



## Mailing List Rental Policy

### **ORDERING INFORMATION**

NAGAP offers a membership mailing list to individuals or companies wishing to distribute promotional and/or informational materials to NAGAP members.

- **The cost of the mailing list is \$500. The list contains approximately 1800 names and is one-time use only.**
- The membership mailing list will be sent in electronic label format (excel) and will be sent in zip code order.
- The NAGAP membership mailing list contains only members' mailing address information and email address. It does not contain phone numbers. It is NAGAP's policy not to sell or provide members' phone numbers under any circumstances and "cold calling" is not an acceptable practice.
- A copy of the material being sent must be sent to the NAGAP Executive Office along with this order form. All materials must be approved by the NAGAP Executive Office before the list will be sent out. If final copy is not available, a draft copy will be accepted with the understanding that the final printed material or email will not differ significantly.
- Upon review of the submitted material, the list will be emailed within two-three weeks of your request (due to review & processing time). Payment is required with application. No Purchase Orders are accepted.

### **MAILING LIST RENTAL POLICIES**

Mailing list rental is to be used only for the intent and the material previously submitted and approved by NAGAP.

- The list provided is for a one-time use only. Each purchase is a separate contract between NAGAP and the user.
- The list may not be reproduced in any manner, either in part or in whole. All lists and information therein are confidential and at all times are and remain the sole property of NAGAP, and in no event shall the renter divulge to anyone, make copies of or use same in any way, except as may be permitted in writing by NAGAP.
- Although NAGAP shall make every effort to keep its lists up-to-date, NAGAP makes no guarantee as to the number of undeliverable, and existence or number of undeliverable shall not in any way constitute a material breach of this agreement by NAGAP or entitle renter to offset of damages.
- Failure to adhere to the conditions established by NAGAP for the use of its mailing list may result in legal action. Such misuse will render the user liable for all damages to NAGAP which arise out of litigation, attorney fees, court costs and expenses incurred due to misuse.
- The request for rental of NAGAP's mailing list constitutes your agreement to adhere to the above policies.

Should you have any questions, please contact the NAGAP Executive Office at 913-895-4616.

## NAGAP MAILING LIST RENTAL FORM

I have read and agree to adhere to the mailing label rental policies of NAGAP.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Anticipated Mailing Date: \_\_\_\_\_

Email to send labels to: \_\_\_\_\_

I plan to send material to members via: ☐ Hard copy mailing **or** ☐ Electronically (emailed)

### Membership Mailing List Rate: \$500

Payment Method:

☐ Check Enclosed (made payable to NAGAP)

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **PAYMENT MUST BE INCLUDED WITH ORDER. NO PURCHASE ORDERS WILL BE ACCEPTED.**
- **SAMPLE OF MAILING MUST BE INCLUDED WITH ORDER FORM.**

THANK YOU FOR YOUR ORDER!

AFTER NAGAP'S RECEIPT OF MATERIALS TO BE SENT PLEASE ALLOW TWO-THREE WEEKS FOR REVIEW,  
PROCESSING, AND DELIVERY.

*Please note: the conference mailing list contains approx. 600 names and is sold at a discounted rate. Renters must adhere to the same policies above. Conference mailing list orders are handled through the exhibitor prospectus, not this order form.*