referred to as your "Submission").
- ii. **Instagram:** Follow @sloane on Instagram. Then, post a photo that displays what you accomplished today and include the hashtags #WorkWonders and #Contest in the caption to receive one (1) entry into this Contest (herein referred to as your "Submission").

**e. Teri Lyn Fisher & Jenny Park**

- i. **Twitter:** Follow @SpoonForkBacon on Twitter. Then, tweet a photo to @SpoonForkBacon that displays what you accomplished today and include the hashtags #WorkWonders and #Contest to receive one (1) entry into this Contest (herein referred to as your "Submission").
- ii. **Instagram:** Follow @spoonforkbacon on Instagram. Then, post a photo that displays what you accomplished today and include the hashtags #WorkWonders and #Contest in the caption to receive one (1) entry into this Contest (herein referred to as your "Submission").

**f. Danielle Downing:**

- i. **Twitter:** Follow @ShopDandy on Twitter. Then, tweet a photo to @ShopDandy that displays what you accomplished today and include the hashtag #WorkWonders and #Contest to receive one (1) entry into this Contest (herein referred to as your "Submission").
- ii. **Instagram:** Follow @shopdandy on Instagram. Then, post a photo that displays what you accomplished today and include the hashtags #WorkWonders and #Contest in the caption to receive one (1) entry into this Contest (herein referred to as your "Submission").

By Tweeting or posting your Submission, you agree that it conforms to the Submission Guidelines and Contest Restrictions defined below (collectively, the "Guidelines and Restrictions") and that Sponsor may disqualify you from the Contest if it believes, in its sole discretion, that your Submission fails to conform to these Guidelines and Restrictions.

Submission Guidelines:

- Your Submission must be in English;
- The Submission cannot have been submitted previously in a promotion of any kind.

Content Restrictions:

- The Submission must not contain material that violates or infringes another's rights, including but not limited to privacy, publicity or intellectual property rights, or that constitutes copyright infringement;
- The Submission must not disparage Sponsor, Administrator or any other person or party affiliated with the Promotion;
- Entrant must have permission from all individuals that appear in the Submission (if any) to use their name and likeness in the Submission and to grant the rights set forth herein. If requested, entrant must be able to provide such permissions in a form acceptable to Sponsor.
- The Submission must not contain brand names or trademarks, except for Sponsor's trademark for which entrant has a limited license to use for the sole purposes of creating and uploading a Submission into this Contest;
- The Submission must not contain images or artwork not created by entrant;
- The Submission must not contain material that is inappropriate, indecent, obscene hateful, tortious, defamatory, slanderous or libelous;
- The Submission must not contain material that promotes bigotry, racism, hatred or harm against any group or individual or promotes discrimination based on race, gender, religion, nationality, disability, sexual orientation or age; and
- The Submission must not contain material that is unlawful, in violation of or contrary to the laws or regulations in any state where the Submission is created.

For all Submissions: Uploading a Submission constitutes entrant's consent to give Sponsor a royalty-free, irrevocable, perpetual, non-exclusive license to use, reproduce, modify, publish, create derivative works from, and display such submissions in whole or in part, on a worldwide basis, and to incorporate it into other works, in any form, media or technology now known or later developed, including for promotional or marketing purposes. If necessary, entrant will sign any necessary documentation that may be required for Sponsor or its designees to make use of the non-exclusive rights entrant is granting to use the Submission. Sponsor is not responsible for lost, late, incomplete, invalid, un-intelligible or misdirected Submissions, which are disqualified.

Limit: Each entrant may receive one (1) entry into each Contest. Multiple entrants are not permitted to share the same email address or Account. Any attempt by any entrant to obtain more than the stated number of entries by using multiple/different email addresses, Accounts, identities, registrations and logins, or any other methods will void that entrant's entries and that entrant may be disqualified. Use of any automated program to enter will result in disqualification. Sponsor is not responsible for lost, late, incomplete, invalid, unintelligible or misdirected registrations, which will be disqualified. In the event of a dispute as to any online entry, the authorized account holder of the email address used to enter will be deemed to be the entrant. Potential winners may be required to show proof of being the authorized account holder. The "authorized account holder" is the natural person assigned an email address by an Internet access provider, online service provider or other organization responsible for assigning email addresses for the domain associated with the submitted address.

