

Park City Chamber & Visitors Bureau

Membership Mailing List Request & Data Use Agreement

As a member benefit, the Park City Chamber & Visitors Bureau (PCCVB) offers our **Membership Mailing List** at no charge to current member businesses in good standing. The value of the full mailing list is \$750-\$1,000.

The Membership Mailing List is provided as an Excel spreadsheet and consists of member business names and mailing addresses only. The list is provided for the sole purpose of mailing a single piece of promotional collateral through the US Postal Service. If you wish to obtain a Membership Mailing List for another purpose, we are happy to review your request on an individual basis. The PCCVB *does not* provide email addresses or contact information for individuals.

TERMS & CONDITIONS

1. All requests for Membership Mailing Lists must be submitted on the Membership Mailing List Request & Data Use Agreement form. A new form must be submitted each time a mailing list is requested. PCCVB reserves the right to limit the number of mailing lists provided to a single member.
2. Mailing lists are valid for a one-time use only and must be used within 30 days of receipt.
3. PCCVB reserves the right to approve the purpose of each mailing and may request a sample copy of the mailing piece before providing mailing list.
4. Mailing lists may be used ONLY for the purpose stated on the request form. No other use is permitted.
5. Requester may make no claims that the mailing is in any way endorsed or distributed by PCCVB.
6. PCCVB reserves the right, in its sole discretion, to deny any request which may conflict with PCCVB values, mission or required member etiquette.
7. The Requester shall treat PCCVB's membership list as confidential information. Requester agrees that he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form, by photocopying, entering into a database, or otherwise duplicating by any means. Under no circumstances may any part of the list be sold, traded, loaned or circulated *in any way*. Lists must be deleted or shredded within two weeks after an approved use. PCCVB reserves the right to monitor the use of the membership list.
8. The Requester agrees to reimburse PCCVB for all costs which PCCVB may incur from unauthorized parties using the membership list, where such unauthorized parties gained access to the membership list through the Requester or any of the Requester's agents or employees.

Please note: PCCVB relies on self-reported member information for addresses and PCCVB makes absolutely NO GUARANTEES or claims about the accuracy of mailing lists or deliverability of addresses on the list. The greater Park City area has many physical addresses that are undeliverable, and PCCVB **STRONGLY** recommends that a professional mailing bureau is used to reduce the number of undeliverable pieces. If Requester wishes to self-mail, PCCVB's bulk mail stamp may be used. Please call for details prior to printing your mailer. Please schedule use of the PCCVB postage machine at least

48 hours in advance and plan to provide an employee to operate the machine, as well as a check or credit card to pay for postage.

I understand and agree to abide by the Terms and Conditions stated.

Company/Organization: _____

Signature: _____ Title: _____

Mailing List Information

Requester's Name: _____

Requester's Title: _____

Requester's Phone: _____

Requester's Email: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Business Website: _____

Describe how you intend to use the mailing list: _____

Describe your promotion: _____

We may be able to generate a focused list, depending on your specific needs. If you would like a focused list, please describe your target audience &/or what you need (lodging businesses, real estate companies, businesses located in Kamas): _____

Please allow 5-10 business days for receipt of Membership Mailing list. Additional processing time may be required for specific lists. Please be prepared to submit a copy of your mailer for review if requested.

**Please print, complete, sign and email the completed form to
Membership@VisitParkCity.com**