



# 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 either printed label form or as an Excel spreadsheet.

## 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 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 to protect the privacy of our membership**. Please do not abuse the stated usage of the list.

## Approval

**Mailing list use must be solely for a germane purpose of your business** as described in detail on the Mailing List Rental Application and approved by the Overland Park Chamber of Commerce. 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 application, clearly marking all selections.
- Read, sign and date the attached Member List Rental Application.
- Mail, fax or email the application, rental contract and check/credit card number to:  
Overland Park Chamber of Commerce, 9001 W. 110<sup>th</sup> Street, Suite 150, Overland Park, KS 66210  
Fax: (913) 491-0393  
[slawson@opchamber.org](mailto:slawson@opchamber.org)
- 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 Application

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

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

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

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

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Purpose and description of mailing: \_\_\_\_\_

- Full list
  - Printed mailing labels - \$125
  - Excel file - \$200 (or \$500 for up to 3 uses within 12 months)
- Partial list (20 cents per label):
  - Specific zip code(s): \_\_\_\_\_
  - Specific business categories: \_\_\_\_\_

### 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.

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ / \_\_\_\_\_

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

Billing address for card \_\_\_\_\_

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

- Check (must be sent to the Overland Park 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 Contract

Materials can be mailed, faxed or emailed to the addresses below:

Overland Park Chamber of Commerce

9001 W. 110<sup>th</sup> Street, Suite 150

Overland Park, KS 66210

Fax: (913) 491-0393

Stan Lawson, Communications Director at [slawson@opchamber.org](mailto:slawson@opchamber.org) or (913) 491-3600

## Member List Rental Contract

This Member List Rental Contract is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and 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 (including, without limitation, reasonable attorney's fees), however incurred, occasioned by the use of said member records contrary to the provisions of this Contract 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 as described in the Mailing List Rental Application, a copy of which is attached hereto, and will not be used for political purposes. It is understood and agreed that names rented **MAY 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 Contract and returning it with your Member List Rental Application.*

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

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

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

Date \_\_\_\_\_

**Overland Park Chamber of Commerce**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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