



**List Rental Form  
Pre-Convention Attendee List  
(2023 Exhibitors Only)**

American Association of Equine Practitioners  
4033 Iron Works Parkway  
Lexington, KY 40511  
(800) 443.0177/ (859) 233.0147  
Fax: (859) 233.1968  
[www.aaep.org](http://www.aaep.org)  
aaepoffice@aaep.org

**Please Note:**

- All rental forms must be completed and returned to AAEP no later than **October 23, 2023**. After this date, this list rental form is null and void.
- Lists will be sent the *week* of October 30, 2023, to the email address provided below.
- All list rentals are subject to AAEP staff approval.
- All lists are formatted as a Microsoft Excel file.
- All orders must be paid in full before lists are sent and are non-returnable/non-refundable.

**A. Contact Information**

Contact Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St/Prov. \_\_\_\_\_ Zip/Postal \_\_\_\_\_  
Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**B. Description and Sample of Mailing** (Please Note: *This is required.*)

Describe your intended communication below AND attach a Sample for review by AAEP staff.  
Attach additional sheet if necessary. \_\_\_\_\_

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**This list will be used for distributing:**

- Educational Materials
- Product Information/Sales
- Association/Organization Information
- Media (subscription or advertising information)
- Other: \_\_\_\_\_

**C. Payment**

Total List Amount **\$350.00**

Method of Payment

- Check Enclosed/Check Number \_\_\_\_\_

- Credit Card: (circle one)

MasterCard      AMEX Visa      Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

**D. List Rental Rules: *Please read the following policies closely and sign below that you agree to the following:***

**The undersigned agrees:**

- he/she is the duly authorized representative of the Renter and that use of this list is for the above-described mailing;
- the information in this list will be used one time then destroyed or properly discarded;
- said approved mailing will be sent within two months of receipt of this order;
- as this list is the property of the AAEP, it will not be duplicated, transferred, or sold to a third party or used for any purpose other than the expressed intent in part or in whole; and
- the AAEP's name or logo will not be used on the Renter's mailing unless with the AAEP's prior written approval.

I understand that violations of this agreement may constitute grounds for forfeiture of fees paid, cancellation of membership, refusal of current or future advertising, exhibiting or sponsorship agreements or denial of any future rental requests as well as all other rights and remedies permitted by law. I hold harmless and indemnify and release AAEP, its officers, directors, employees, agents or others acting on behalf of AAEP from any, and all liability arising out of Renter's use of this list or any name or address listed therein.

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**Applicant's Signature**

**Date**

Questions? Contact Kristin Walker at (800) 443-0177 or [kwalker@aaep.org](mailto:kwalker@aaep.org)