



## ***ACUA Membership Mailing Label Rental Agreement***

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1. Renter understands and agrees that ACUA is making its mailing list available to renter on a ONE-TIME USE basis. Any other use of the mailing list is specifically prohibited unless ACUA grants permission for such use in writing and renter pays the appropriate fee for such use.
2. The mailing list renter shall use the mailing list provided by ACUA only for pre-approved promotional mailings. ***Please provide a sample along with the signed and completed form.*** The mailing list renter agrees that the promotional piece supplied for approval with this agreement is the piece(s) that will comprise the mailing.
3. All lists must be prepaid: no invoices will be sent.
4. The renter shall treat ACUA's membership list and all mailing labels as confidential information. The renter shall not under any circumstances sell, loan, or circulate such membership lists to any third party, or use such membership lists for any other purpose.
5. The mailing list renter agrees that in utilizing ACUA's membership list, he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form, by photocopying, entering into a database, or otherwise duplicating by any means.
6. The mailing list renter agrees to reimburse ACUA for all costs which ACUA may incur in enjoining unauthorized parties from using the membership list in all cases where such unauthorized parties gained access to the membership through the renter listed below or any of the renter's agents or employees.
7. The mailing list renter agrees ACUA will have the right to monitor the use of the membership and conference attendee list.
8. Signature indicates acceptance of the above conditions and constitutes a contract between ACUA and the above stated mailing list renter.
9. Renter will make no claims that the mailing is in any way endorsed by ACUA without prior written approval of ACUA.
10. A signed copy of this agreement must accompany all orders.

Signed:

\_\_\_\_\_  
Authorized Renter Signature

\_\_\_\_\_  
Date

**Please allow 7-10 business days for order processing after payment is received. Label orders will be sent by e-mail in an Excel file.** If you have any questions contact our Executive Office at (913) 222-8663 or email [www.acua-info@kellencompany.com](mailto:www.acua-info@kellencompany.com).



## Mailing List Rental Form

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

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

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### I want to rent the ACUA Member Listing:

Membership List (mailing information for all ACUA institutional representatives) - **\$150.00**

**Payment must accompany this agreement along with a sample of the material to be mailed. Orders cannot be processed until payment is made and the request for the mailing list is approved. ACUA does not invoice for labels.**

Total of payment: \$ \_\_\_\_\_

Check enclosed (please make payable in U.S. currency)

Credit Card:     American Express             MasterCard             Visa             Discover

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

**Thank you for your request! Please allow 7-10 business days for order processing after payment is received.**

ACUA, 4400 College Blvd., Ste., 220, Overland Park, KS 66211  
Phone: (913) 222-8663  
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Email: [acua-info@kellencompany.com](mailto:acua-info@kellencompany.com)