

Terms and Conditions – Royal Mail Small Business Festive Communications Competition 2018

1. The Royal Mail Small Business Festive Communications Competition 2018 (the "Competition") is open to residents of the UK aged 18 and over.
2. The Competition is not open to employees or agencies of Royal Mail Group Limited ("RMG" or the "Promoter"), their group companies or family members, or anyone else connected to the Competition.
3. Entrants into the Competition shall be deemed to have accepted these Terms and Conditions.
4. To enter the Competition you must in 200 words or less tell us about your festive communications; You can also include an image to support your written entry (file size must be less than 5MB). This could be anything from direct mail, email, a social media campaign or any unique festive packaging by, either:

Facebook

- a. visiting the Royal Mail Facebook page www.facebook.com/RoyalMail and sending a direct message (and optional image) to the Royal Mail Facebook page; or

Twitter

- b. posting a comment (and optional image) on Twitter with the hashtags #RoyalMail #SmallBizFestiveCompetition and tagging the Royal Mail Twitter handle @RoyalMail or

Instagram

- c. posting an image and comment on Instagram with the hashtags #RoyalMail #SmallBizFestiveCompetition and tagging the Royal Mail Instagram handle @RoyalMailOfficial

Web Entry

- d. following the link on www.royalmail.com/small-business-saturday and uploading a comment (and optional image) in accordance with the web entry form instructions; or

Email

- e. sending a comment (and optional picture) with your name and the name of your business via email to win@royalmail.com with Royal Mail Small Business Festive Competition 2018 in the subject line.

No purchases necessary. If you have any questions about how to enter or otherwise in connection with the Competition, please email us at win@royalmail.com with Royal Mail Small Business Festive Communications Competition 2018 in the subject line.

5. Only one entry per business is permitted. In the event that you are not the owner of the business to which Festive Communications relate (i.e. you are submitting on behalf of the business owner), permission of the business owner must be obtained prior to your submission of the Entry. You are responsible for the cost (if any) of sending your Competition entry to us.
6. RMG accepts no responsibility for entries that are lost, delayed, misdirected or incomplete or cannot be delivered or entered for any technical or other reason. Proof of delivery of the entry is not proof of receipt by RMG.
7. The Competition opens at 10:00 on Tuesday 27 November 2018 and closes at 23:59 on Sunday 16 December 2018. Entries received by us outside this time period will not be considered.

8. You own the copyright to your Competition entry as its author. If another person has created your entry, you warrant that you have received an assignment of all associated copyright to that entry from that person. The Promoter may ask to see evidence of that assignment at any time.
9. By submitting an entry using a social media account in accordance with paragraph 4 above you agree to comply in all respects with Twitter's/Instagram's/Facebook's terms of service, community standards, rules and all other terms and conditions applicable to the use of Twitter/Instagram/Facebook.
10. By submitting an entry to the Competition, you give RMG:
 - a. Permission for your entry to be published on RMG websites including but not limited to www.royalmail.com ("RMG Websites") and on any social media account controlled by RMG, including but not limited to Facebook, Twitter and Instagram and LinkedIn accounts ("RMG Social Media Accounts"), and you grant RMG a non-exclusive, royalty-free, worldwide licence to use and publish your Competition entry in electronic format (including on RMG Websites and RMG Social Media Accounts) and hard copy for purposes connected with the Competition, and to adapt the entry to enable such publication (including to crop or otherwise edit it for such purposes), and you hereby irrevocably waive, for the benefit of RMG, all moral rights in the entry to which you are entitled; and
 - b. The right to use your name and county of residence for the sole purpose of identifying you as the author of your entry and/or as a winner of the Competition.
11. Your entry must not be copied, must not contain any third-party materials and/or content that you do not have permission to use, must not promote any goods or services or include any trade marks (other than those belonging to the Promoter), and must not show inappropriate or dangerous behaviour, or otherwise be obscene, defamatory, distasteful, offensive, or in breach of any applicable law or regulation, or in breach of any confidentiality obligations owed by you to third parties. If we have reason to believe your entry is in breach of this paragraph 11 then we may not consider it and may disqualify it.
12. The winner of 1st Prize of the Competition will receive £1000 to be paid by cheque. The one (1) runner up will receive £500 to be paid by cheque. RMG accepts no responsibility for any costs associated with the prize that are not expressly included in the prize. The prize will be delivered to a UK address of the winner / runner-up's choice.
13. A panel of judges, including at least one member who is independent of RMG, will select one (1) winning entry and one (1) runner up from all valid entries received in accordance with these Terms and Conditions. Full details of the judging process and the names of the judges are available on request to win@royalmail.com
14. When choosing the winner, the judges will consider: thought-provoking; attention grabbing; festivity and relevance to the business.
15. The judges will select the winning entry after the Competition closes on Monday 17 December 2018. The judges' decision is final and no correspondence will be entered into.
16. The winner shall be the owner of the email address/Facebook/Twitter/Instagram account from which the selected winning entry is sent.
17. The winner and runner up will be notified by email or by the medium by which the entry was submitted on or after 19th December 2018 and given details of how to claim their prize. If the winner and/or the runner up does not respond to RMG within fourteen (14) days of being notified of their win, their respective prize(s) will be forfeited and RMG shall be entitled to select another entry in accordance with the process described above

