

## Official Rules, Terms of Use, and Privacy Policy

**NO PURCHASE OR PAYMENT NECESSARY TO ENTER OR WIN. A PURCHASE OR PAYMENT DOES NOT INCREASE YOUR CHANCES OF WINNING. VOID WHERE PROHIBITED OR RESTRICTED BY LAW.**

### 1. Sponsor

The Sweepstakes is sponsored by **Modern Office Methods, Inc.**, 4747 Lake Forest Drive, Cincinnati, OH 45242 (“Sponsor”).

### 2. Eligibility

Open only to legal residents of Ohio, Kentucky, Indiana, and Pennsylvania who are 18 years of age or older at the time of entry. Nominees must be **registered 501(c)(3) non-profit organizations** located within the Sponsor’s service region. Employees, officers, and directors of Sponsor, its subsidiaries (including OptimizedIT and Obviam), affiliates, advertising and promotion agencies, and their immediate family members are not eligible.

### 3. Entry Period

The Sweepstakes begins on **10/2/2025** at 12:01 a.m. Eastern Time and ends on **10/30/25** at 11:59 p.m. Eastern Time (“Entry Period”).

### 4. How to Enter

Eligible individuals may nominate a qualified non-profit by submitting an online entry form at [www.momnet.com/bengals](http://www.momnet.com/bengals).

Each nomination must include:

- Non-profit name, address, and contact information
- Written explanation (max 500 words) describing:
  - How the non-profit’s mission serves the community
  - Why the organization is in need of an office and network technology makeover
  - How upgraded technology would improve its ability to deliver on its mission

Limit one (1) nomination per person. Multiple nominations for the same organization are permitted if submitted by different individuals.

## **5. Prize**

One (1) winning non-profit will receive an **Office Technology Makeover**, including:

- Modernized office equipment (multifunction printers, copiers, etc.)
- Network and cybersecurity enhancements provided by OptimizedIT and Obviam
- Professional installation, training, and support

**Approximate Retail Value (“ARV”): \$30,000.** No cash alternative or prize substitution is permitted, except at Sponsor’s discretion.

## **6. Winner Selection**

A panel of judges appointed by Sponsor will review all eligible nominations. Criteria include:

- **Impact on Mission Delivery** (30%)
- **Demonstrated Need** (30%)
- **Community Reach & Storytelling** (20%)
- **Alignment with Sponsor Values** (10%)
- **Sustainability of Impact** (10%)

The winner will be announced during halftime at the **Cincinnati Bengals game on November 2, 2025.**

## **7. Winner Notification**

The winning organization will be notified via phone and email no later than **Oct. 31**. The winner must respond within 5 business days. Failure to respond may result in disqualification and selection of an alternate winner.

## **8. Publicity**

By accepting the prize, the winner agrees to the use of its name, logo, photographs, and story for promotional purposes by Sponsor, without additional compensation, unless prohibited by law.

## **9. General Conditions**

Sponsor reserves the right to cancel, modify, or suspend the Sweepstakes if fraud, technical failures, or other causes compromise its integrity. Sponsor's decisions are final and binding. The winner agrees to a maintenance agreement for the on-going services provided by Modern Office Methods and its affiliates.

## **10. Limitation of Liability**

Sponsor is not responsible for lost, late, incomplete, or misdirected entries; or for any technical issues. By entering, participants agree to release and hold harmless Sponsor, its affiliates, and their employees from any claims arising out of participation or prize use.

## **11. Governing Law**

This Sweepstakes is governed by the laws of the State of Ohio.

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## **Terms of Use**

### **1. Acceptance of Terms**

By participating in the Sweepstakes, entrants and nominated organizations agree to abide by these Official Rules, Terms of Use, and all decisions of Sponsor, which are final and binding.

### **2. Use of Website**

Entries must be submitted via Sponsor's official website. Entrants may not use bots, automated systems, or fraudulent means to submit entries.

### **3. Content Ownership**

All nomination content remains the property of the submitter but grants Sponsor a perpetual, royalty-free license to use, reproduce, and display the submission in connection with the Sweepstakes and related marketing.

### **4. Disqualification**

Sponsor reserves the right to disqualify any entrant or organization that tampers with the entry process, violates the Official Rules, or acts in a disruptive manner.

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## **Privacy Policy**

### **1. Information Collected**

Sponsor may collect personal information from nominators (name, email, phone

number) and from nominated non-profits (organization name, address, mission statement, and contact person).

## **2. Use of Information**

Collected information will be used to:

- Administer the Sweepstakes
- Communicate with nominators and non-profits
- Announce and promote the winning organization

## **3. Information Sharing**

Sponsor will not sell or rent personal information. Information may be shared with subsidiaries (OptimizedIT, Obviam), marketing partners (e.g., Cincinnati Bengals), and vendors assisting in prize fulfillment.

## **4. Data Security**

Sponsor implements reasonable safeguards to protect collected data. However, no system is 100% secure, and Sponsor is not responsible for unauthorized access.

## **5. Retention**

Personal data will be retained only as long as necessary to administer the Sweepstakes and comply with legal obligations.

## **6. Consent**

By submitting an entry, nominators and nominated organizations consent to the collection, use, and disclosure of their information as outlined in this Privacy Policy.