



### **Drawing/Raffle/Giveaway Approval Form Submission Instructions:**

Exhibitors must submit a Drawing/Raffle/Giveaway Approval Form through the online [Exhibitor Resource Center](#) for approval by **Wednesday, December 5, 2018**.

The ASA Rules and Regulations are designed to create a fair and equitable business environment for all participating companies and meeting attendees. Small token gifts may be distributed from an exhibitor's booth with prior approval. Exhibiting companies that interact with physicians and other healthcare professionals during PRACTICE MANAGEMENT 2019 are asked to review the codes of ethics developed by PhRMA and AdvaMed. Ethical practices and industry conduct can differ among companies. It is the responsibility of each company to decide what types of activities are appropriate as they relate to sales and promotional events.

**Contests, lotteries and drawings** may be conducted according to the following guidelines:

- The selection process for contests, lotteries and drawings cannot take place on the exhibit floor during normal hours of operation. Winners do not have to be present to win.
- The total prize awarded must not exceed \$1,000 in retail value.
- ASA reserves the right to prohibit booth activity that it deems not in keeping with the professional purpose of the exhibition.
- All contests, lotteries and drawings must be approved by ASA in advance of the annual meeting.

If you are planning a giveaway **not** included on the Allowable Giveaways list, please complete this form.

[Allowable Giveaways](#) (items on this list **DO NOT** need to be submitted for review and approval)

[Giveaways Not Permitted](#)

If you have questions with regards to your planned Drawings/Raffles/Giveaways, please contact Sharon Wong-Stewart, ASA Exposition Management, at [sharon.wong-stewart@spargoinc.com](mailto:sharon.wong-stewart@spargoinc.com) or 571-279-0028.