



## Attendee Pre/Post Registration Mailing List Contract (does not include emails)

**\*All terms MUST be agreed to before any lists are sent**

At your request, show management will furnish the NECA 2021 Nashville Attendee Pre and/or Post Registration mailing list(s) upon receipt of the completed Contract and Payment.

(Fill in Company Name) \_\_\_\_\_ recognizes that these names are the property of NECA and providing this "one time use" list to us is made by show management and received by us in confidence.

**Signing this letter of Agreement acknowledges we agree NOT to:**

**(check each box acknowledging these terms):**

- Use the rented list data for any program other than that for which the list was supplied;
- Use this list for mass mailings. (Its intended use in for individual messages)
- Reuse the rented list for any other promotional purpose;
- Enhance house files by using the names, addresses or other information from the rented list;
- Retain "change of address" information or "address correction" requests on rented list for any retention purpose;
- Send rented list or copies to other service bureaus;
- Manipulate merge-purge reports to give improper weight to any list;
- Use any list for personal or telephone solicitation.

Company: \_\_\_\_\_ Booth#: \_\_\_\_\_

Primary Contact name (print): \_\_\_\_\_

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

Date: \_\_\_\_\_ email: \_\_\_\_\_

**Email Both the Completed Contract and Mailing List Order Forms to:**

**[taylor.mckinley@necanet.org](mailto:taylor.mckinley@necanet.org)**

**\*\*Signed Contract must accompany this order form for NECA to process this order.**



## Attendee Pre/Post Registration Mailing List

**(emails NOT included)**

### ORDER FORM

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

NECA 2021 Booth # \_\_\_\_\_ email: \_\_\_\_\_

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

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

One Time Use list includes: attendee name, title, company, address, and phone number.

**Email addresses are NOT provided**

The list(s) are sent via email to the contact listed above, on the requested date, in an Excel format.

\*\*Signed Contract must accompany this order form.

#### Costs: (Check all that apply)

- Pre- Registration \$250
- Post- Registration \$400
- Pre & Post lists ordered & paid together \$600

#### Pre-Registration Date Selection (Check when you'd like to receive the list)

- September 1st
- September 15th

Pre-registration lists will be available starting the week of September 01, 2021 (note: early registration for convention attendees ends during this time frame and registration picks up closest to this date.) Post registration lists will be available starting the week of October 18<sup>th</sup>. Please allow one week for processing.

Please indicate your method of payment below.

**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 pre/post lists

For Accounting Only:  Paid \_\_\_\_\_  Date form received \_\_\_\_\_  Date list(s) sent \_\_\_\_\_

Email Both Completed Forms to [taylor.mckinley@necanet.org](mailto:taylor.mckinley@necanet.org)

**\*\*Signed Contract must accompany this order form.**