



MAILING/ATTENDEE LIST DISTRIBUTION POLICY

[ADOPTED 1.17.09]

We recognize the value for our vendors in reaching key audiences at RIITA events. We view this as an important educational opportunity for companies to share information about new products and services that can benefit the telecom industry in Iowa. We also respect the privacy of our members and attendees participating in events sponsored and hosted by the organization. When possible, attendees will be afforded the opportunity to opt out of any distribution list.

ASSOCIATE MEMBERS

Associate members of RIITA may request up to two mailing lists from RIITA annually, which will be provided on a complimentary basis as part of their membership benefits. The mailing list will be distributed electronically. Associate members can request a segmented list [TBD - i.e. managers only; entire database; zip code]. Email addresses will not be included.

ANNUAL CONFERENCE

For associate members and vendors participating as exhibitors at the annual conference, a preliminary set of mailing labels of pre-registered attendees will be distributed one week after the early bird cut-off date. Email addresses will NOT be included. The labels will be distributed electronically to the contact person noted on the exhibitor contract and good for one time distribution only [Note: the list will be seeded with names/addresses to ensure this policy is adhered to.] Due to the nature of how attendees are registered, particularly telecom board members, it is possible that a number of direct mail pieces will be delivered to one location. The general manager will have the responsibility and/or option to distribute the information as he/she sees fit.

A post-conference mailing list of all registered attendees will also be provided to exhibitors within two weeks of the close of the conference.

ATTENDEE LIST

An attendee list [including name, title/position, company, city/state] in alpha order by company will be distributed at the conference to all registered attendees, including exhibitors.