AAPD Mailing List Rental

Requirements and Regulations

The American Academy of Pediatric Dentistry’s (AAPD) mailing list is one of the most cost-effective means of promoting your company to pediatric dentists and general dentists who treat children.

**Eligibility**
The AAPD mailing list may be rented by any **member** or **nonmember** mailing information that is relevant to the practice of pediatric dentistry.

**Format**

Self-adhesive mailing labels or electronic format – excel or CSV formatted files.

**Cost**
See attached pricing sheet (subject to periodic updates as determined by the AAPD)

**Turnaround Time**
Your order will be processed within 7-10 business days from the day we receive your mailing list contract. Labels will be sent via first class mail /USPS. Should you need rush delivery (two-day service, including overnight delivery), please provide your Fed Ex or UPS account number for this service. If you do not have this available to you, we will add $50 to the total cost of the label order.

**Legal Notice**
Labels are rented for one-time use **ONLY**. No retention or reproduction is allowed in any form. The AAPD's list is "seeded" with "dummy names" in order to monitor improper use. Please refer to the legal requirements specified in the rental agreement on the following page. Treat the list as confidential; do not place list rental in the ‘to’ line in an email

**Payment**
Full payment must be included with any list purchase. The AAPD will not process label requests until payment is received.

**Approval**
The AAPD retains the right to approve all list rentals based on a review of the materials to be distributed, its relevancy to pediatric dentistry, and the product or program that is being solicited. **A copy of the piece to be mailed must be included with the list order.**

Interested?

Please print and fill out the order form and contract and return it to the AAPD office.

Questions?

Any questions regarding the mailing list may be directed to **Membership at 1-312-337-2169, or membership@aapd.org.**

This agreement is subject to the following conditions:

1. This list is authorized for a **one-time use only** to mail the promotional or informational piece that was supplied for approval. The mailing list renter agrees that the promotional piece supplied for approval with this agreement is the piece(s) that will comprise the mailing. Upon delivery of the proposed mailing piece to the AAPD's membership, the list renter shall cease using the membership list.
2. The mailing list renter shall use the mailings lists and mailing labels provided by AAPD only for pre-approved promotional or informational mailings. The renter shall treat AAPD's membership list and all mailing labels as confidential information. The renter shall not under any circumstances sell, loan, or circulate such membership lists to any third party, or use such membership lists for any other purpose. The mailing list renter agrees that in utilizing AAPD membership list, he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form, by photocopying, electronic or any other means.
3. The mailing list renter agrees to reimburse the AAPD for all costs which the AAPD may incur in enjoining unauthorized parties from using the membership list in all cases where such unauthorized parties gained access to the membership through the renter listed above or any of the renter's agents or employees.
4. The mailing list renter represents and warrants that its mailing pieces are not defamatory, unlawful, and do not violate the copyright or other ownership rights of any other person, organization, or entity. The mailing list renter agrees to defend, indemnify and hold harmless the AAPD against any claim, cause of action, liability, loss, damage, expense or cost of defense in any way arising from a breach of this provision. The mailing list renter further agrees that this obligation shall survive the expiration or termination of this agreement.
5. In consideration for the use of all or part of the mailing list, the mailing list renter releases the AAPD and its officers, trustees, employees, agents, and affiliates from any and all liability whatsoever for inaccurate or incomplete information contained in the mailing list.
6. The mailing list renter agrees the AAPD will have the right to monitor the use of the membership list. **Unless expressly authorized in advance by the AAPD, you may not address the piece being mailed using “Dear Dr. \_\_\_\_” or otherwise imply that the AAPD endorses the material enclosed in the mailing or the products or services therein described.**

Signature below indicates complete acceptance of the above conditions and constitutes a contract between the AAPD and the above stated mailing list renter.

Mailing list renter signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing list renter printed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing list renter address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing list e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Return this agreement and materials to:

American Academy of Pediatric Dentistry

211 E. Chicago Ave. Suite 1600

Chicago, IL 60611

Attention: Label Request

Or Fax: 312-337-6329