**6. Winner Determination:** After the Promotion Period a panel of qualified judges determined by Sponsor in its sole discretion will select one (1) entrant per Contest with the highest-scoring Submission (the "Grand Prize Winner") based on the following criteria ("Judging Criteria"):

- **Creativity/Originality (25%)**
- **Quality of Submission (25%); and**
- **Fit to Applicable Contest Theme (50%).**

In the event of a tie, Sponsor, in its sole discretion, will determine the winner based on the Submission that received the highest score in the "Fit to Applicable Contest Theme" category.

**7. Winner Requirements:** All potential winners must comply with all terms and conditions of these Official Rules; and winning is contingent upon fulfilling all requirements. Each potential winner will be notified via the email address or Account used to enter each Contest on or around June 16, 2014. Potential winners will be provided with additional steps and prize claim instructions in order to claim the prize. The potential winners will be required to provide a valid physical address for prize fulfillment, which must be received by Administrator/Sponsor within five (5) days of the date notice or attempted notice is sent, in order to claim the prize. If a potential winner cannot be contacted, fails to provide any of the requested information within the required time period or a prize is returned as undeliverable, potential winner forfeits the prize. In the event that a potential winner is disqualified for any reason, an alternate winner will be determined by the Submission with the next highest score based on the Judging Criteria above. If after three (3) attempts a winner is not confirmed, the applicable prize will remain un-awarded. Acceptance of any prize shall constitute and signify winner's agreement and consent that Sponsor may use the winner's name, city, state, likeness, Submission and/or prize information in connection with the Promotion, worldwide, including the Internet, without limitation and without further payment or consideration, except where prohibited by law. Without limiting the generality of these Official Rules, winner shall irrevocably grant, transfer, convey and assign to Sponsor the entirety of the rights in and to the Submission and all renewals and extensions of copyright, and the right to secure copyright registrations thereto in perpetuity including, without limitation, the rights to use the Submission for any and all purposes in any and all media whether now known or hereafter developed, on a worldwide basis, in perpetuity. Winner accepts and acknowledges that Sponsor shall not be obligated to use the Submission and that Sponsor in its sole discretion shall have the right to refrain from using the Submission. Sponsor shall not incur any liability whatsoever to the extent Sponsor chooses to refrain from any exploitation of its rights hereunder. Winner will indemnify Sponsor, Released Parties (as defined in Section 9, below) and any licensee of Sponsor against all claims, damages, liabilities, and expenses (including reasonable counsel fees and legal expenses) arising out of any breach of these terms. Prizes will be fulfilled 8 – 10 weeks after end of the Promotion Period.

**8. Prizes:** SIX (6) GRAND PRIZES (awarded one (1) per Contest): A Microsoft Surface 2 tablet. Approximate Retail Value ("ARV"): \$449.

For all prizes: The actual value of electronic prizes is subject to price fluctuations in the consumer marketplace based on, among other things, any gap in time between the date the ARV is estimated for purposes of these Official Rules and the date the prize is awarded or redeemed. Prizes are non-transferable and no substitution will be made unless Sponsor, in its sole discretion, determines otherwise. Sponsor reserves the right to substitute a prize for one of equal or greater value should it become unavailable for any reason. Winners are responsible for all taxes and fees associated with prize receipt and/or use. TOTAL ARV FOR ALL PRIZES: \$2,694. Limit: One (1) prize per person per Contest.

