

# Attendee File Order Form

## PFMA Expo

February 21- 22, 2024

To pre-order the attendee Excel file including attendees and exhibitors, all available contact information, phone, fax numbers and e-mail addresses, please complete the attached letter of agreement. **The attendee file is emailed out one week after the show.**

**Mail with \$195 payment to: PFMA, 2108A Silvernail Rd. #290, Pewaukee, WI 53072**

**E-mail order to: [sdow@wi.rr.com](mailto:sdow@wi.rr.com)**

### Attendee File Order Form

First Name:

Last Name:

Company:

Address:

City:

State:

Zip Code:

Check Payment of \$195 payable to PFMA Enclosed. Please charge \$195 to my:

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express **CVV Code #:**

**Card #:** **-****-****-****Exp. Date:**

**\*\*Note: +3.5% Credit Card Surcharge Applies**

**Credit Card Signature:** \_\_\_\_\_

#### Letter of Agreement

As an exhibitor in PFMA Expos, we recognize the value of a list of attendees visiting the show. We also recognize the merit of a limited use of this list from the PFMA's viewpoint. We agree to the following conditions:

1. The names and address information furnished by the PFMA will remain the property of PFMA
2. The list is provided on a rental basis for one year only.
3. A sample of the material to be mailed using this list will be submitted to PFMA, to be mailed only with PFMA's approval.
4. The names on the list shall not be disclosed, transferred, duplicated, reproduced, retained or resold by the undersigned exhibitor. None of the information contained on the diskette shall be copied or transferred to another file for use by anyone other than the undersigned company.
5. Upon completion of the one year, the undersigned may request a written one-year extension at no charge.

Further, the undersigned exhibitor agrees to indemnify and hold harmless PFMA from any and all claims, damages, losses or expenses foreseeable or unforeseeable. The exhibitor understands that PFMA is not responsible for the outcome of any mailing. PFMA's sole liability for any defect, substantial or otherwise, in the diskette information is limited to the rental fee for such defective data.

By signing this letter of agreement, the exhibitor attests to the fact that he or she has read it in its entirety and understand all provisions contained herein.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please reproduce on your company's letterhead and return to PFMA.**