



Raffle Procedures

- A record containing the following information must be kept in the Exhibitor's booth before a raffle may begin:
 - ➔  **Date Raffle Starts**
 - ➔ **Item Description, including MSRP (Manufacturer's Suggested Retail Price)**
 - ➔ **Starting and Ending Ticket Numbers to be Sold and Total Number of Tickets to be Sold**
 - ➔ **Price to be charged for each ticket**
- The Exhibit Coordinator may review the record at any time in order for the Exhibitor to continue with the raffle.
- Following each raffle, the record must be updated with the following information:
 - ➔  **Date Raffle Ended**
 - ➔ **Name of Winner and winning Ticket Number**
 - ➔ **Date and Time prize was claimed**
- Exhibitors may conduct only one raffle at a time. No "second chance" raffles will be permitted.
- All raffle personnel must wear an Exhibitor Badge clearly identifying them as the Raffle Person for their Exhibit booth. Only one Raffle Person will be permitted to sell tickets outside the Exhibit booth at any given time.
- All tickets must be sold in consecutive order.
- All tickets must be stamped or have the Exhibitor's name written on the section to be kept by the participant.
- Every ticket bought must have a participant's name and contact information written on the section to be kept by the Exhibitor.
- One set dollar amount must be used for each individual raffle. Example: \$10 for 1 ticket or 3 for \$10 etc. — not 1 for \$5 and 3 for \$10.
- The number of tickets sold times the dollar amount paid, cannot exceed the Manufacturer's Suggested Retail Price (MSRP) of the merchandise being raffled. (Proof of MSRP may be required.)
- The item being raffled must be on display with the MSRP marked clearly during the raffle. Signage must also clearly identify the Exhibitor conducting the raffle.
- An APA Staff Member must witness the drawing of all raffled merchandise.
- A time limit appropriate to the length of the event may be set by the Exhibit Coordinator on raffles to help ensure participants have the opportunity to claim their prize at the drawing. All raffles must be completed before the end of the event.
- Although our event is not currently an age-restricted event, we encourage you to employ staff at least 21 years of age.
- The APA reserves the right to limit the areas where raffle tickets can be sold at any time.



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