**9. Release:** By receipt of any prize, the applicable winner agrees to release and hold harmless Sponsor, Omelet, LLC, Instagram, Inc., Twitter, Inc., Facebook, Inc., Administrator, and their respective subsidiaries, affiliates, suppliers, distributors, advertising/promotion agencies, and prize suppliers, and each of their respective parent companies and each such company's officers, directors, employees and agents (collectively, the "Released Parties") from and against any claim or cause of action, including, but not limited to, personal injury, death, or damage to or loss of property, arising out of participation in the Promotion or receipt or use or misuse of any prize.

**10. General Conditions:** Sponsor reserves the right to cancel, suspend and/or modify the Sweepstakes, or any part of it, if any fraud, technical failures, human error or any other factor impairs the integrity or proper functioning of the Sweepstakes, as determined by Sponsor in its sole discretion. Sponsor, in its sole discretion, reserves the right to disqualify any individual it

finds to be tampering with the entry process or the operation of the Promotion or to be acting in violation of these Official Rules or any other promotion or in an unsportsmanlike or disruptive manner. Any attempt by any person to deliberately undermine the legitimate operation of the Promotion 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.

**11. Limitations of Liability:** The Released Parties are not responsible for: (1) any incorrect or inaccurate information, whether caused by entrant, printing errors or by any of the equipment or programming associated with or utilized in the Promotion; (2) technical failures of any kind, including, but not limited to malfunctions, interruptions, or disconnections in phone lines or network hardware or software; (3) unauthorized human intervention in any part of the entry process or the Promotion; (4) technical or human error which may occur in the administration of the Promotion or the processing of entries; (5) late, lost, undeliverable, damaged or stolen mail; or (6) any injury or damage to persons or property which may be caused, directly or indirectly, in whole or in part, from entrant's participation in the Promotion or receipt or use or misuse of any prize. Sponsor is not responsible for misdirected or undeliverable entries or for any technical problems, malfunctions of computer systems, servers, providers, hardware/software, lost or unavailable network connections or failed, incomplete, garbled or delayed computer transmission or any combination thereof. Sponsor and Administrator are not responsible for any typographical/other error in entries, selection announcement or for any liability for damage to any computer system resulting from participation in, accessing or downloading information in connection with this Promotion. If for any reason an entrant's Sweepstakes entry is confirmed to have been erroneously deleted, lost, or otherwise destroyed or corrupted, entrant's sole remedy is another entry in the Sweepstakes, if it is possible. No more than the stated number of prizes will be awarded. In the event that production, technical, seeding, programming or any other reasons cause more than the stated number of prizes as set forth in these Official Rules to be available and/or claimed, Sponsor reserves the right to award only the stated number of prizes by a random drawing among all legitimate, un-awarded, eligible prize claims.

**12. Disputes:** Except where prohibited, entrant agrees that: (1) any and all disputes, claims and causes of action arising out of or connected with this Promotion or any prize awarded shall be resolved individually, without resort to any form of class action, and exclusively by the United States District Court for the Eastern District of Michigan (Southern Division) or the appropriate Michigan State Court located in Oakland County, Michigan; (2) any and all claims, judgments and awards shall be limited to actual out-of-pocket costs incurred, including costs associated with entering this Promotion, but in no event attorneys' fees; and (3) under no circumstances will entrant be permitted to obtain awards for, and entrant hereby waives all rights to claim, indirect, punitive, incidental and consequential damages and any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased. All issues and questions concerning the construction, validity, interpretation and enforceability of these Official Rules, or the rights and obligations of the entrant and Sponsor in connection with the Promotion, shall be governed by, and construed in accordance with, the laws of the State of Michigan without giving effect to any choice of law or conflict of law rules (whether of the State of Michigan or any other jurisdiction), which would cause the application of the laws of any jurisdiction other than the State of Michigan.

**13. Entrant's Personal Information:** Information collected from entrant is subject to Administrator's Privacy Policy <http://www.helloworld.com/privacy-policy> and Sponsor's Privacy Policy <http://privacy.microsoft.com/en-us/fullnotice.mspx>.

**14. Winner List:** For a winner list, visit <http://bit.ly/1ksDmLp>. The winner list will be posted after winners are confirmed.

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