

**Standard Operating Procedure (SOP)**  
**Lucky Draw – CII Construction Material Expo 2025**

**Event Details**

- **Date:** 9–10 October 2025
- **Venue:** Gyan Bhawan, Patna

**1. Eligibility Criteria**

1. The Lucky Draw is open exclusively to all visitors of the Construction Material Expo 2025.
2. Each visitor must:
  - Register at the registration desk at the venue or online portal.
  - Provide valid and accurate contact information (Name, Mobile Number, Company Name, Email ID).
3. Exhibitors, their staff, and members of the CII organizing team are not eligible to participate to maintain impartiality.
4. Participation is voluntary, and submission of an entry will be considered as acceptance of the terms and conditions.
5. Visitors eligible for Lucky Draw coupons include:
  - **Physical Visitor Pass Holders** – Coupons will be issued on presentation of a physical visitor pass.
  - **Online Registrants** – Coupons will be issued to all online registrants who present their acknowledgement email, irrespective of whether they bring a printed pass.
  - **Soft Copy Holders** – Visitors showing a soft copy of the pass (on phone/email) will be verified and provided a coupon.
  - **Business Card Holders** – Visitors presenting a valid business card at the registration desk will be issued a visitor pass and a coupon.
  - **Leaflet Holders** – Visitors presenting the leaflet (circulated with newspapers) of the Expo, will need to provide their business card and register at the venue. Post registration, they will be issued a lucky draw coupon.
6. **Accompanying Family Members** – Not eligible for participation. The Lucky Draw is intended for registered business visitors and invitees only.

**Note:** Restricting eligibility ensures that only genuine business visitors and stakeholders benefit from the Lucky Draw, thereby aligning with the purpose of promoting professional participation.

## 2. Invalid Entries

1. Entries with incomplete registration details will be disqualified to ensure clarity and fairness.
2. Only **one entry per person per day** is permitted. Multiple entries will not be entertained to avoid duplication.
3. Entries with fake or duplicate mobile numbers/emails will be immediately disqualified.
4. Entries submitted without a phone number will not be accepted, as contact details are essential for winner confirmation.
5. Tampered, damaged, or unauthorized coupons will be deemed invalid.
6. Repeat winners across both days of the Expo will not be permitted.

## 3. Lucky Draw Timings

1. **Frequency:** One Lucky Draw will be conducted each day of the Expo.
2. **Coupon Submission Window:**
  - Visitors may drop their coupons into the designated box between **10:00 AM and 3:00 PM**.
  - Entries will not be accepted after 2:00 PM.
  - Reasoning: The cut-off time ensures sufficient time for processing and securing the entries, preparing the box, and conducting the draw in a transparent and organized manner before the event closure.
3. **Draw Schedule:**
  - **9th October 2025 – 4:30 PM**
  - **10th October 2025 – 4:30 PM**
4. Timing may be adjusted marginally depending on exhibition flow, with prior notification to participants.
5. **Prize Collection for Day 1 Winners:** Winners of the Lucky Draw held on Day 1 (09.10.25) and Day 2 (10.10.25) will be publicly announced at the venue during the draw and will also be informed via their registered mobile numbers. These winners are requested to collect their prizes during the Closing Ceremony on Day 2 (10.10.25).
6. **Prize Collection for Day 2 Winners:** Winners of the Lucky Draw held on Day 2 (10.10.25) will be announced publicly at the venue during the draw . Prizes will be handed over on the spot to winners who are present. Winners who are not present at the time of announcement will be contacted via telephone and may collect their prizes from the CII Bihar State Office later.

## 4. Procedure of the Lucky Draw

### Pre-Distribution

1. Each registered visitor will be provided with a **two-part perforated coupon** at the registration desk.
2. Both parts will carry the same **unique serial number**.
3. Visitors will fill their details on one part and drop it into the **designated Lucky Draw Box** placed at the CII stall.
4. The second part will be retained by the visitor as proof for prize collection.

### Post-Distribution

1. The Lucky Draw Box will remain **sealed and secured** until the time of the draw.
2. At the scheduled time, the box will be opened publicly before the audience to ensure transparency.
3. A **neutral individual** (not associated with the organizing team) will be invited to draw the winners.

## 5. Conducting the Draw

1. A maximum of **four prizes per day** will be distributed in the following order:
  - **1st Prize – Premium gift**
  - **2nd Prize – Mid-range gift**
  - **3rd Prize – Consolation gift**
  - **Bumper Prize – Special grand prize**
2. Winners must:
  - Be physically present at the venue during the announcement.
  - Produce the coupon part with the **matching serial number** at the time of prize collection.
3. Prizes are **non-transferable** and cannot be exchanged for cash.
4. Winners must personally collect their prize. No representatives or proxies will be allowed.

## 7. Timeframe for Communication

1. Winners will be announced immediately at the venue during the draw.
2. Confirmation will also be sent via telephone calls within 24 hours.
3. Winners failing to claim their prize within **7 working days** will have to forfeit the same.

## 8. Documentation & Record-Keeping

1. All Lucky Draw entries will be sequentially numbered and recorded in a register/digital system.
2. Photographs and videos of the draw process will be captured to maintain transparency.