

VENDOR MAILING LIST ORDER FORM AND RENTAL CONTRACT

COMPANY INFORMATION:

Name: _____
Title: _____
Company: _____
Address: _____
City: _____
State: _____ Zip: _____
E-mail: _____
Phone: _____
Signature: _____
Date: _____

METHOD OF PAYMENT:

Total due \$ _____
 Check/Check Number: _____
Make check payable to SGNA. Include copy of invoice or contract.
Remit checks: SGNA exhibits, 8275 Solutions Center, Chicago, IL,
60677-8002 Phone: 312/673-5631
 Credit Card (Please do not provide credit card information on this contract)
Upon receipt of this contract, SGNA will email you an invoice to the main contact with the link for online payment.

I am an authorized company representative (named above) with the full power and authority to sign this agreement. The company listed on this application agrees to comply with all of the policies, rules, terms, and regulations contained in the Agreement.

SEQUENCE:

Ascending Numeric by Zip Code
 Ascending Alphabetic by Last Name
 Format: ASCII Comma Delimited Microsoft Excel
 ASCII Tab Delimited Microsoft Word

*Please contact HQ should you require another format. There may be an additional charge based on the request and HQ capabilities

Email to: _____

SELECTION AND PRICING:

SGNA Annual Course pre-conference list \$350 *Available to exhibiting companies only
Complete SGNA Membership List \$2,500 exhibitor/sponsor rate
 \$3,500 non-exhibitor/non-sponsor rate
Partial SGNA Membership List \$0.50 per contact, regular rate, total number or contacts
Total \$ _____

These costs are inclusive of taxes and shipping/handling charges for regular mail delivery. Overnight or second-day delivery is the responsibility of the List Renter and will be billed accordingly. There is a minimum fee of \$50 per order. Orders will be invoiced and payment is due upon receipt. Pricing is subject to change without notice.

PROFESSIONAL SETTING:

Free Standing/Ambulatory
 GI Nursing Floor
 Inpatient/Outpatient Combo
 Equipment Sales
 Inpatient Only
 Manufacturer
 GI Clinic
 Outpatient Only
 Physicians Office

POSITION:

Administrative/Director
 Educator
 Staff Nurse
 Sales
 Clinical Specialist
 Head Nurse
 Nurse Practitioner
 Technician
 Consultant
 Researcher
 Supervisor/Coordinator

GEOGRAPHIC AREA:

All locations
 United States and Canada
 United States only
 Canada only
 Outside United States and Canada
 The following states only: _____
 Other: _____

Delivery

While standard turn around time for all requests is five to ten business days, we guarantee that all requests will be filled within three weeks from the time the request is made. A rush fee of \$60* applies to any order requested to be filled within three business days. Please give SGNA as much advance notice as possible, as we need to make sure your information is processed in a timely manner.

Questions?

Contact Jennifer Shupe (312.673.5742 or jshupe@smithbucklin.com) or Joe Remiasz (312.673.5580 or jremiasz@smithbucklin.com).

SGNA VENDOR DIRECT MAIL SERVICE LIST RENTAL AGREEMENT AND USAGE POLICY

The List Renter acknowledges that the SGNA Membership Mailing Lists, and any portion thereof, are in exclusive property of the Society of Gastroenterology Nurses and Associates, Inc. hereafter known as the List Owner.

The List Renter shall rent the SGNA Membership Mailing List for free and terms stated in the invoice of this Agreement. The List Renter acknowledges and agrees that the SGNA Mailing List, and any portions thereof, is the exclusive property of the List Owner, and the rental and payment gives no ownership rights to List Renter.

The List Renter shall provide the List Owner a complete sample of the mailing piece for approval prior to release of the mailing.

The List Renter agrees that all names and addresses furnished are provided on a rental basis for one-time use only. The List Renter guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used by any party except as specified in the written order to the List Owner. The List Renter shall mail only the sample mailing piece that has been approved by List Owner. The List Renter or its agents shall not transfer names or information to its own customer files or re-contact names derived from the mailing list, or provide the names for another to make such contact, without prior written approval of List Owner.

Upon completion of each one-time mailing, the List Renter shall immediately destroy all unused mailing labels, letters, envelopes and other typed or printed matter that contain names and addresses supplied by the List Owner.

The List Renter shall make a full payment for the mailing list in the amount specified in the List Owner's invoice for each order within **30 days of date of invoice.**

The List Renter agrees that the rental conditions herein shall apply to any present and future rentals of the SGNA Membership Mailing List. If the completed order is determined to be incorrect, List Renter must notify the SGNA Headquarters within 30 days after receipt of order. Otherwise, the order shall be determined correct and payment in full shall be due.

The List Renter understands that there is NO-RETURN POLICY on all orders. If List Renter has any doubts of how the order will be perceived when processed, then the SGNA Headquarters must be contacted by List Renter for clarification before placing the order. No refunds or credits will be made after an order has been processed.

All label counts received by the List Owner prior to completion of the actual mailing list are approximate and subject to change daily. List Owner shall not be responsible for shortages or overruns of materials based on estimates.

List Owner reserves the right to "seed" their lists using decoy names to protect against unauthorized use.

List Owner's liability for any damages or losses incurred by List Renter through the use of any list shall be limited to the actual cost of the Mailing List rental paid by List Renter to List Owner and constitutes liquidated damages for any liability.

This agreement represents the entire agreement and understanding between the parties with respect to the subject matter. It may not be amended, modified or terminated except by the written consent of both parties.

SGNA **does not authorize** the use of its membership names and addresses for the following purposes:

1. Copying and entering names and addresses into a client's database, for any purpose.
2. Announcements of openings or positions at companies/institutions.
3. Announcements of education programs, equipment, or other products and services not relating to the field of Gastroenterology.
4. Use of member names and addresses for on-site visits to members' homes/offices for any reason.
5. Surveys or questionnaires.

In addition:

- 1) Confidentiality. Providers may not share contact information related to learners without written permission from the learner.
- 2) SGNA shall not act as a broker, through providing its membership addresses for any products or service not manufactured or provided directly by the buyer of the list.
- 3) Direct mailing list brokers soliciting the SGNA membership mailing list on behalf of a client assume total responsibility for on-time payment to the SGNA, regardless of the client's payment standing with the broker.

The use of the SGNA membership names and address in any ways prescribed above shall be cause for, at the minimum, permanent disqualification of the buyer from the use of the SGNA membership set. It shall also be grounds for breach of contract and legal action.

Rental of SGNA mailing lists to outside vendors and/or entities does not constitute an endorsement or guarantee of the product or service being marketed.

Questions?

Contact Jennifer Shupe (312.673.5742 or jshupe@smithbucklin.com) or Joe Remiasz (312.673.5580 or jremiasz@smithbucklin.com).