



**Minnesota Music Educators Association  
List Rental Agreement**

**Company Renting List:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of List Needed:** \_\_\_\_\_

\_\_\_\_\_

**Purpose of Mailing:** \_\_\_\_\_

\_\_\_\_\_

Rental of mailing lists is subject to MMEA's privacy policy, which is available at [www.mmea.org](http://www.mmea.org). MMEA will only provide the music educators name and school mailing address. *Email addresses will not be provided per MMEA's privacy policy.* MMEA retains the sole right to determine whether the purpose of the mailing is in accordance with the policy.

- Type of List Needed:**
- 3-up Peel-off labels (additional charges apply)
  - Comma Delimited file (\*.csv)
  - Microsoft Excel file (\*.xls)

- Order of Sort Needed:**
- Alphabetical by name
  - Alphabetical by school
  - Zip code
  - Other \_\_\_\_\_

**Price:** \$.40 per name (up to 200 names), \$.30 per name (201 names and up), plus tax. Additional charges apply for labels including shipping, material, and postage. Minimum charge of \$40.00.

**This agreement is subject to the following conditions:**

1. The mailing list renter agrees that she/he will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form whatsoever, including entering into electronic databases.
2. **The mailing list renter agrees that this list is for a single use only.** If the renter would like to send multiple mailings, the renter must rent the list multiple times.
3. The mailing list renter agrees to reimburse Minnesota Music Educators Association (MMEA) for all costs which MMEA may incur in prohibiting unauthorized parties from using the mailing list in all cases where such unauthorized parties gained access to the mailing list through the renter listed above or any of the renter's agents or employees.
4. MMEA may not be cited on any portion of the mailing piece.

Signature below indicates complete acceptance of the above conditions and constitutes an agreement between MMEA and the above or any of the renter's agents or employees. Any questions regarding the mailing list may be directed to 763/566-1460.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return this rental agreement to:**

MMEA, 6120 Earle Brown Drive, Suite 215, Brooklyn Center, MN 55430 or fax to 763/566-1578