

# ATTENDEE LISTS

## NCEA 2020 Pre-Registered Attendee List ordering information:

### IMPORTANT INFORMATION:

- Both email and mailing lists are available.
- List will include all records at time of purchase.
- No refunds will be given for orders that are cancelled after processing.
- Attendees have the ability to opt out of providing their information for email and mailings.
- EMAIL LISTS ARE NOT SENT or DOWNLOADED DIRECTLY BY EXHIBITORS.

**EMAIL BLASTS** - Convention Data Services/ XPress Leads will act as the bonded EMAIL house for all email lists. No exceptions. Exhibitors use the Exhibitor Emails portal to create and send their email message. Once purchase has been completed, exhibitors receive an email with access to the Exhibitor Emails portal.

**MAILING LIST** - MAIL LISTS CAN BE DOWNLOADED WHEN YOUR ORDER IS COMPLETED. Lists will be in an Excel format. Fields that will be included on the list rental (when provided by the registrant) are:

- Company name
- First and last name
- Address
- Title
- Catholic Education Involvement
- Main Occupation

### TERMS & CONDITIONS

This attendee list is for a one-time use only; you shall not duplicate, transfer, or reproduce the list or information in any form whatsoever, and you will use reasonable measures to prevent any third-party duplication, reproduction, or transfer. You understand that any unauthorized usage will result in denied access for future use of attendee lists.

You agree that this list is for one-time use only to promote your participation at NCEA 2020 by sending an email blast through the Convention Data Services web tool.

Please note that the only names that will be included in the list are those that have "opted in" via the registration process.

1) CDS XPress Leads 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.

2) The method of payment shall be in United States dollars and submitted with the order for service. CHECKS are NOT accepted as a form of payment.

3) Orders received without payment will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full has been received. No refunds once list has been received.

4) CONTRACTOR's liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.

5) 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.



**ORDER NOW**

### Order List and Email

Log into the portal to purchase and manage lists: <https://www.xpressleadpro.com/oal/public/home/ncea0420>

**Step 1:** Choose company

**Step 2:** Choose either:

#### Mailing list - \$720

- 1) Choose demographics if applicable
- 2) Make payment
- 3) Download the attendee mailing list

#### Email list - \$1100

- 1) Make payment
- 2) Receive email with link to load email content
- 3) Create email in Exhibitor Email program
- 4) Choose date to launch email.



**XPress Leads**  
CONVENTION DATA SERVICES