



**WEST SHORE CHAMBER OF COMMERCE  
MEMBERSHIP LIST/LABEL ORDER FORM**

This contract/form must be used for rental of the West Shore Chamber of Commerce membership list for a one-time use. Please complete, sign and date this form, and fax it to the Chamber at 761-4315. Please allow three business days for processing each order and shipping time of an additional 3 to 5 days.

Member Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cost: \$0.10 per member name plus sales tax

Please check the membership choice:

- Entire Membership
- Customize by Business Categories
- Customize by Business Zip Code

Please check the preferred format:

- Mailing Labels (Includes contact name, company, and address)
- Electronically (Includes contact name, company, address, and phone)
  - Disk    Excel Spreadsheet

<b>Chamber Use Only</b>
Sample Approved By: _____
No. of Addresses: _____
Deliver Via: _____
Amount: _____
Invoice No: _____
Invoice Date: _____

**INCLUDE A SAMPLE OF YOUR INTENDED MAILING PIECE WITH THIS FORM.**

**AGREEMENT**

The rental of the Chamber's mailing list is subject to the following conditions, each of which is a material part of this Agreement.

1. Only an active member of the Chamber is eligible to rent the mailing list and therefore qualified to sign this contract.
2. The mailing list renter agrees that he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form whatsoever, including entering the list into an electronic database. Renter agrees to use the list one time with the approved materials.
3. The mailing list renter agrees to reimburse the Chamber for all costs which the Chamber may incur (including attorney fees) in enjoining unauthorized parties from using the membership list and in recovering damages sustained by the Chamber in all cases where such unauthorized parties gained access to the membership list through the renter listed above, either intentionally or unintentionally, or through any of the renter's agents or employees. Renter further agrees to indemnify and hold the Chamber harmless from any claim, demand, or suit regarding the use or misuse of the mailing list by renter or by any person or entity coming into possession of the mailing list renter, whether intentional or unintentional and whether authorized or unauthorized.
4. The mailing list renter agrees the Chamber will have the right to monitor the use of the mailing list.
5. The mailing list renter agrees that prior to receiving the membership list from the Chamber he/she will forward to the Chamber copies of all materials, which will be mailed to the names on the requested mailing list. The Chamber has the absolute right to deny rental of the list based on a review of the materials to be distributed to the names on the list. The renter understands that the Chamber approval of the mailing materials does not constitute endorsement of the materials.
6. Email addresses of Chamber members will not be given to the renter. The renter's signature below indicates complete acceptance of the above conditions and an intention to be legally bound, and constitutes a contract between the West Shore Chamber of Commerce and the above stated mailing list renter.

Authorized Mailing List Renter: \_\_\_\_\_ Date: \_\_\_\_\_