**PARTICIPATION CONSTITUTES ENTRANT’S FULL AND UNCONDITIONAL AGREEMENT TO AND ACCEPTANCE OF THESE OFFICIAL RULES. WINNERS MAY BE REQUIRED TO EXECUTE RELEASE DOCUMENTATION.**

1. HOW TO ENTER. The “Top Shelf Design Awards” Contest (the “Contest”) begins on a December 5, 2022 and ends on January 27, 2023. (the “Contest Period”), and is sponsored by CCI Media (“Sponsor”).

To enter the Contest, visit [www.woodworkingnetwork.com/TopShelf](http://www.woodworkingnetwork.com/TopShelf) (the “Site”) and login in with your username Follow the instructions provided to enter the required information (i.e., first and last name of the individual completing the entry, username, e-mail address, company name, entrant’s mailing address and phone number, project information and appropriate entry category), provide your $45 “Entry Fee” and submit your entry in accordance with the “Entry Requirements”  detailed below (collectively, your “Entry”). For additional information, please contact Michaelle Bradford, Editor, at (224) 443-6239 or [michaelle.bradford@woodworkingnetwork.com](mailto:michaelle.bradford@woodworkingnetwork.com).

Each Entry will be considered in only one (1) of the following entry categories (collectively, the “Categories,” and each, a “Category”): (i) Garage: under 600 square feet; (ii) Garage: over 600 square feet; (iii) Home Office: under 150 square feet; (iv) Home Office: over 150 square feet; (v) Closet: Laminate under 18 linear feet; (vi) Laminate over 18 linear feet; (vii) Closet: Wood under 18 linear feet; (viii) Closet: Wood more than 18 linear feet; (viiii) Closet: Reach in; and (x) Specialty: (craft, pantry, laundry, mudroom); (xi) Wine Cellars. You must indicate which Category applies at time of entry. You may submit up to three Entries per Category, but each such Entry must be submitted separately; any Entries over the three-Entry limit in any Category will not be considered. Entries will not be acknowledged or returned, so retain a copy for your own records. Entries that are forged or altered or generated by a macro, bot, or other automated means will not be accepted and will be void. Late and/or incomplete entries will be disqualified. All Entries must be received by the end date of the contest or any subsequent extension announced by Sponsor to be eligible. Entrants’ names and Entries may be published or reported on the Site or elsewhere by Sponsor.

2. ENTRY FEE: The one-time fee to enter the Contest is $45 per Entry. The Entry Fee is not refundable, and payment of the Entry Fee does not guarantee that you will be chosen as a Winner or that your work will be selected to appear in Closets & Organized Storage magazine or on the Woodworking Network Site, Entry Fee is due at time of entry; those Entries submitted without the appropriate Entry Fee may, at Sponsor’s sole discretion, be disqualified and not judged in the Contest.

3. ELIGIBILITY: The Contest is limited to home organization professionals, interior designers and professional woodworkers (defined as businesses or individuals currently working, as of the date of entry, in the home organization, design, woodworking, furniture-making or cabinet industries), Entry may be made on behalf of an individual or a business (sole proprietorship, partnership, corporation, or limited liability company). Each individual entrant must be a legal resident of one of the fifty (50) United States or the District of Columbia or country of residence, and at least the age of majority in the state of residence on date of entry. Business entrants must be registered to do business and/or have a primary place of business in one of the (50) United States or the District of Columbia or country of residence. Employees of Sponsor, and its parent and affiliated companies, advertising agencies, and promotional partners, and relatives of and those living in the same household as such employees are not eligible to enter or win. For the purpose of this Contest, relatives are defined as spouse, mother, father, in-laws, grandmother, grandfather, brother, sister, children and grandchildren. All federal, state and local laws and regulations apply. Void where prohibited.

4. ENTRY REQUIREMENTS.  Your entry should comply with each and every one of the following requirements:

• Each entry must feature a single custom home organization project (each, a “Project”) designed and/or built by the entrant.

• The Project must have been completed on or after January 1, 2022.

• The Project must have been built for an outside customer (someone other than the entrant his/her/itself or one of the Entrant’s employees).

• The Project may not have been previously submitted for the Top Shelf Design Awards.

• Each Entry must be accompanied by at least three (I) professional-quality, color image (equivalent to 266 DPI or higher), the Image must be in digital file .jpg format. Contact Michaelle Bradford at [michaelle.bradford@woodworkingnetwork.com](mailto:michaelle.bradford@woodworkingnetwork.com)  if you have additional questions. Images will not be returned.

