



MAILING LIST RENTAL AGREEMENT

Mailing List Renter: _____, Lessee

Contact Person: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____ Email Address: _____

From: Energy Bar Association, Lessor

MAILING LIST RENTAL FEES AND TERMS

- Rates are effective as of January 1, 2017 and are subject to change.

\$500.00 Flat rate fee (for one time use only) + .10¢ Additional per member charge ¹
\$300.00 **EBA members for non-seminar/non-commercial uses/** Flat rate fee
\$ 25.00 Charge for keycoding (Optional)
*DC residents please add 5.75% sales tax

¹ Based on total number of EBA members at time of order.

- Prepayment is required for all mailing list rental request, no purchase orders will be accepted.
- There is no discount/commission to Agents/Brokers.
- EBA reserves the right to reject request for mailing list rental and EBA also reserves the right to reject advertising.
- Please allow 10 working days from receipt of your order for processing.
- We believe the information concerning this list to be accurate, but we cannot guarantee its accuracy or the outcome of the mailing.
- EBA does **not** rent its **email** list.
- All orders are final once the mailing list rental lease agreement has been signed.
- All materials (either by the actual mailing piece or draft of mailing piece) that are intended to be sent to those on this list must be submitted for review by the Energy Bar Association prior to rental of the mailing list. The membership and mailing list of the Energy Bar Association are rented with the exclusive permission of the Association for **one-time use** and includes members throughout the United States, Canada and other parts of the world. This list is provided for **one-time rental use** in exchange for payment received and may be used only for the promotional piece for which this request was made and approved by Association and must be used within 60 days of being supplied. Names supplied are strictly for **one-time use only**. The Lessee agrees that he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form whatsoever, including entering it into electronic databases. In the event of such unauthorized use, the undersigned will be held responsible to pay ten times the current rental price for the list originally delivered. Lessee acknowledges that reproduction or reuse of the list in any form is a violation of this agreement and may constitute copyright infringement. EBA may not be cited on any portion of your mailing piece. By signing this agreement and submitting payment and sample of materials to be mailed, the lessee agrees to abide by the terms of this rental agreement if approved by the Association.

Mailing List Renter or Authorized Representative (please print or type): _____

Mailing List Renter Signature or Authorized Representative Signature: _____

Date: _____



MAILING LIST RENTAL AGREEMENT

MAILER INFORMATION (name of seminar or description of mailing): _____

NEED-BY-DATE: _____ (Please take in consideration that the mailing must be reviewed and approved.)

MAIL DATE: _____ ORDER # (for your internal use): _____ KEY CODE (Optional): _____

FORMAT: CD (EXCEL) PRESSURE SENSITIVE LABELS

PLEASE SEND ELECTRONICALLY:

E-MAIL: *Excel Format – I agree to utilize this format one time only:

*(Please sign if Agreed)

Name/Title (please print or type)

E-Mail Address: _____

SPECIAL INSTRUCTIONS: _____

PLEASE SHIP TO:

(CDs and labels are normally shipped via USPS. Please contact the EBA office to inquire about additional shipping options):

Contact Name: _____

Company: _____

Address: _____

Telephone _____ Fax _____ Email Address: _____

MAILING LIST/PAYMENT INFORMATION:

\$300.00 **EBA members flat rate fee for non-seminar/non-commercial uses**

\$500.00 Flat rate fee (for one time use only) + .10¢ Additional per member charge

Total Amount Due: \$ _____ (*DC residents please add 6.0% sales tax)

Check Visa Mastercard American Express Discover

(Credit Card payments may be faxed to 202.833.5596)

Credit Card Number _____ Expiration Date _____

Name of Cardholder (please print or type): _____

Signature of Cardholder (required) _____

Make check payable to **Energy Bar Association** and mail to:

**Energy Bar Association:
2000 M St., N.W., Suite 715
Washington, DC 20036**