

## ICAM Exhibitor Mail List Order Form

To order the AACSB International Conference and Annual Meeting mail list, please complete this form and the attached agreement and mail, email, or fax all 3 pages to AACSB International. AACSB International must approve all orders before processing. Note: Email addresses are NOT included.

Contact Name
Institution/Company
Phone Number
Fax Number
Email Address
Date of Mailing
Purpose or Description of Mailing <b>SAMPLE MUST BE ATTACHED</b>

I understand and agree that this list is for a one-time use. I acknowledge that I have received and read the attached AACSB Mail List Agreement and agree to abide by its terms.

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Signature/Title/Date

Effective 7/03  
Amended 1/08

## AACSB Mail List Agreement

1. \_\_\_\_\_, thereafter known as List Requestor, promises and unconditionally agrees that with regard to all uses of the AACSB International (List Owner) mailing list(s), that the List Requestor or his agents, employees, contractors shall not disclose, transfer, duplicate, reproduce, or retain in any form all or part of the list(s). The list(s) represents unique and confidential data and material.
2. The List Requestor promises and unconditionally agrees that AACSB International or the Association to Advance Collegiate Schools of Business shall not appear in any part of the mailing piece, and/or cover letters or any materials accompanying mailer/promotion piece other than reference to accredited status or an event, e.g. "at the recent AACSB Continuous Improvement Conference." Only schools that have achieved AACSB accreditation may make reference to their accredited status in the mailing.
3. The list is for one-time use, and said use shall be solely and exclusively for the agreed specific merchandise or service described in the sample mailing piece. AACSB shall have the ability to withhold permission for any reason it deems appropriate, in its sole discretion. The List Requestor is allowed to use the list for a single mailing solely. The List Requestor is allowed to use the list in merge/purge for the purpose of eliminating duplicate mailing names. AACSB International makes no warranties as to the accuracy of the list.
4. List Requestor agrees to submit to AACSB International for its approval, all materials to be mailed by the List Requestor to the names on the list. Exceptions are: magazines, annual reports or other official school publication from AACSB educational institution members. Once reviewed and approved by AACSB International, the latter will release the requested list to List Requestor, who shall not mail or otherwise provide to the names on the list any materials that have not been previously submitted to and approved by AACSB International. Failure of the List Requestor to adhere to these provisions shall be considered a breach of this agreement and shall discharge AACSB International from any further performance hereunder.
5. In using the list, List Requestor agrees not to duplicate, reproduce, or copy the list in any form or by any means, not to transfer, sell, loan, or otherwise provide the list to any other person or entity except as necessary to carry out the single use for which the list is being licensed. List Requestor shall not retain the list or any portion thereof after the mailing which is the subject of this Agreement and agrees to require any third parties to delete the list upon completion of the single use for which it has been licensed. The List Requestor may not enhance its house file or any other file by using the names, addresses, or any other information, where specific or inferred, obtained from the list. Retention of the list for coding enhancement, analysis, or any other purpose is prohibited.
6. The List Requestor, or its service organization, may not add email addresses and/or telephone numbers to the list, nor use it for email or telephone solicitations.
7. If, after AACSB International has sent the list to the List Requestor, or its designee, the List Requestor uses or suffers its agents, employees, contractors or anyone else who shall be given access to the list by the List Requestor to use the list contrary to the provisions of this Agreement, the List Requestor shall be held unconditionally responsible for any and all damages sustained by AACSB International.
8. The list will be selected according to the specifications of the Mail List Order Form. The list should be carefully checked by the List Requestor before use for any apparent discrepancies. No adjustments will be made after the list has been used by the List Requestor.
9. With respect to canceling orders, it is understood that the List Requestor must cancel orders in writing (fax or email) or by phone to AACSB International. Orders canceled after the list has been sent must be paid in full. List Requestor shall not disclose AACSB International as the source of the list or identify AACSB International in any manner in relations to the List Requestor's use of the list. List Requestor shall take all steps necessary upon use of the list to prevent the unauthorized use or disclosure of the list to any third party and ensure that all terms of the Agreement are adhered to by the List Requestor's employees, agents, representatives and brokers.

10. List Requestor shall indemnify, defend, and hold harmless AACSB International, its officers, directors, employees, and agents, and each of them, from any and all claims, actions, causes of action, demands, or liabilities of whatsoever kind or nature, including judgments, interest, attorneys' fees and all other costs, fees, expenses, and charges which AACSB International, its officers, directors, employees, and agents, and each of them, may incur arising out of any act or omission on the part of the List Requestor or any third party to which the list is distributed in the performance or breach of this Agreement.
11. The List Requestor may not assign any rights granted hereunder, and any such assignment without AACSB International's prior written approval shall be null and void.
12. Terms of payment are upon receipt of invoice.
13. This Agreement constitutes a contract made and entered into under the laws of the State of Florida, and for all purposes this Agreement and its ancillary documents shall be construed and governed in accordance with the laws of the State of Florida.
14. This Agreement cannot be terminated or modified to any extent except in writing signed by both parties hereto.

This Agreement must be signed by List Requestor:

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(Authorized Signature and Title)

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(Printed Name and Date)

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(Organization/Company Name)

Attach a copy of materials to be mailed and return a signed copy to:

Mail List Requests  
AACSB International  
777 South Harbour Island Blvd. - Suite 750  
Tampa, Florida, USA 33602

Fax: +1-813-769-6559

Email: [membership@aacsb.edu](mailto:membership@aacsb.edu) -- requests sent via email must include a scanned signature

You will receive a response to your request within 4 business days.