AADE17 Attendee List Order Form
Submit Order and Mail/Email Sample to: meetings@aadenet.org

The exhibitor must complete the "Attendee List Order Form" with signature showing acceptance of usage, payment information along with a sample of their mailer/e-mailer for approval (see Artwork Guidelines on next page).

COMPANY INFORMATION

Exhibiting Company Name: _____

Booth #: _____

Email: _____ **Phone: (   ) _____**

ORDER INFORMATION

AADE17 Attendee List Purchase	PRE-SHOW LIST	POST SHOW LIST	Total
AADE17 Attendee List – MAILING ADDRESS	☐ $1,000.00	☐ $1,000.00	$
AADE17 Attendee List – EMAIL	☐ $1,000.00	☐ $1,000.00	$

Total Amount Enclosed: $_____

PAYMENT

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

☐ **Check**: Make payable to AADE
   Mail to: AADE, Dept. 4445, Carol Stream, IL 60122-4445

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

Credit Card Number: _____ Expiration Date: ____/_____

Cardholder Name: _____

Signature: By signing below, I am stating that I am authorized to place this order and that I understand and will adhere to using each list ordered only one (1) time.

Cardholder Signature: _____ Date: _____

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Attendee List Rental Guidelines
- Names that are provided in the list are those that have 'opted-in' to receive communication from exhibitors

Artwork Guidelines
All mailers must be approved by AADE. Following these artwork guidelines will save time and money!

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 AADE.
- The AADE corporate logo is not permitted for use at any time.

Association Name
When referencing the association name, it should be stated as AADE or American Association of Diabetes Educators.

Annual Meeting Name
When referencing the Annual Meeting name, it should be stated as:
- AADE[Year] - *Example*: **AADE17**