



# Rules LEGO® LUGBULK Program 2012

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Dear LUG members,

The LEGO® LUGBULK Program continues to be a big success and the income of the program helps the Community Team to be even more active working with the Community, so we have decided to continue the program in 2012. Furthermore the LUGBULK Team has defined the rules even more and made them more explicit based on our experience from the past years.

## What are the requirements for participation?

The LEGO LUGBULK Program is only accessible for members in a, for LEGO LUGBULK registered LUG. A LUG need to meet the following requirements to become a registered LUG:

- 🧱 The LUG need min. 10 members *(please tell us the member figure of your LUG)*
- 🧱 The LUG need to feature at least 2 public displays a year *(always the events from the previous year count so please send dates and links to pictures of your 2 biggest public events from 2011)*
- 🧱 The LUG need to exist for at least 1 year *(please tell us the founding date)*
- 🧱 The LUG need to have an official website *(please send us the link – Facebook, flicker or other social media WEB sites will **not** be accepted)*
- 🧱 The LUG need to have at least a 1 page description of the LUG and the activities on the website *(please send us the link to that page)*
- 🧱 Send the **Master Data Sheet** and **the list that you fulfill the above mentioned requirements** to the LEGO LUGBULK Team at [lugbulk@LEGO.com](mailto:lugbulk@LEGO.com) no later than the 15<sup>th</sup> of January 2012 *(The required information need to be send by every LUG whether the LUG has already participated before in the program or not!)*

## Required data after acceptance of participation in the LUGBULK program:

The LUG is responsible for securing the needed written accept from all participating members to submit legally basic information about them to the LEGO Company. Please use the later provided **Member Data Submission Form** to give us the following information about the participating members: Full Name of members, Address of members, Email of members, Date of birth of members (members who want to order need to be 16+), LEGO ID or LEGO Customer number of members if applicable.

Only the personal data of the members who accept the terms can be submitted, and only these members can order elements in the LUGBULK program.

The data will be used only by LEGO System A/S and its affiliated entities and never issued to 3<sup>rd</sup> parties.

## Please find in the following the rules for the LEGO LUGBULK Program 2012 and please read them carefully so you understand the full process!

Please be aware of, that we due to workload need all information and responses from you in time and in the provided forms - otherwise we are unable to proceed with your order.

### Element rules:

- You are allowed to add a maximum of 100 different elements on your Wish List
- The maximum amount of different elements per order is 80 (limited due to complexity of packing the order)
  - Only active elements (**no** Q-elements, outgoing or licensed elements; Star Wars, Disney, Harry Potter and similar) can be purchased (usually elements that have been available in sets in the last 12 – 18 months)
  - The minimum order qty. per element is 50 pcs. and increase in 50 pcs. steps (except base plates and elements that cost more than 10 DKK/piece – **there are no other exceptions!**)
- The maximum order amount pr. member 1500 DKK (limited due to warehouse capacity and LUG sizes)
- Minimum order amount per LUG 10.000 DKK
- Due to the time consuming process, we will order the LEGO Element ID you put down on the order list and will not compare it to the description. To help you we will provide you with a list of those LEGO Element IDs from all of the 2011 wish lists, which were available, where the 2011 price is listed to guide you. Please put in as many LEGO Element IDs as possible to ease the process.

### Shipping rules:

- The goal is to have finished and shipped all orders before end of July 2012 .
  - The lead time per order is set to up to a maximum of 4 months.
- Shipping will be directly from the LEGO warehouse incl. tracking number.
- The shipping costs and possible taxes/custom clearings are **not** included – shipping will always be delivered to the delivery address and the goods cannot be picked up at the warehouse.

### Payment rules:

- Payment terms are 20 days after Invoice Date by **international bank transfer** and in DKK/EUR/USD without any costs for the LEGO Group
- The total amount will be made up in DKK and on the invoice date converted to the wanted currency (EUR/USD)
- Costs for shipping are 6% of the order amount

### Other important rules:

- It is not allowed to resell the through LEGO LUGBULK bought elements – there will be a penalty for the LUG member if reselling the elements
- AFOLs can only place an order in one LUG and not in several LUGs even if they are member of more than one LUG
- Only one defined member of each LUG can place the order and this will be our contact person. It is possible to get the order shipped to another address, please define that clearly in the **Master Data Sheet**
- **You need to place your final order three weeks after you receive the reviewed wish list!**

## The process of the 2012 LUGBULK Program

1. The first step is to send the LEGO LUGBULK Team ([lugbulk@LEGO.com](mailto:lugbulk@LEGO.com)) an email with the required information (**see required information on page 1 marked in red**) and the complete filled in LEGO LUGBULK Master Data Sheet (*The required information need to be send by every LUG whether the LUG has already participated before in the program or not!*). **This must reach us no later than the 15<sup>th</sup> of January 2012!**
2. If the LEGO LUGBULK Team accept your application for the 2012 LUGBULK program, we will send a confirmation e-mail to the in the Master data Sheet defined contact person. Attached to this e-mail will be a ***Member Data Submission Sheet, Element Wish List 2012, LEGO Color Palette and a list with LEGO Element IDs from all of the 2011 wish lists***, which were available.  
**The contact person will have 3 weeks time to fill in the two excel sheets and send them back to the LEGO LUGBULK Team** (*The contact person is responsible for the order and payment in the timeframe for this specific LUG*).
3. When the LEGO LUGBULK Team receive ***the Element wish list (max. 100 elements)*** and the ***member data submission sheet*** it will be reviewed for LEGO Color IDs and LEGO Element IDs and it will be sent back to the contact person containing both prices and information about, if some elements cannot be delivered.
4. The contact person must then get the final order list down to the allowed max. 80 elements and adjust the order amount so it fits to the maximum order amount of the LUG (***min. 10.000 DKK***). Afterwards please send the list back to us before the deadline which we inform you about in an e-mail. You are not allowed to add new LEGO Element IDs on the final order even though some of the elements in your wish list get deleted.  
**The contact person will have 3 weeks time to send the LEGO LUGBULK Team the final order!**
5. The LEGO LUGBULK Team submits the order to the warehouse and waits for a final status of the order. **First after final confirmation from the warehouse the order is considered as submitted** and the 4 months lead time start.
6. When the order is ready it gets shipped to the shipping address according to ***the LEGO LUGBULK Master Data Sheet*** and the receiver gets a message with further information about the status of the order.
7. The invoice will be sent to the LUGs contact person separately and after the order has been shipped.
8. The LUG will have four weeks time after the shipment date to report any errors in connection to the order at [lugbulk@LEGO.com](mailto:lugbulk@LEGO.com), otherwise we assume that you are satisfied with your order and no complaints can be accepted.

**Please notice that if you not are in time with your order or any other needed information according to the dates mentioned to you on a continuing basis in emails, your order cannot be fulfilled and will be canceled.**

Please read the rules and the process very carefully and be sure that you can accept those before you send your application. Thank you.