

In conjunction with the National Association of Parish Catechetical Directors and the Catholic Library Association



NCEA 2013 Pre-Registered Attendee List - Available February 21 – March 28, 2013

NCEA 2013 Final Registered Attendee List - Available April 11, 2013

\$720 per list - Pre and/or Final Attendee List Mailing Only: Includes attendee names, address and company Excludes: Phone number, fax number, and email addresses.

\$900 per list - Pre and/or Final Attendee List Email Only: Includes attendee name, company and email. Excludes: Phone number, fax number mailing address and attendees who have "opted-out" of receiving emails.

When ordering an Email list, there is an additional one time fee of \$150 for the email proof set up and deployment.

Important Information: Attendee list available online. By using our online system you will receive instant record counts (see Step 1 below) prior to purchasing.

- The NCEA Attendee list is for a one-time use only; You will prevent duplication, transfer, or reproduction of the list, or information therein in any form whatsoever, and that you understand that any unauthorized usage will result in denied access for future use of attendee lists. List will include all records at time of purchase. **No refunds will be given for orders that are cancelled after processing.**

- **NEW FOR 2013! EMAIL LISTS WILL NOT BE SENT DIRECTLY TO EXHIBITORS.** A bonded mailing house is required. Please complete the bonded mailing house section when ordering. Upon approval of your marketing materials and completion of your order, your list will be sent to the mail house for fulfillment.

- Fields that will be included on the list rental (when provided by the registrant) are: **name, company, mailing address** (if mail list is selected), email address** (if email list is selected) and reg class.** **Mailing and email addresses will only be provided for attendees who have selected to receive promotional mailing by checking the "Opt-In" box on the registration form. Lists will be in an Excel format.

Please note: Lists do not include phone or fax.

Online Ordering System Instructions:

Step 1 – Online ordering: www.xpressleadpro.com/attendeelist (Show Code: NCEA043)

Select company name and continue. If ordering an Email list, you must enter the supplied Convention Data Services bonded mailhouse information. If ordering a mailing list, you must enter your company information into the bonded mailhouse fields.

Step 2 – Select your list filters based on attendee demographic profiles you want to target. The ordering system will search the registration database real-time and provide you with a record count that matches your criteria.

Step 3 – Select "Complete Request". Your list request will be submitted, and approved pending review of the bonded mailhouse entry. You will receive an email confirming your list request is being reviewed. **SAVE this email, it contains the unique URL required to finish your order once your list request has been approved.**

Step 4 – You will receive an approval code within 1 – 2 business days. Use your unique URL to access and complete your order. If you ordered an email list, you will receive instructions to submit your HTML materials. If you ordered a mail list, you will receive a link to download your list upon completion of your order.

What happens next?

If You Ordered an Email List

If you ordered the Email List, please submit your HTML or text with images to athrasher@cdsreg.com. Please allow a 2 – 3 day turn-around time for the eBlast proof to be created and sent to you for approval.

If You Ordered a Mailing List

If you ordered a Mailing List, your list will be emailed to the contact information that you enter into the bonded mailhouse fields when requesting your list. You can enter your company information into these required fields if you are ordering a mailing list.

Questions? Please contact:

Amy Thrasher • 1-508-743-0186 or 1-800-743-1186 • athrasher@cdsreg.com

Terms & Conditions

- 1) Convention Data Services, Inc. hereinafter called "**CONTRACTOR**" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of **CONTRACTOR** or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. **CONTRACTOR** will only accept checks drawn on banks located in the United States of America or certified funds.
- 3) Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. **SERVICES WILL NOT BE RENDERED UNTIL PAYMENT IN FULL IS RECEIVED.** No refunds on advance orders.
- 4) Customer is responsible for all applicable Federal, State, or Local taxes.
- 5) **CONTRACTOR's** liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by **CONTRACTOR**.
- 6) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.

