



Chapter Mailing List Rental Rates, Terms, and Conditions

Rental Rates: Rental fee is \$100 for printed labels and \$200 for a digital data file. Fees are per one-time rental. Rentals are restricted to MPI Premier members in good standing.

List Composition: As of July 1, 2018, MPI Minnesota Chapter's member mailing list includes more than 400 meeting professionals, including hoteliers, décor companies, corporate and independent meeting planners, audio visual companies, DMCs, speaker and talent bureaus, transportation companies, production companies and much more. Mailing list excludes MPI Minnesota Chapter members who have indicated they do not want their address included.

Label Sort & Format: Labels are sorted by last name, first name unless Renter selects a different sort preference. Labels have a maximum of five (5) lines each. Digital data files are provided directly to Renter's mailing service; printed labels are mailed directly to the Renter.

Approval & Standards: MPI Minnesota Chapter reviews each mailing label rental request and reserves the right to decline any request that does not meet with its approval. To receive approval, the following criteria must be met:

1. Sample mailer (a rough draft or letter of explanation will do) must accompany the request.
2. Mailer and offer must comply with applicable laws and postal regulations.
3. Mailer may not carry any mention of or endorsement by MPI Minnesota Chapter.
4. Mailing must be for the direct benefit of only the Renter unless prior approval has been given.

Processing: Allow at least two (2) weeks for processing. In most cases, labels or data files are shipped within five (5) working days.

Payment: Rates are noncommissionable. Mailing labels or data files will not be prepared or shipped until payment has been made in full.

Terms: Mailing labels or data files provided to Renter or its selected mailing service by MPI Minnesota Chapter are for one-time use only and solely for the purpose listed by Renter on this form. Renter may not duplicate, reuse, sell or provide MPI Minnesota Chapter mailing labels or data to another party for any purpose. All Renters having contract rates must have signed agreements. Rates may be increased on 30 days' notice. Renters on contract are protected from rate increases for the duration of the contract. MPI Minnesota Chapter reserves the right to refuse or cancel any mailing label rental. Renter agrees to defend and indemnify MPI Minnesota Chapter against any and all liability, loss or expense incurred from claims of trademarks, trade names or patents, violations of rights of privacy and infringements of copyrights and proprietary rights resulting from Renter's use of MPI Minnesota Chapter's mailing labels or data.

Updated 9/28/18, effective 10/13/18.