

Mailing List Request Form & Rental Agreement

- Members may request mailing lists by completing this form and submitting a required sample mailing piece to NACUFS before lists are provided.
- One complimentary list per calendar year may be requested.
- NACUFS reserves the right to deny any request for mailing lists. Failure to comply with the conditions on this document will prohibit any future access to our mailing lists.
- The standard processing time for lists is five business days.
- Payment and mailing content must be received before the list is sent.

Name: _____ **Title:** _____

Organization: _____ **Email:** _____

Phone: _____ **Date requested by:** _____

Purpose: _____

List of Institutional Members.....\$275 per list

The list contains all foodservice staff on record for member schools and includes the school name, employee name, title, region, email address, and physical mailing address.

This is my one yearly complimentary list.

Payment can be made by one of the options below. Payment must be received before list will be sent.

Credit Card - Call the office @ 517-332-2494

Online - Email lalmy@nacufs.org for instructions

Check - Mail to: NACUFS
1515 Turf Lane Ste 100
East Lansing MI 48823

This agreement is subject to the following conditions:

1. Renter understands and agrees that NACUFS is making its mailing list ("mailing list" refers to a list in electronic format) available to renter on a **one-time only** basis and solely for renter's use as stated on request form. Any other use of the mailing list for any purpose is specifically prohibited unless NACUFS grants permission for such use in writing and renter pays the appropriate fee for such use.
2. The mailing list renter shall use the mailing list provided by NACUFS only for **pre-approved promotional mailings**. The renter shall treat NACUFS membership list as confidential information. The renter shall not under any circumstances sell, loan, or circulate such membership lists to any third party, or use such membership lists for any other purpose.
3. The mailing list renter agrees that in utilizing a NACUFS membership list, he/she will not disclose, transfer, duplicate, reproduce, or retain any portion of the list in any form, by photocopying, entering into a database, or otherwise duplicating by any means.
4. **The NACUFS logo may not be used** in any mailing, or any material sent from your company. Exhibitors have access to conference logos that have been approved by NACUFS and may use these to promote conference participation only.
5. NACUFS prohibits counter-programming activities, focus groups, and industry tours during showcase and educational sessions at the national and regional conferences.
6. The mailing list renter agrees to reimburse NACUFS for all costs which NACUFS may incur in enjoining unauthorized parties from using the membership list in all cases where such unauthorized parties gained access to the membership through the renter listed below or any of the renter's agents or employees.
7. The mailing list renter agrees NACUFS will have the right to monitor the use of the membership list.
8. The mailing list renter agrees that the promotional piece(s) supplied for approval with this agreement is/are the piece(s) that will comprise the mailing.
9. Renter will make no claims that the mailing is in any way endorsed by NACUFS.
10. Signature below indicates complete acceptance of the above conditions and constitutes a contract between NACUFS and the stated mailing list renter. **Failure to comply with the above conditions will prohibit any future access to our mailing lists.**

Authorized Signature _____ Date _____

Authorized Signatory's Printed Name _____

Return this agreement and a copy of your sample mailing to membership@nacufs.org.