

ABCs of PLANNING GIVEAWAY SWEEPSTAKES OFFICIAL RULES

1. **NO PURCHASE NECESSARY.**
2. **Sponsor:** The sponsor is the New York City Department of City Planning (“DCP”), located at 120 Broadway, New York, NY 10004. DCP will conduct *ABCs of Planning* Launch Giveaway (“Sweepstakes”) as described in these Official Rules.
3. **Eligibility:** The Sweepstakes is open to legal residents of the United States. Entrants must be 18 years of age or older as of their date of entry. The Sweepstakes is subject to federal, state, and local laws and regulations and is void where prohibited by law. Employees of DCP, its subsidiaries, affiliates, and directors (collectively the “Employees”), as well as members of an Employee’s immediate family and/or those living in the same household, are ineligible to participate in the Sweepstakes.
4. **Agreement to Rules:** By entering this Sweepstakes, the Entrant (“You”) agrees to abide by DCP’s Official Rules. By entering this Sweepstakes, You represent and warrant that You are eligible to participate. You also agree to accept the decisions of DCP regarding the Sweepstakes as final and binding.
5. **Entry Period:** Entries must be received between July 28, 2026, at 12:01 am Eastern Daylight Time and July 31, 2026, at 11:59 pm Eastern Daylight Time.
6. **How to Enter:** You can enter the Sweepstakes by either (a) tagging a friend in the comments on the @NYCPlanning Instagram account (“instagram.com/nycplanning”) post and sharing the appropriate post to your Instagram story; or, (b) submitting a form at https://forms.office.com/Pages/ResponsePage.aspx?id=x2_1MoFflk6pWxXaZlE774DfpRmOz41JkoJoe2UqGVJUMDFETUdFQk5HUll0WEhLUEpLVFRMMkNZUi4u. Any entry not meeting all Sweepstakes requirements will be disallowed by DCP in its discretion.
7. **Prizes:** DCP plans to award to five (5) Winners of the Sweepstakes (“Winners”), chosen at random, a prize consisting of the following: One (1) copy of the *ABCs of City Planning* book. The actual prize may differ. The prize shall be determined solely by DCP. There shall be no cash or other prize substitution permitted except at DCP’s discretion. The prize is non transferable. The Winner, upon acceptance of the prize, is solely responsible for all expenses related to the prize, including without limitation any and all local, state, and federal taxes.
8. **Odds:** The total number of eligible entries received determines the odds of winning.
9. **Selection and Notification of Winner:** The Winner(s) will be selected by a random drawing under the supervision of DCP. DCP will notify the Winner(s) by Instagram direct message or email within ten (10) days following Winner selection. DCP is not

responsible, nor shall DCP have any liability, for Winner's failure to receive notices. Nor shall DCP be liable for the Winner's provision of incorrect or otherwise non functioning contact information. If the Winner (a) fails to claim the prize within two (2) days from the time the award notification was sent, (b) is found ineligible, or (c) does not complete and return an executed Affidavit of Eligibility/Liability Release within the specified timeframe, the prize may be forfeited, and an alternate Winner may be selected. Receipt of the prize offered in the Sweepstakes by the Winner is upon the condition of compliance with any and all federal, state, and local laws and regulations. Failure to respond to the initial notification within the specified time frame, failure to return the Affidavit of Eligibility / Liability Release (if required) within the specified timeframe or noncompliance with these Official Rules will result in disqualification and forfeiture of the prize. Any potential winner agrees by submitting their Entry to accept the prize for their personal use and will not attempt to sell or transfer for profit any part of the prize package. IF THE WINNER VIOLATES ANY OF THESE OFFICIAL RULES, THE WINNER (AT THE SPONSOR'S SOLE DISCRETION) WILL BE DISQUALIFIED, AND ALL PRIVILEGES AS WINNER WILL BE IMMEDIATELY TERMINATED.

10. Terms & Conditions: In its sole discretion, DCP reserves the right to modify, suspend, cancel, or terminate the Sweepstakes. DCP, in the event of any of the above issues, may determine the Winner based on all eligible entries received prior to and/or after (if appropriate) the action taken by DCP. Individuals who tamper with or attempt to tamper with the operation or entry process of the Sweepstakes or website or violate these Terms & Conditions will be disqualified by DCP in its sole discretion. In its sole discretion, DCP has the right to maintain the integrity of the Sweepstakes, to void entries for any reason, including, but not limited to: multiple entries from the same user; multiple entries from the same computer; or the use of bots, macros, scripts, or other technical means for entering. Attempts by any entrant to deliberately damage any website or undermine the legitimate operation of the Sweepstakes may be a violation of criminal and civil laws. If any such attempt is made, DCP reserves the right to seek damages to the fullest extent permitted by law.

11. Limitation of Liability and Release: Your entry into this Sweepstakes constitutes Your agreement to release and hold harmless DCP and its subsidiaries, representatives, affiliates, partners, licensees, advertising and promotion agencies, successors, agents, assigns, directors, employees, and officers, and each of the foregoing's affiliates, subsidiaries, directors, officers, and employees, against and from any and all claims, liability, illness, injury, litigation, loss, or damages that may occur, directly or indirectly from participation in the Sweepstakes and/or the (a)

Winner accepting, possessing, using, or misusing of any awarded prize or any portion thereof; (b) any type of technical failure; (c) the unavailability or inaccessibility of any transmissions, phone, or Internet service; (d) unauthorized intervention in any part of the entry process or the Sweepstakes; (e) electronic error or human error in the Sweepstakes administration or the processing of entries. By accepting the prize, the selected Winner grants permission for DCP to use the Winner's likeness, entry, and name for purposes of advertising and trade without further compensation.

12. **Disputes:** THIS SWEEPSTAKES IS GOVERNED BY THE LAWS OF THE UNITED STATES AND THE STATE OF NEW YORK, WITHOUT RESPECT TO CONFLICT OF LAW DOCTRINES. The Entrant agrees, as a condition of participating in this Sweepstakes, that if any disputes cannot be resolved between the Entrant and DCP, and if causes of action arise out of or are connected with this Sweepstakes, they shall be individually resolved exclusively before a court located in New York County having jurisdiction, without resorting to any form of class action. Under no circumstances in any such dispute shall the participant be permitted to obtain awards for, and hereby waives all rights to, punitive, incidental, or consequential damages or attorney's fees. The participant waives all rights to have damages multiplied or increased.
13. **Privacy Policy:** Information submitted with an entry is subject to the Privacy Policy found at <https://www.nyc.gov/main/nyc-gov-privacy-policy>.
14. **Winners List:** You may obtain a copy of the Winner's name by sending your request via mail with a stamped, self-addressed envelope to: NYC Department of City Planning, Communications, Re: ABCs of Planning Giveaway, 120 Broadway, 31st Floor, New York, NY 10004. Requests must be postmarked no later than August 30, 2026.