



ATTENDEE EMAIL MARKETING OPPORTUNITIES CONTRACT & ORDER FORM

***All Terms & Payments MUST be agreed to before emails are sent**

NECA is offering an email marketing service that will allow confirmed 2018 NECA Exhibitors to send an approved email to NECA Convention and NECA Show registrants. The exhibiting company will send the requested email message to NECA Show Management in advance for approval. NECA will send your approved message to the following lists, upon receipt of this completed Contract and Payment.

(Fill in Company Name) _____ recognizes any/all email lists are the property of NECA and providing this "one time use" provided all terms are met.

Primary Contact (print) _____

NECA 2018 Booth # _____ email: _____

Address: _____

City _____ State: _____ Zip: _____

Phone: _____ Fax: _____

COST: \$1,400 per email timeslot

DISTRIBUTION LISTS:

August 14 - October 19 will include 2018 Pre-Registration Only

October 9 – October 24 will include 2018 Post Final attendee list

A confirmation email will be sent upon receipt of this completed contract. It will include all specifications and deadlines. However, for your planning process, here are a few details / suggestions:

- No maximum length or number of links
- Must send the files at least five (5) business days in advance of email timeslot
- Open rate analytics will be available one week following the email
- File format must be HTML
- Create an html email template with messaging and graphics
- Send either the actual html code as a package with .jpg or .png images to link, or hosted on your website and send link
- The email will be distributed through Constant Contact
- We suggest creating a custom landing page, so you will be able to track web activity.
- NECA is not responsible for any formatting issues sent from exhibitor.
- If formatting issues are not resolved by contracted date, NECA is not responsible for missing email opportunity and it will not be rescheduled.

We understand that this is a binding contract upon acceptance by NECA and is subject to all the terms, conditions, rules, and regulations that hereto constitute a part of, or are included in this contract. NECA reserves the right to reject this application for any reason. Full payment must be received before any email is distributed.

Signature: _____ Date: _____

SELECT THE TIMESLOTS HERE:

Exhibitor may only purchase 1 timeslot per week, and a maximum of three total timeslots.

Select (x)	Day	Date
	Tues	14-Aug
	Wed	15-Aug
	Sat	18-Aug
	Tues	21-Aug
	Wed	22-Aug
	Sat	25 -Aug
	Tues	11-Sep
	Wed	12-Sep

	Sat	15-Sep
	Tues	18-Sep
	Wed	19-Sep
	Sat	22-Sep
	Tues	25-Sep
	Wed	26-Sep
	Sat	29-Sep
	Tues	2-Oct
	Wed	3-Oct

	Sat	6-Oct
	Tues	9-Oct
	Wed	10-Oct
	Sat	13-Oct
	Tues	16-Oct
	Wed	17-Oct
	Tues	23-Oct
	Wed	24-Oct

CREDIT CARD INFORMATION (type or print clearly) Authorized amount \$ _____

Card Type: _____ Card Number: _____

Exp. Date: _____ CV2 Security Code: _____

Name on Card (print): _____

Signature: _____ Date: _____

- PAYMENT BY MAIL: Make checks payable to NECA, P.O. Box 17033, Baltimore, MD 21297-1033 (include copy of check)
- note on the check that the payment is for "email marketing".

For Accounting Only: Paid Date form received Date lists (s) sent

Send your completed form to: bobbie.scott@necanet.org
Signed Contract & Payment must accompany this order form.

Questions? Contact Bobbie Scott at 770-632-0044