

## ADCES20 Attendee Mailing List Rental Form

The Association of Diabetes Care and Education Specialists (ADCES) offers the use of the list of conference attendees for email or hard copy mailings to companies wishing to advertise their products, publications and events. All proposed mailings are reviewed in relation to current ADCES Attendee List Usage Policies.

Complete and Submit Order and Mail/Email Sample to: [meetings@adces.org](mailto:meetings@adces.org)

### COMPANY INFORMATION

Exhibiting Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

### ORDER INFORMATION

ADCES20 Attendee List Purchase	PRE-SHOW LIST (per usage)	POST SHOW LIST (per usage)	Total
ADCES20 Attendee List – MAILING ADDRESS	<input type="checkbox"/> \$1,000.00	<input type="checkbox"/> \$1,000.00	
ADCES20 Attendee List – EMAIL	<input type="checkbox"/> \$1,000.00	<input type="checkbox"/> \$1,000.00	

Total Amount Enclosed \$ \_\_\_\_\_

### PAYMENT

Payment must be included with order form and mail/email sample.

☐ **Check:** Make payable to ADCES

Mail to: AADE, Dept. 4445, Carol Stream, IL 60122-4445

☐ **Credit Card**     ☐ Visa     ☐ MasterCard     ☐ AMEX     ☐ Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_ CVV # \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

**Signature:** *By signing below, I am stating that I have read and agree to abide by the ADCES Mailing List Usage Policies and that I will only use the list one a time. A Sample of the mailing piece is attached or enclosed.*

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Complete and Submit Order and Mail/Email Sample to: [meetings@aadenet.org](mailto:meetings@aadenet.org)

## LIST USAGE POLICIES

### Processing

To request the use of an attendee mailing list, a completed form **and** a sample of the piece you wish you distribute must be sent to the meetings department at ADCES for review. ADCES requires pre-approval of mailings to be distributed to its attendees. Once the mailing piece has been approved and payment has been processed, the attendee list will be sent to the organization for a **one-time use**.

### Attendee List Rental Guidelines

The list will only include the names and addresses of those who have 'opted in' to receive communication from exhibitors. Use of the list is one-time only and limited exclusively to the specific offer or service as described in the mailing sample submitted in conjunction with the order form.

### Logo Usage

The official conference logo (provided in the Exhibitor Service Kit) for exhibitors and sponsors is permitted on the organization's website and print marketing pieces. Any print pieces must be approved by ADCES. The ADCES corporate logo is not permitted for use at any time.

### Association/Annual Conference Name

When referencing the association name, it should be stated as ADCES or Association of Diabetes Care and Education Specialists when referencing the Annual Conference name, it should be stated as: ADCES [Year] –

**Example:** ADCES20

### Right of Refusal

ADCES reserves the right to refuse list rental to any company or individual, at its sole discretion.