



Pre-registered Attendee Mailing List

Gain the attention of the attendees before they arrive in Dallas with a flyer about your company. The list will be available on September 15, 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: _____

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 ext. 173, Fax: 1-281-974-5680
E-mail: tj.mendieta@ifma.org



Letter of Agreement

Specifically in September - October 2008, at our request, show management will furnish IFMA's World Workplace 2008 pre-registration 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.

Date: _____

Company: _____ Booth #: _____

Print name: _____

Signature: _____

Phone number: _____

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