



ASPEN25 Attendee Mailing List Request Form

Terms for Approval: Services must be used to promote a product or service exhibited at ASPEN24. Email addresses will not be released directly to exhibitors/sponsors. E-blast orders are deployed on your behalf. Physical address mailing lists are sent in an electronic file. A copy of your promotion must be submitted electronically in a PDF for mail pieces or an HTML for e-blasts to valeriem@nutritioncare.org. Your promotion must be pre-approved by ASPEN. Attendee list rental fees apply per usage. You must rent the list(s) for each mailing and or email blast.

Company Name _____	
Contact _____	Both Number _____
Address _____	City, State, Zip _____
Phone _____	Email _____

List Rental Type:

- Pre-Show Mailing List - \$750 (*List provided final promotion approval - NO EMAIL ADDRESSES*)
- Pre-Show E-blast - \$2,500 (*One-time HTML e-mail blast; exhibitor supplies content and design*)
- Post-Show List - \$2,500 (*One-time HTML e-mail blast; exhibitor supplies content and design*)

Payment:

Full payment is required prior to the order being fulfilled. Order cancellation is subject to a \$50 administrative fee. No refunds will be given once the mailing list or e-blast has been deployed. Checks should be made payable to ASPEN and sent to the address below. The undersigned authorizes ASPEN to charge credit card for the amount indicated.

Card Type: Visa MasterCard American Express Discover CHECK

Card Number: _____ Expiration Date: _____

CVV# (3 or 4 digit number on back of card): _____ Name on Card: _____

Signature _____ **Date** _____

Submissions for approval are due no later than Friday, March 7, 2025 to ensure the preferred deployment date is available. Eblasts must be submitted 72 hours prior to target deployment date.

Please return form to: Valerie Mickiewicz, MPA
Manager, Development and Strategic Partnerships
Phone: 301.920.9155 | Email: valeriem@nutritioncare.org
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