Pre- and Post-Conference Attendee Mailing List Order Form and Contract

AOTA's 93rd Annual Conference & Expo
San Diego, CA
April 25–28, 2013

Increase traffic to your booth and follow up with attendees!

Get lists of attendees for AOTA's 93rd Annual Conference & Expo for your pre- and post-Conference promotion. Pre-Conference orders will be held until approximately April 1, 2013, to allow the maximum number of registrants to be input and available to you. Both lists are sent via e-mail in Excel format.

Complete all sections of this application and return to AOTA with the AOTA List Rental Agreement (page 2 of this document) and a sample of the mailing piece.

I. List Rental Contact Information

Company Name: _____

Contact: _____

Address: _____

_____

City: _____

State/Province: _____ ZIP/Postal Code: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

Web site: _____

II. Payment (Pre-payment required)

Cost: $350

❑ Check (Make payable to AOTA)

❑ MasterCard ❑ Visa ❑ Amex ❑ Discover

Card Number: _____

Expiration Date: _____/_____ CVV#_____

Name as it appears on card:

_____

Signature: _____

Please complete form and fax to AOTA, Attn: List Rental, 301-652-7711.
(DO NOT SEND BY E-MAIL)

All lists are for one-time use. **A signed List Rental Agreement and a sample of the mailing piece are required to process an order.** Pre-registrant counts will not be available until April 1, 2013.

We do not rent e-mail addresses.

AOTA® The American Occupational Therapy Association, Inc.

AOTA, List Rental Service, 4720 Montgomery Lane, Ste 200, Bethesda, MD 20814-3449
Phone 800.877.1383, ext. 2749 • Fax 301-652-7711 • E-mail cfoster@aota.org

AOTA List Rental Agreement

In consideration of the premises contained herein, this Agreement is made as of the date first written below, between the American Occupational Therapy Association, Inc. (AOTA), a District of Columbia non-profit corporation having its principal offices at 4720 Montgomery Lane, Ste 200, Bethesda, Maryland 20814-3449, hereafter referred to as **List Owner** and

_____

(your company name and address)

_____

hereafter referred to as **List Renter**, acknowledging and agreeing to comply with the stipulations and limitations governing the use of the **American Occupational Therapy Association's Pre-and Post-Conference Attendee Mailing Lists** rented pursuant to this Agreement.

1. The **List Renter** shall rent the AOTA Pre-and Post-Conference Attendee Mailing Lists for the fee and terms stated on the 2013 Pre-and Post-Conference Attendee List order form.
2. The **List Renter** acknowledges and agrees that AOTA's Pre-and Post-Conference Attendee Mailing Lists, and any portions thereof, are the exclusive property of List Owner.
3. The **List Renter** shall provide the **List Owner** a sample of the mailing piece for approval prior to release of the mailing lists.
4. The **List Renter** agrees that all names and addresses furnished are provided on a **rental basis for one-time use only**. The **List Renter** guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used by any party except as specified in the written order to **List Owner**. The **List Renter** shall mail only the sample mailing piece which has been approved by **List Owner**. The **List Renter** or its agents shall not transfer names or information to its own customer files or re-contact names derived from the mailing lists, or provide the names for another to make such contact, without prior written approval of **List Owner**.
5. Upon completion of each one-time mailing, the **List Renter** shall immediately destroy all unused mailing labels, letters, envelopes, and other typed or printed matter which contains names and addresses supplied by the **List Owner**.
6. The **List Renter** shall make a full payment for the mailing lists in the amount specified in the **List Owner's** invoice for each order within 30 days of date of invoice.
7. The **List Renter** agrees that the rental conditions described herein shall apply to any present and future rentals of the mailing lists.
8. If the completed order is determined to be incorrect, **List Renter** must notify the **AOTA List Rental Service** within 30 days after receipt of order. Otherwise, the order shall be determined correct and payment in full shall be due.
9. The **List Renter** understands that there is a **NO RETURN POLICY** on all label orders. If **List Renter** has any doubts of how the order will be perceived when processed, then the **AOTA List Rental Service** must be contacted for clarification before placing the order. No refunds or credits will be made after an order has been processed.
10. All label counts received by the **List Renter** from **List Owner** prior to completion of the actual mailing list are approximate and subject to change daily. **List Owner** shall not be responsible for shortages or overruns of materials based on estimates.
11. **List Owner** reserves the right to *"seed"* their lists using decoy names to protect against unauthorized use.
12. **List Owner's** liability for any damages or losses incurred by **List Renter** through the use of any list shall be limited to the actual cost of the mailing list rental paid by **List Renter** to **List Owner.**

Name: _____

Title:_____

Address:_____

Signature:_____ Date:_____