



Pre-Meeting Attendee Registration List Request Form  
(via MS Excel-Physical addresses only)

**Deadline: Wednesday, September 12, 2018**

Please see the below instructions in order to receive a mailing list:

1. Review the below agreement
2. Complete and sign this request form
3. Include a copy or sample of the marketing piece you wish to distribute
4. The list will include the following: Name, Title, Company and physical mailing address (*Please note: It is the policy of AABB not to supply e-mail addresses, phone or fax numbers*)

---

#### List Agreement

AABB agrees to provide the AABB 2018 pre-meeting attendee registration mailing list to the party identified below ("List Renter") solely for the use set forth in the associated Pre-Registration List Request Form, and subject to the terms and conditions of this Agreement. The List Renter acknowledges that the List and all the information on it are the exclusive property of AABB.

The List Renter may not use the List for any purpose other than for the attached order, which must be submitted with a digital format sample-mailing piece for AABB approval before the mailing list will be released. The sample mailing piece must be of professional use to the members and must not reference AABB in any way without prior written consent from AABB. If consent is granted, a copy of the consent must accompany the order.

#### List Use Limitations

AABB provides the List for ONE-TIME USE ONLY. The List Renter warrants that: (i) it will use the List only to accomplish a single mailing of the approved mailing piece; (ii) it will not reuse the List or use it for any purpose not specified on the Order Form; (iii) it will not copy or electronically reproduce the List, or sell, lease, or otherwise distribute it; (iv) it will not make any record of the names, addresses, or other information contained in the List; and, (v) it will not contact any person named on the List (or arrange for any other party to do so) without prior written consent from the AABB.

*I understand & agree that this list order is for a one-time use only and is to be used only to send material herewith submitted for review on the date of the mailing specified herein.*

A separate order form must be submitted & approved before each list use. Neither the list nor excerpts thereof are to be duplicated, reproduced, reused or transferred without written authorization. I understand that list orders are seeded with decoy names to detect unauthorized use. If unauthorized use is detected, I understand that I will pay 10 times the value of this list order & may be subject to other legal action. **Upon completion of this mailing, the List Renter shall immediately destroy the medium by which the AABB delivered the List as well as all unused mailing labels, letters, envelopes, and other matter containing names and addresses supplied by the AABB.** Lists must be used within 6 months of date of receipt.

The List Renter understands that the AABB does not guarantee and shall not be responsible for the success of the List Renter's mailing. After you have read and understand this agreement, please complete this Rental Agreement, and return with your sample mailing piece via e-mail. **Your request will NOT be processed without this form and the sample mailing piece.** Please note: AABB Exposition Management does not mail your marketing piece.

PLEASE PRINT CLEARLY.

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2018 ANNUAL MEETING

### Exhibitor Language Usage Guidelines

All promotional materials (including advertisements, announcements, emails, flyers, invitations, postcards, posters, signage and websites) must be approved by SPARGO prior to printing or electronic use. Please use the submission deadlines found on the insertion order forms, event applications and exhibit materials. If unsure, please contact:

Meghan Leahy, CFM  
Manager, Exposition Operations  
+1.703.654.6929  
[meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com)

Allow a minimum of five business days for approval. Please refer to the examples below for acceptable language to be used on any promotional or booth material pertaining to the AABB Annual Meeting.

PLEASE NOTE: AABB provides the 2018 AABB Annual Meeting Pre-Registration Attendee Mailing List for ONE-TIME USE only.

ACCEPTABLE	UNACCEPTABLE
2018 AABB Annual Meeting <i>(after the initial use of "2018 AABB Annual Meeting", "AABB Annual Meeting" or "Annual Meeting" can be used)</i>	2018 AABB AM or 18 AABB AM
	2018 Annual Meeting or 18 Annual Meeting
	2018 AM or 18 AM
	AABB Annual Meeting 2018 or AABB Annual Meeting 18
	Annual Meeting 2018 or Annual Meeting 18
	AM 2018 or AM 18
	2018 AABB or AABB 18
AABB Corporate Affiliate	Corporate Affiliate sponsor
	Sponsor
Annual Meeting Exhibitor <i>(after the initial use of "Annual Meeting Exhibitor", "exhibitor" can be used)</i>	
AABB Supporter <i>(after the initial use of "AABB Supporter", "supporter" can be used)</i>	AABB sponsor
	Annual Meeting sponsor or AM sponsor
#AABB18	#AABB2018
	#AnnualMeeting2018

