

APA MAIL LIST RENTAL POLICIES

Please read these policies **BEFORE** placing your order.

1. APA's mail list may be rented for:
 - Promotional materials for workshops, short courses, and graduate programs relating to the planning field.
 - Promotional materials for publications related to the planning field.
 - Promotional materials for other products related to the planning field.
 - Announcements of job vacancies in the planning field.
2. APA's mail list **MAY NOT** be rented for:
 - Promotional materials unrelated to the field of planning, unless permission is granted by the Director of Marketing.
 - Surveys, unless permission is granted by the Director of Research.
3. All lists include contact name and preferred mailing address (home or work) only. Lists **DO NOT** include the contacts' phone, fax or email address.
4. All list orders **MUST BE SUBMITTED IN WRITING AND INCLUDE A SAMPLE** of the completed promotional piece for which the list is to be used.
5. APA reserves the right not to rent its mailing list. APA must review and approve sample mailing pieces. If there is a conflict with an APA sponsored program, the list will not be released. A 60-day blackout period exists before/after our annual National Planning Conference. Please check the website www.planning.org for conference dates.
6. Normal processing time for the list order is 5-7 business days from the receipt of the completed order form, payment and sample piece. Rush service is available for an additional fee of \$50. If requesting preliminary counts, please allow two business days for a reply. We limit preliminary counts to four per request.
7. APA does not allow its lists to be copied in any format. This includes adding APA's mail list information to a database.
8. The **NAME** of the American Planning Association — or **ANY** part of APA/AICP **CANNOT** be included in the promotional materials.
9. The **MINIMUM ORDER** for the APA mailing list is \$300. Orders with totals of less than \$300 will be charged the minimum of \$300.
10. All APA mail list orders must be prepaid with a credit card or check before delivery of the list can be made. **No exceptions will be allowed.**
11. Discounts of 15% will be allowed to registered list brokers.
12. We **DO NOT** offer "Nth" # select or key coding.
13. When purchasing standard lists and Interest Divisions, you must buy the **WHOLE** list.
14. APA Book Buyers list **CANNOT** be deduped against other lists.
15. APA **DOES NOT** provide usage information for our mailing lists.
16. APA **DOES NOT** provide merge/purge service on any of our mailing lists.
17. APA **DOES NOT** provide mailing labels, diskettes, CD-Roms, magnetic tapes, etc. All lists are emailed in the requested format to the contact email address listed on the order form.