Your Entry materials may not include (a) the name or any personally-identifying information of any living individual other than the entrant (or the entrant’s business contact, if the entrant is a business); (b) any content that is illegal, disparaging, profane, obscene or patently offensive (as determined by Sponsor in its sole discretion); or (c) any commercial content or any third party business or corporate names, slogans, logos, or trademarks.

Any Entry deemed to be in violation of the Entry Requirements may, in Sponsor’s sole discretion, be disqualified and not judged in the Contest.

5. SUBMISSION OF ENTRY AND LICENSE THERETO: By entering the Contest, you hereby grant to Sponsor and its affiliates, subsidiaries, licensees and assigns, an irrevocable, perpetual and royalty-free right and license to use, reproduce, edit, display, transmit, prepare derivative works of, modify, publish and otherwise make use of all or any part of your Entry, in any and all media, whether now known or hereinafter created, on the Internet and throughout the world and for any purpose. In addition, the rights granted to Sponsor include, but are not limited to, the right to edit, feature, caption, affix logos to, and to otherwise alter or make use of all or any part of the submitted Entry. You acknowledge that your Image(s) and/or details about your Project may be published on the Site, in Closets & Organized Storage magazine, in other Woodworking Network Publications or web sites, or on or in some combination of the foregoing (collectively, the “Sponsor Media”); however, Sponsor will have no obligation to make any use of any Image, or any other Entry materials.  You hereby represent and warrant that your Entry does not and will not infringe, violate, or misappropriate any copyright or trademark, or any other right of any third party, and you have the right to grant any and all rights and licenses granted to Sponsor herein, including but not limited to all necessary rights under copyright, free and clear of any claims or encumbrances. Each entrant agrees to indemnify, defend and hold Sponsor and its affiliates, subsidiaries, licensees, sponsors and assigns harmless from and against, and hereby waives any right to pursue, any claims of any nature arising in connection with the inclusion in, publication or display on any Internet site, or any other use authorized under these Official Rules, of any materials included in the entrant’s Entry in the Contest.

NOTE: Each individual completing the entry form on behalf of a business entrant personally represents and warrants that he or she has authority to enter on the behalf of the business and authority to bind the business to the terms of these Official Rules.

6. SELECTION OF WINNERS:  A panel  of qualified judges  (comprised of professionals  in the woodworking and home organization industry selected by Sponsor in its sole discretion), whose decisions are final, will judge each eligible Entry submitted during the Contest Period, based on the following criteria: 50% appearance/design  (emphasizing design creativity); 50% functionality and quality of construction/materials.

The entrant who submits the eligible Entry earning the highest score in each Category will be the “Winner” in that Category. At Sponsor’s sole discretion, an “Best of Show” may also be designated, representing the best (highest- scoring) Entry from across all Categories (in case of tie Woodworking Network editors will select “Best of Show”). In addition, one or more “Honorable Mentions” may also be named in any Category, subject to verification and at Sponsor’s sole discretion. Sponsor reserves the right, in its sole discretion, to not designate any Winner or Honorable Mention for a Category if there are two (2) or fewer Entries in that Category.

Each potential winner will be notified that he/she may have won by e- mail, telephone or U.S. mail (in Sponsor’s sole discretion) within approximately sixty (60) days of the close of Contest Period. Each winner may be required (in Sponsor’s sole discretion) to sign and return an affidavit of eligibility and liability/publicity release (which are subject to verification by Sponsor), within the time frame specified by Sponsor or Winner Status may be forfeited. If any Winner notification or other Contest communication is rejected or returned as undeliverable or if a winner cannot be reached after a reasonable attempt has been made by Sponsor (as determined by Sponsor in its sole discretion), such winner may be disqualified and an alternate winner may be selected.

7. PRIZES: The “Best of Show” winner will receive a $500 gift card. There is no retail value associated with being chosen as a Category Winner or receiving an Honorable Mention.

