



## Mailing List Rental

Overland Park Chamber of Commerce's member list is available for rental by members of the Overland Park Chamber of Commerce in good standing. Our list is made available in the form of peel and stick labels.

### Rental Guidelines

You are allowed a **one-time use of each rental of the list**. For example, if you have three different mailers you wish to mail to Chamber Members, you must rent the list three times. By renting the list you fully agree that you will not copy or re-use the list rented to you at any time other than for your intended, approved one-time rental. **The Chamber monitors the list at all times, in an effort to protect both the list and the privacy of our membership.** Please do not abuse the list in any manner.

### Approval

**Mailing list use must be solely for a germane purpose of your business.** It is not to be used for political purposes. The Overland Park Chamber of Commerce reserves the right to refuse rental of the list for any reason.

### How to Order a Mailing List

The Overland Park Chamber of Commerce will not honor any requests for rental of the Member List until payment is received, along with a signed Member List Rental Contract.

- Use the attached order form, clearly marking all selections.
- Read, sign and date the attached member list rental contract.
- Mail the order form, rental contract and Visa or MasterCard number to: Overland Park Chamber of Commerce, 9001 W. 110<sup>th</sup> Street, Suite 150, Overland Park, KS 66210.
- For faster service, you may fax your order directly to the Chamber at (913) 491-0393.
- Once a COMPLETE mailing list application is submitted and approved, we will contact you via e-mail within approximately 2 business days with a price quote for the list you requested.
- Generally, orders are processed and shipped within approximately 2 business days from receipt of a COMPLETE application and payment.

**Mailing List Rental cont.**

**Rental Contact Information**

Company/Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

DayPhone \_\_\_\_\_ EveningPhone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Purpose of mailing \_\_\_\_\_

**Selections**

Please mark the type of list you wish to rent.

- Full list
  - Member renter (\$200)
  - Member non profit 501©3 (\$100)
- Partial list (20 cents per label):
  - Specific zip code(s), list: \_\_\_\_\_
  - Specific business categories, list: \_\_\_\_\_

**Payment Method**

Detailed payment information will be sent with your price quote. No charges will be made until you approve quote. Please mark your preferred payment method.

Visa / MasterCard# \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Authorized signature \_\_\_\_\_

- Check (must be sent to the Chamber prior to receipt of list)

**Return Materials**

Return the following materials to complete your application and receive a quote within 2 business days.

- List Order Form
- Signed Mailing List Agreement

Mail materials to:

Overland Park Chamber of Commerce  
9001 W. 110<sup>th</sup> Street, Suite 150  
Overland Park, KS 66210

Fax: (913) 491-0393

Questions? Please contact Stan Lawson at [slawson@opchamber.org](mailto:slawson@opchamber.org) or (913) 491-3600

**Mailing List Rental cont.**

**Member List Rental Contract**

This member list rental contract, made this \_\_\_\_ day of \_\_\_\_, \_\_\_\_, between the Overland Park Chamber of Commerce, hereinafter called "the Chamber," and \_\_\_\_\_, hereinafter called "Member List Renter":

1. **In consideration of the Chamber's agreement to rent the membership records to the Member List Renter for ONE MAILING only, Member List Renter agrees to not transfer, disclose, reproduce, or retain all or any of the membership records in any form or manner whatsoever, nor permit any third party, agent, employee, or contractor and their Member Record Renter's customers to transfer, disclose, reproduce or retain all or any of the record in any manner or form whatsoever as a result of this mailing.**
2. Member List Renter agrees to indemnify and hold harmless the Chamber from any and all claims, damages, losses, or expenses, however incurred, occasioned by the use of said member records contrary to the provisions of this agreement by Member List Renter or any of those referred to above.
3. Member List Renter agrees the mailing will be used for a germane purpose of their business, and will not be used for political purposes. It is understood and agreed that names rented **WILL BE MONITORED** to prevent improper and unauthorized use, by a combination of one or more methods of computer control and/or planted and/or varied, names and addresses of these and others, to all of which, Member List Renter consents and agrees.
4. Member List Renter acknowledges that the names supplied by the Chamber are unique and valuable and shall not make use or reference thereto in connection with the use of said membership records, except in such manner as the Chamber may have expressly approved, in writing, prior to such use.
5. Member List Renter will pay the specified rental fee in full in advance of membership record being sent.
6. Membership List Renter agrees to use the list purchased within a 90-day window of list being received. Furthermore, Member List Renter acknowledges that outside of 90-day grace period, list shall be deemed invalid and will not be usable by any means.

*Please confirm that the foregoing accurately and completely sets forth your understanding by signing this agreement and returning it with your order.*

Company/Organization Name \_\_\_\_\_

Renter Name (printed) \_\_\_\_\_

Renter Signature \_\_\_\_\_

Date \_\_\_\_\_