(and the selected entry will have to respond to notification of their win within fourteen (14) days or else they will also forfeit their prize). If the winner and/or the runner up rejects their prize or the entry is invalid or in breach of these terms, the respective prize(s) will be forfeited and RMG shall be entitled to select another entry for the prize(s).

18. The prize will be sent to the winner and runner up within forty eight (48) hours from when the relevant postal address is confirmed. Once the prizes are dispatched the postal address will be permanently deleted by RMG.
19. The prize is non-exchangeable, non-transferable and not redeemable for cash or any other prize.
20. RMG reserves the right to substitute the prize with an alternative prize of similar value in the event that the original prize offered is not available.
21. The Competition is in no way sponsored, endorsed or administered by, or associated with, Twitter, Instagram, Facebook or LinkedIn; and by participating in the Competition, you provide a complete release to Twitter, Instagram or Facebook for liability in connection with the Competition.
22. The Promoter shall use and take care of any personal information you supply to it as described in its privacy policy, a copy of which can be seen at <https://www.royalmail.com/privacy-policy> and in accordance with data protection legislation. By entering the Competition, you agree to the collection, retention, usage and distribution of your personal information in order to process and contact you about your Competition entry.
23. RMG accepts no responsibility for any damage, loss, liabilities, injury or disappointment incurred or suffered by you as a result of entering the Competition or accepting the prize. RMG further disclaims liability for any injury or damage to your or any other person's computer relating to or resulting from participation in or downloading any materials in connection with the Competition. Nothing in these Terms and Conditions shall exclude the liability of RMG under law for fraud or fraudulent misrepresentation, or for death or personal injury resulting from its negligence.
24. RMG reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, this Competition with or without prior notice due to reasons outside its reasonable control (including, without limitation, in the case of anticipated, suspected or actual fraud). The decision of RMG in all matters relating to the Competition is final and no correspondence will be entered into.
25. RMG shall not be liable for any failure to comply with its obligations relating to this Competition where the failure is caused by something outside its reasonable control. Such circumstances shall include, but not be limited to, weather conditions, fire, flood, hurricane, strike, industrial dispute, war, hostilities, political unrest, riots, civil commotion, inevitable accidents, supervening legislation or any other circumstances amounting to force majeure.
26. The Competition and these Terms and Conditions will be governed by English law and entrants to the Competition submit to the non-exclusive jurisdiction of the English courts.
27. Promoter: Royal Mail Group Limited of 100 Victoria Embankment, London EC4Y 0HQ