

Raffle Procedures

- APA Vendors are NOT allowed to purchase or enter other APA vendor's raffles or contests during our event(s). Further, APA Vendors may not enter skilled contests that are geared towards APA players; when in doubt, please get permission from the APA Exhibit Coordinator.
- Two copies of the raffle record form 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.

- An APA Staff Member must conduct the draw of all raffled merchandise. Please go to the MiniMania Control Tower for assistance.
- After drawing for a winner, the record must be immediately updated with name of the winner and the winning ticket number and *one copy of the form turned into the MiniMania Control Tower.*
- Exhibitors MUST prominently display completed raffles and winners in their booth.
- 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.
- **One raffle staff is allowed per twenty feet of space purchased:**

Feet purchased	10	15	20	30	40	50	60
# of raffle staff	1	1	1	2	2	3	3

- 10-20 feet purchased = 1 raffle staff total
- 30-40 feet purchased = 2 raffle staff total
- 50-60 feet purchased = 3 raffle staff total



- 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 at all times with the MSRP marked clearly during the raffle.
- 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. If a winner has already left the event at the time of the drawing, vendors must make arrangements with the winner to ship the merchandise to the winner at vendor cost.

- 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.
- APA may conduct random raffle audits throughout our event, which include inspecting all raffle tickets, calling and confirming winners, researching the stated MSRP of the raffled item, etc.

Revised 11/6/2016

