

MAILING LIST ORDER FORM

Please complete this form and attach a sample of your mailing(s). Upon receipt of your mailing piece and completed order form and agreement (including payment, shipping information, and signed mail house agreement form if applicable), the AASM will review your application. Use of the AASM mailing list is contingent upon approval of the mailing piece. Please allow two weeks for processing.

The AASM Mailing List Order Form will NOT be reviewed unless the order form and agreement(s) are complete, signed, and sample is attached

1. Order Information

Order Date: _____ Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Description of materials to be mailed: _____

2. List Details

Selection Criteria:

AASM Individual Members (\$300/M; \$300 minimum*)

- All Members
 Only Board Certified Sleep Specialists

**Approximate total quantities: 9,800 individual members (4,600 board certified sleep specialists), and 1,700 center members*

AASM Center Members (\$1/label; \$100 minimum*)

- All Members

Geographic Preference

- All Geographic Locations United States Canada/Mexico International
 Selected States: _____

List Sequence

- Zip Code Alphabetic by Last Name

List Format**

- E-mail (*Excel spreadsheet sent to a bonded third-party mail house ONLY.*)

E-mail address: _____

- Adhesive Labels (*peel and stick*)

**For security purposes, it is required that the mailing list be mailed or e-mailed to an established bonded third-party mail house. The mailing list order will not be processed unless the attached Mail House Agreement is completed and signed by a representative at the mail house. If the list renter purchases adhesive labels and attests that they will apply them to the pre-approved mail sample, then the list can be sent directly to the renter.

3. Shipping Information

Ship to:

- Ship to the address provided above (selection of this choice implies that the list renter attests that they will apply the mail list labels—adhesive format only—to the pre-approved mail sample only).
- Ship to the below address (bonded third-party mail houses only; Mail House Agreement must be completed and signed)

Company: _____

Mail House Representative: _____

Address: _____

City: _____ State: _____ Postal Code: _____ Country: _____

Telephone: _____ E-mail: _____

Payment: *(complete this section for label orders only)*

All label orders will be shipped at the renter's expense via their choice of Federal Express (FedEx) or United Parcel Service (UPS). Orders will be sent using 2nd day service unless otherwise indicated below. Please provide your FedEx or UPS account number if you wish to have shipping costs charged directly to your account.

FedEx Account Number: _____

UPS Account Number: _____

Shipping Method *(if other than 2nd day service)*: _____

4. Payment *(prepayment by check or credit card is required)*

Approximate Payment Amount* _____

*Exact payment amount will be based on the number of names in the ordered list in addition to any applicable shipping charges (unless the list is delivered via e-mail or a FedEx or UPS account number is provided along with the order).

Check made payable to the AASM (U.S. funds drawn on a U.S. bank)

Credit card

VISA MasterCard American Express

Card Number: _____ Expiration Date: _____

Validation Code: _____ Name on Card: _____

Cardholder's Signature: _____

This Agreement is made on the _____ day of _____ in the year _____ between the American Academy of Sleep Medicine (AASM) and _____ (List Renter).
In consideration of the covenants and terms contained herein, the parties hereby agree as follows:

The AASM mailing list will not be provided for the following purposes:

- Solicitation for membership to any organization or group.
- Announcement or solicitation for attendance at any educational program that falls within ninety (90) days of any AASM-sponsored educational program unless otherwise approved by the AASM.

Agreement is subject to the following conditions:

- List Renter agrees that in utilizing the AASM mailing list, he/she will not disclose, transfer, duplicate, reproduce, or retain any portion of the list in any form.
- Agreement stipulates a one-time use of the mailing list provided by the AASM for the purpose stated in the Mailing List Order Form.
- List Renter agrees to reimburse the AASM for all costs that the AASM may incur in enjoining unauthorized parties from using the list in all cases where such unauthorized parties gained access to the membership through the renter listed above or any of the renter's agents or employees.
- List Renter agrees that the AASM will have the right to monitor use of the mailing list.
- List Renter agrees that at least ten (10) days prior to receiving the mailing list from the AASM, he/she will forward to the AASM copies of all materials that will be mailed to the names on the obtained mailing list. The AASM has the absolute right to deny rental of the list based on a review of the materials.
- The AASM may not be cited in any promotional materials.
- List Renter agrees to use labels within three (3) months of the date of purchase.

The parties have executed this Agreement as of the day, month and year first written above.

Signature below indicates complete acceptance of the above conditions and constitutes a contract between the AASM and List Renter.

List Renter Printed Name: _____

List Renter Signature: _____

Subject to a separate agreement, the AASM has granted _____ (List Renter) a non-exclusive License for the use of the AASM mailing list.

This Agreement is made on the _____ day of _____ in the year _____ between the American Academy of Sleep Medicine (AASM) and _____ (Mail House).
In consideration of the covenants and terms contained herein, the parties hereby agree as follows:

Mail House acknowledges the following:

- The AASM mailing list is confidential, is the sole exclusive property of the AASM, and is protected by United States Copyright, Trade Secret and other laws.
- The AASM does not grant to Mail House or to any other person or organization use of the AASM mailing list to create or update any mailing lists or databases or for any purpose other than that which may be set forth in the separate agreement between the AASM and List Renter.

This agreement is subject to the following conditions:

- Mail House is hereby granted permission to assist List Renter in use of the License granted by the AASM to the List Renter.
- Mail House agrees to use the License and the AASM mailing list only subject to the terms of this Agreement and the AASM agreement with List Renter.
- Mail House agrees not to make, sell, use, re-use, reproduce, make available to others, distribute, disclose, or otherwise utilize the AASM mailing list or information contained therein.
- In the event that Mail House violates any term of this Agreement, Mail House agrees that the AASM shall be entitled to recover costs, damages, and attorney's fees occasioned by actions to enjoin violation of this Agreement and in pursuing damages and any other relief. It is the specific intent of the parties that the court has jurisdiction and authority under this License Agreement to award all available relief including each element of the foregoing.

The parties have executed this Agreement as of the day, month and year first written above.

Signature below indicates complete acceptance of the above conditions and constitutes a contract between the AASM and Mail House.

List Renter Printed Name: _____

List Renter Signature: _____

Mail House Representative Printed Name: _____

Mail House Representative Signature: _____