8. LIMITATION OF LIABILITY: EACH ENTRANT AGREES TO RELEASE, HOLD HARMLESS AND INDEMNIFY SPONSOR, AND ITS RESPECTIVE PARENTS, DIVISIONS, SUBSIDIARIES, AFFILIATES, ADVERTISING,  PROMOTION, AND PUBLIC RELATIONS AGENCIES, AND THE RESPECTIVE  OFFICERS, DIRECTORS, EMPLOYEES,  REPRESENTATIVES  AND AGENCIES  OF EACH (COLLECTIVELY,  THE “RELEASED  PARTIES”)  FOR ANY LIABILITY WHATSOEVER FOR INJURIES OR DAMAGES OF ANY KIND SUSTAINED IN

CONNECTION WITH THE CONTEST OR WHILE COMPLETING THE PROJECT  OR PREPARING  FOR, PARTICIPATING  IN AND/OR TRAVELING  TO OR FROM ANY PROJECT-  OR CONTEST-RELATED  ACTIVITY, INCLUDING, WITHOUT LIMITATION, ANY INJURY, DAMAGE, DEATH, LOSS, OR ACCIDENT TO PERSON OR PROPERTY. EACH ENTRANT FURTHER AGREES TO INDEMNIFV, DEFEND

AND HOLD RELEASED PARTIES HARMLESS FROM AND AGAINST ANY BREACH OR ALLEGED BREACH OF THESE OFFICIAL RULES, AND ANY AND ALL

CLAIMS ARISING OUT OF OR RELATED TO ENTRANT'S PARTICIPATION IN THIS CONTEST, INCLUDING THOSE BASED ON PUBLICITY RIGHTS, DEFAMATION, OR INVASION OF PRIVACY. EACH WINNER AGREES THAT HIS/HER DESIGNATION AS A “WINNER” IS NOT A PRIZE, HAS NO RETAIL VALUE, AND IS PROVIDED WITHOUT ANY WARRANTY, REPRESENTATION, OR GUARANTEE, EXPRESS OR IMPLIED, IN FACT OR IN LAW, WHETHER NOW KNOWN OR HEREINAFTER ENACTED, RELATIVE TO THE USE OR ENJOYMENT OF A PRIZE, INCLUDING, WITHOUT LIMITATION, ITS QUALITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

9. ADDITIONAL  DISCLAIMERS:  Sponsor is not responsible  and/or liable for any of the following, whether caused by Sponsor, the entrant, or by human error: any lost, late, incomplete, illegible, mutilated, misdirected or postage-due Entries or mail; any virus, error, omission, interruption, defect or delay in transmission or communication; technical or mechanical malfunctions; interrupted or unavailable cable or satellite systems; errors, typos, or misprints in these Official Rules, in any Contest-related advertisements or other materials; failures of electronic equipment, computer hardware or software; lost or unavailable network connections, or failed, incorrect, incomplete, inaccurate, garbled or delayed electronic communications or entry information.

10. GENERAL RULES: By entering the Contest, (except where prohibited by law) entrants consent to the use of their names, pictures, likenesses, voices, biographical data, and/or any information contained in their Entry in advertising, promotion and marketing materials throughout the world, including on the internet, by the Sponsor, its promotional partners, and third party marketing entities, without additional compensation, notice, review, or approval. Sponsor’s decisions will be binding and final in all matters, including interpretation of these Official Rules and winner selection. All entrants, as a condition of entry, agree to be bound by these Official Rules and the decisions of Sponsor. All entrants must check the Site regularly to determine if there have been any changes made to the Official Rules, or any aspect of the Contest. Failure to comply with these Official Rules may, in Sponsor’s sole discretion, result in disqualification from all or any part of this Contest. Sponsor reserves the right to permanently disqualify any person it believes has violated these Official Rules. Entrants further agree to not knowingly damage or cause interruption of the Contest and/or prevent others from using or entering the Contest. Sponsor reserves the right, in its sole discretion, to void Entries of any entrants who Sponsor believes have attempted to Tamper with or impair the administration, security, fairness or proper play of this Contest. If during the Contest Period, the Contest 1s not capable of running as planned for any reason, or for any other reason whatsoever, Sponsor reserves the right, in its sole discretion, to cancel, modify or suspend the all or any part of the Contest, and select winners from among Entries received prior to or after the date of the cancellation, modification or suspension. Sponsor assumes no responsibility for undeliverable e- mails resulting from any form of active or passive e-mail filtering by a user’s internet service provider and/or e-mail client or for insufficient space in user’s e-mail account to receive e-mail. Any person who supplies false information, obtains entries by fraudulent means, or is otherwise determined to be in violation of these Official Rules in an attempt to win will forfeit any winner status and may be prosecuted to the full extent of the law. In the event of a dispute concerning who entered the Contest, the Entry will be declared to have been made by the authorized account holder of the e-mail address submitted at time of entry, but only if that person meets all other eligibility criteria. An authorized account holder is defined as the natural person who is assigned to an e-mail address by an Internet access provider, online service provider, or other organization (e. g., business, educational institution, etc.) that is responsible for assigning e-mail addresses for the domain associated with the submitted e-mail address. Entries made by anyone other than the entrant and/or originating at any web site other than the Sponsor Site, Including, without limitation, commercial promotion subscription notification and/or entering service sites, will be disqualified. CAUTION: ANY ATTEMPT TO DAMAGE ANY ONLINE SERVICE OR WEBSITE OR UNDERMINE THE LEGITIMATE OPERATIONS OF THE CONTEST VIOLATES CRIMINAL AND CIVIL LAWS. IF SUCH AN ATTEMPT IS MADE, SPONSOR MAY DISQUALIFY ANY ENTRANT MAKING SUCH ATTEMPT AND MAY SEEK DAMAGES TO THE FULLEST EXTENT PERMITTED B Y LAW.

