



American Pediatric Surgical Association
1061 East Main Street, Suite 300, East Dundee, IL 60188
Phone: +1-309-733-7874 apsaped surg.org

MAILING LIST / EMAIL RENTAL AGREEMENT

FORMAT

Please indicate the format you wish to use:

- Email
- Member List (excel file includes name, institution and address)
- Labels (pressure-sensitive, sorted by zip code order unless requested otherwise, free shipping of labels if sent by USPS)

PRICE AND QUANTITY

Third Party Advertising - \$1,500 per list, label or e-blast:

Discounted Rate - This is offered for third-parties that want to send three mailings. The first mailing would be at original price (\$1,500) with a second rental offered at a 10% discount (\$1,350), and a third at an additional 10% discount (\$1,215). All three must be sent within 12 months of the purchase date.

Indicate Quantity

- # of emails
- # of mail lists
- # of label sets

SPECIAL INSTRUCTIONS AND REQUESTS

METHOD OF PAYMENT

- Check enclosed
- Credit card: A member of our accounting team will contact you directly.

CONTACT AND SHIPPING INFORMATION:

Contact Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

(continued)

MAILING LABELS/EMAIL SERVICE PURCHASE INFORMATION

1. All orders require pre-approval and price determination by the APSA Board of Governors.
2. All orders must be pre-paid.
3. When submitting an order, include a copy of you ad piece or text/images for board approval.
4. Ad copy can be submitted in one of the following formats:
 - a. Text/Images. You can submit a Word document with the desired text. If you have a logo or other images you wish to include in your ad, jpeg is the preferred format.
 - b. HTML source code. To ensure the email looks the way you wish, send the HTML source code in a notepad document. Do not define the width or design within a table. Use inline styles set to the table or cell level; do not rely on span or div tags, because those will get stripped out by many desktop email clients. All images should be hosted in your email system or web site. Images should be jpgs no wider than 600 pixels.
5. Email distribution will be sent by APSA headquarters. APSA policy prohibits the distribution of members' e-mail addresses to outside parties.

NOTE: There is a black-out period, three weeks prior to and post the annual conference, at which time no new orders will be accepted. Existing orders must be complete, approved and finalized prior to the black-out period should the third party wish to distribute their ad during that period. Contact APSA staff to get exact black-out dates as they vary annually.

Agreement: The mailing list provided contains information that is the property of APSA. The user agrees that the APSA mailing list is available for one-time use only, unless otherwise purchased and will purchase additional lists for future mailings. Copying the list or entering the information provided into a database is strictly prohibited.

Agreed:

Signature

Typed name in the box above is acceptable

Printed Name

Title

Questions? Contact Kim Santos

kim@apsaped surg.org