

USITT Conference Registrant Mailing List

Stage Expo Exhibitors may use the Conference Registrant mailing list **one time** before Stage Expo and **one time** after.

- Mailing list file will be provided as an Excel file
- Mailing list may be broken down by registration category
- List Use Agreement form must be filled out and returned to monica@usitt.org
- List is physical mailing addresses only. Email addresses are not available.

Please contact monica@usitt.org with questions or list requests.

USITT List Use Agreement

(Please type or print clearly)

This Agreement is made as of the date first written below, between the United States Institute for Theatre Technology Inc. (USITT), located at 290 Elwood Davis Rd, Suite 100, Liverpool, NY 13088 hereafter referred to as List Owner and

(your company name and address) and

(your 3rd party mail house name and address)

hereafter referred to as Mailer, acknowledging and agreeing to comply with the stipulations and limitations governing the use of the USITT Mailing List pursuant to this Agreement.

- 1.The Mailer acknowledges and agrees that the USITT Mailing List, and any portions thereof, is the exclusive property of List Owner.
- 2.The Mailer shall provide the List Owner a sample of the mailing piece for approval prior to release of the mailing list. The sample mailing piece must be of professional use to USITT members or Conference attendees and must not reference USITT in any way without prior written consent from USITT.
- 3.The Mailer agrees that all names and addresses furnished are provided for one-time use only. The Mailer guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used by any party except as specified in the written order to List Owner.
- 4.No second use, telemarketing, tagging, appending, or list enhancement of any kind is permitted from a list without permission of USITT.
5. No subscriptions of any sort are to be sent to or generated by this list.
- 6.The Mailer shall mail only the sample mailing piece which has been approved by List Owner. The Mailer or its agents shall not transfer names or information to its own customer files or re-contact names derived from the mailing list, or provide the names for another to make such contact, without prior written approval of List Owner.
- 7.Upon completion of each one-time mailing, the Mailer shall immediately destroy all unused mailing labels, letters, envelopes, and other typed or printed matter that contain names and addresses supplied by the List Owner. List Owner mailing data stored in electronic form by Mailer for mailing purposes must be destroyed within 30 days of mailing.
- 8.The Mailer agrees that the list use conditions described herein shall apply to any present and future use of the mailing list.
- 9.List Owner reserves the right to “seed” their lists using decoy names to protect against unauthorized use.

Company Name

Contact Name

Title

Address

Signature _____ Date _____

Make a copy of this agreement for your records.

Questions? Call the USITT Member Services Director or Marketing Director at 800-938-7488.