



APPA Mailing List Request

- Mailing lists are made available for rent to APPA business partners (“renter”) in good standing.
- A copy of your mail piece must be provided to APPA before the list is rented.
- Print and complete form.
- Sign in the space provided on page 2.

Renter’s Name: _____ Title: _____
E-mail: _____ Date of Request: _____
Telephone: _____ Date Needed: _____
Company: _____
Address: _____
Purpose: _____

**Mailing lists will be provided as *.csv or Excel files, sent via e-mail.
Files may not be retained in any form—either in electronic or hard copy—after use.**

APPA Business Partners in good standing may request the APPA member mailing list, for free, up to three times in a membership year. Each request will require the completion of a mailing list order form.

This agreement is subject to the following conditions:

1. Renter understands and agrees that APPA is making its mailing list (“mailing list” refers to the electronic file) available to renter on a ONE-TIME ONLY basis and solely for renter’s use as stated on request form. Any other use of the mailing list for any purpose is specifically prohibited unless APPA 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 APPA only for pre-approved promotional mailings. Renter will make no claims that the mailing is in any way endorsed by APPA without prior written approval of APPA. The mailing list renter agrees that the promotional piece supplied for approval with this agreement is the piece(s) that will be used in the mailing.
3. The renter shall treat APPA’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 purpose other than mailing the promotional submitted with this agreement and approved by APPA. The mailing list renter agrees that in utilizing APPA’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. Any information provided in a digital format must be deleted within two weeks after an approved use.

4. The mailing list renter agrees to reimburse APPA for all costs which APPA 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.

5. The mailing list renter agrees APPA will have the right to monitor the use of the membership list.

6. Signature below indicates complete acceptance of the above conditions and constitutes a contract between APPA and the undersigned mailing list renter.

Authorized Signature: _____

Printed Name: _____

Date: _____

Return this agreement and a copy of your mail piece to:

APPA Membership

1643 Prince Street

Alexandria, VA 22314-2818

Voice: 703-684-1446

Email: membership@appa.org