

## Mailing List Rental Agreement

The Maryland state component of the American Institute of Architects (AIA MD) has approximately 1,400 architects and associated professionals on its mailing list. Purchase of the AIA MD mailing list will allow you to send your message to this specific group.

### ORDER INFORMATION

All orders must be accompanied by a completed and signed list rental agreement and order form, check or credit card payment and a draft of the item you intend to mail to the members for approval. Please allow 5 business days for fulfillment, following receipt of order and approval of mailing materials.

### TERMS AND CONDITIONS

- Minimum order: Full Member File
- List rental for one-time use only
- Sample/Draft mailing piece required (hard copy or digital)
- Allow 5 business days for receipt of order
- All orders must be pre-paid
- For rush orders less than 5 days, add \$50
- Orders cancelled before mail date, \$50
- Full payment is required for orders cancelled after mail date

### PRICES

- **AIA Member Rate**  
AIA MD Active Member List (Pressure Sensitive Labels) \$100
- **Non-Member Rate**  
AIA MD Active Member List (Pressure Sensitive Labels) \$300

### RENTAL POLICY

AIA MD reserves the right to review all information to be sent to individuals or organizations on its mailing list and to reject orders that do not meet with the standards and the mission of AIA MD. Each order request will be reviewed to determine if the materials to be mailed will in some way benefit AIA MD members and the field of architecture. Materials shall not imply AIA MD's support or endorsement of products or services.

The Member List is and at all times shall remain the exclusive property of AIA MD. Renter shall not disclose the contents of the List to any third party, and shall not permit any third party to use, distribute, reproduce, retain or transfer the List. **Labels have been seeded to detect any unauthorized use or duplication. Mailing lists are non-returnable** and are rented for ONE-TIME USE ONLY PER REQUEST. Member List requests are limited to four rentals per year, one list per calendar quarter, for any one entity. Payment is required in advance for all orders. AIA MD disclaims any responsibility for the intended use of the labels, and its liability is limited only to the cost of replacement of the labels.

## Mailing List Rental Agreement

Please read the following statement and return the completed form with authorized signature and payment.

We acknowledge that: The names and addresses provided to us are the property of AIA Maryland, state component of the American Institute of Architects, and are supplied for the specific mailing ordered and no other purpose. The names of members who have indicated that they wish to be excluded from AIA MD's mailing list rentals will not appear on the list. The names and addresses will not be reused or duplicated in any manner or transferred to any other person or organization for any purpose. We understand that list orders are seeded with decoy names to insure compliance with the terms hereof and to detect unauthorized use. If unauthorized use is detected, we understand that we will pay 5 times the value of this list order & be subject to other legal action. Permission to use the names and addresses constitutes neither approval nor endorsement by AIA MD of any product or service offered. The name and address labels are not returnable or refundable.

We agree to the rental agreement and charges as stated in the attached mailing list rental instructions.

\_\_\_\_\_  
Signature of authorized representative Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Organization

### AIA MD Mailing Labels Order Form

Date of Mailing (Required): \_\_\_\_\_

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Visa/MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Check

Credit Card Number: \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

(Choose one):

\_\_\_ AIA MD member rate (\$100.00)

\_\_\_ Non-member rate (\$300.00)

(Choose one):

\_\_\_ Rush delivery – less than 5 business days (add \$50.00)

\_\_\_ Normal delivery – allow up to 5 business days (no charge)

Please make checks payable to AIA Maryland.

Send your completed form, payment, and sample to:

AIA Maryland

Nine State Circle, Suite 202

Annapolis, MD 21401

Or fax to (410) 263-5603 Questions? Call Pam Rich at (410) 263-0916 or email prich@aiaamd.org.