

## MEMBERSHIP MAILING LIST RENTAL POLICY

***The ASC Association requires any person and/or entity renting our membership mailing list to comply with the following terms:***

1. All rental requests must be in writing;
2. Your order must include a sample of the mailing piece to be sent to our membership;
3. Renters must sign this agreement to comply with all terms of the ASC Association membership mailing list rental policy;
4. Renters must allow ten working days for review of the request and delivery of the file containing the requested information;
5. The ASC Association membership list is available by email only (in ASCII comma delimited format or an Excel file) unless otherwise agreed upon;
6. Renters agree to pre-pay \$600.00 for the one-time use of the membership list to create a single set of mailing labels or any other use approved, in writing, by the ASC Association;
7. The ASC Association membership mailing list shall not be copied, stored, or reproduced in any manner. The ASC Association membership mailing list shall not be transferred to any other person or entity;
8. The ASC Association must receive payment from the renter of the entire amount due prior to receipt of the membership mailing list;
9. Any person or entity who has violated the ASC Association copyright in its membership mailing list will not be granted permission to use the membership mailing list under the terms of this policy. The ASC Association reserves the right to deny the use of its membership mailing list to any person or entity for any reason whatsoever, including, but not limited to, copyright violations. The ASC Association will also seek all appropriate legal remedies from any person or entity who violates its rights in its membership mailing list;
10. This policy shall be administered in the sole discretion of the ASC Association Executive Director.

***I agree to all terms of this Membership Mailing List Rental Policy as designated by the ASC Association. Attached is my check or credit card order for \$600 for a one-time use of the ASC Association membership mailing list.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Company Name & Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

**Please send me the following:**

- ☐ Up to five contacts per facility (\$600)  
*Each ASC facility member is allowed to designate one Voting Representative and four Designated Representatives who appear on the Membership Mailing List. This option includes all five representatives.*
- ☐ One contact per facility (\$600)  
*Each ASC facility member is allowed to designate one Voting Representative and four Designated Representatives who appear on the Membership Mailing List. This option only includes the Voting Representative or main contact for the facility.*

**Please send the mailing list to:**

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

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

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

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

Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**Form of payment enclosed (Please select an option below):**

- ☐ NO PAYMENT REQUIRED. Free one-time usage with new membership
- ☐ Pay via [ ] AMEX [ ] VISA [ ] MasterCard by faxing invoice to 703.549.0976

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ CVV \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

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

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

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

- ☐ Pay by mailing a Check made payable to the ASC Association with invoice to

ASC Association  
1012 Cameron St  
Alexandria, VA 22314-2427

**Sign and return this agreement with request for the membership mailing list rental, payment, and sample mailing piece to:  
ASC Association Label Rental, 1012 Cameron St, Alexandria, VA 22314-2427, Fax: 703.549.0976, ASC@ascassociation.org**