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## Post-show Attendee Mailing List

Send a follow-up mailer to attendees after the show is over. The list will be available on November 10, 2008.

*A copy of the materials being mailed to the attendees must be pre-approved by show management and the Letter of Agreement must be signed. The list will not be issued without receipt of both items.*

Exhibiting company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

- **2- Day Fed-Ex shipping is included in the price – no P.O. boxes, please.**

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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### Method of Payment: \$500.00 (US)

Check (enclosed)  American Express  Discover  MasterCard  Visa

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder name: \_\_\_\_\_ 3 or 4 digits Authorization: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

**Please return to:** T.J. Mendieta  
IFMA's World Workplace 2008  
1 E. Greenway Plaza, Suite 1100  
Houston, TX 77046-0194 USA  
Ph: 1-713-623-4362, Fax: 1-281-974-5680  
E-mail: [tj.mendieta@ifma.org](mailto:tj.mendieta@ifma.org)



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## Letter of Agreement

Specifically in November 2008, at our request, show management will furnish IFMA's World Workplace 2008 post-show attendee mailing list. We recognize that these names are the property of IFMA and providing the list to us is made by show management and received by us in confidence.

Signing this Letter of Agreement acknowledges we agree **NOT** to:

- Use the rented list data for any program other than that for which the list was supplied;
- Reuse the rented list for any other promotional purpose;
- Enhance house files by using the names, addresses or other information from the rented list;
- Retain "change of address" information or "address correction" requests on rented list for any retention purpose;
- Send rented list or copies to other service bureaus;
- Manipulate merge-purge reports to give improper weight to any list;
- Use list for personal or telephone solicitation.

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Date: \_\_\_\_\_

Company: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_

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