11. GOVERNING LAW/RESOLUTION OFDISPUTES.  All disputes between an entrant and Sponsor in connection with this Contest shall be governed by, and construed in accordance with, the laws of the State of Illinois, without giving effect to any principles of conflicts of law. Each entrant agrees to submit and consent to the exclusive jurisdiction and venue of the state and federal courts located in Cook County, Illinois, in any action arising from or relating to this Contest or these Official Rules. If any provision of these Official Rules shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these Official Rules and shall not affect the validity and enforceability of any remaining provisions. Sponsor’s failure to insist upon or enforce strict performance of any provision of these Official

Rules shall not be construed as a waiver of any provision or right. No waiver of any term or condition of these Official Rules shall be deemed a further or continuing waiver of such term or condition or any other term or condition. In the event there is a discrepancy or inconsistency between disclosures or other statements contained in any Contest materials or the Sponsor Site’s Terms of Use or Privacy Policy and the terms and conditions of these Official Rules, these Official Rules shall prevail, govern and control.

BY PARTICIPATING  IN THE CONTEST, EACH ENTRANT AGREES THAT TO THE EXTENT PERMITTED BY APPLICABLE LAW: (1) ANY AND ALL DISPUTES, CLAIMS AND CAUSES OF ACTION ARISING OUT OF OR CONNECTED WITH THE CONTEST WILL BE RESOLVED INDIVIDUALLY, WITHOUT RESORT TO ANY FORM OF CLASS ACTION; (2) ANY AND ALL CLAIMS, JUDGMENTS AND AWARDS WILL BE LIMITED TO ACTUAL THIRD-PARTV, OUT-OF-POCKET COSTS INCURRED, (IF ANY), NOT TO EXCEED TWO HUNDRED FIFTY DOLLARS ($250.00), BUT IN NO EVENT WILL ATTORNEYS' FEES BE AWARDED OR RECOVERABLE; (3) UNDER NO CIRCUMSTANCES WILL ANY ENTRANT BE PERMITTED TO OBTAIN ANY AWARD FOR, AND ENTRANT HEREBY KNOWINGLY AND EXPRESSLY WAIVE ALL RIGHTS TO SEEK, PUNITIVE, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, LOST PROFITS AND/OR ANY OTHER DAMAGES, OTHER THAN ACTUAL OUT-OF-POCKET EXPENSES NOT TO EXCEED TWO HUNDRED FIFTY DOLLARS ($250.00), AND/OR ANY RIGHTS TO HAVE DAMAGES MULTIPLIED OR OTHERWISE INCREASED; AND (4) ENTRANTS' REMEDIES ARE LIMITED TO A CLAIM FOR MONEY DAMAGES (IF ANY) AND ENTRANTS IRREVOCABLY WAIVE ANY RIGHT TO SEEK INJUNCTIVE OR EQUITABLE RELIEF. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATIONS OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE MAY NOT APPLY TO ALL ENTRANTS.

12. WINNER’S LIST/OFFICIAL RULES REQUESTS. For a copy of these Official Rules or a list of winners for the Contest, either send an e-mail to [michaelle.bradford@woodworkingnetwork.com](mailto:michaelle.bradford@woodworkingnetwork.com). Requests must be received no later than three (3) months following the end of the Contest Period.

13. SPONSOR. CCI Media, North Liberty, Iowa