DDW® Registration Mail Label Order Form

DESCRIPTION

DDW® mailing labels are the physical mailing addresses given to DDW when an attendee pre-registers for the meeting. There are approximately 3,500-11,000 registrants on the list depending on the type of list ordered and when the labels are ordered. Email addresses are not offered. Please see the DDW promotional opportunities page on ddw.org for email opportunities. **DDW will offer the mailing list in a comma delimited Excel file and will only send to bonded mailing houses.**

RULES AND REGULATIONS

- The list will be rented only for the promotion of programs, services and products offered at DDW of direct interest to gastroenterologists, physicians, or biomedical researchers attending DDW.
- DDW Administration reserves the right to decline list rental to any organization for any use it deems inappropriate.
- DDW Mailing Lists are not available to other parties than DDW exhibitors or third party vendors, such as marketing or advertising firms.
- DDW Administration gives the option to DDW attendees to "opt-out" of being placed on the DDW Mailing List when registering.
- All mailings must follow the DDW Exhibitor policies, which can be found at www.ddw.org.
- Any mention of Digestive Disease Week or DDW must be followed by a registered trademark symbol "®".
- Those hosting a Satellite Symposia or Product Theater will receive one complimentary list. All subsequent lists will have a 50 percent discount.
- **The list is for one-time use only. Multiple use of the list or use of the list anything other than the approved piece will result in loss of priority points.**

APPROVAL POLICY

A copy of the mailing piece must be reviewed and approved by DDW Administration prior to the release of the list. Please send a PDF copy of the mailing piece along with this form to cadams@gastro.org. DDW Administration is not responsible for fees accrued if edits must be made following submission of the proof.

PLEASE FILL OUT THIS PORTION COMPLETELY

LIST TYPE (Check one):

□ 2013 Final Attendee List - Orlando - **$500**
□ 2014 Final Attendee List - Chicago - **$500**
□ 2015 Early Bird List (Available Jan. 12-April 10, 2015) - **$750**
□ 2015 Pre-Registration Attendee List (Available April 13-May 1, 2015) - **$1,000**
□ 2015 Post Show Attendee List (Available May 20, 2015) - **$1,500**
□ I would like a limited PDF copy of the above list sent directly to me. The PDF will include name, title, degree, institution name, state, and country only. **(50% of above fee)**

GEOGRAPHICAL AREA (Check one):

□ Entire List
□ U.S. Only
□ North America (U.S., Canada, Mexico)
□ International Only

LIST TYPE (Check one):

□ Alphabetical Order by Last Name
□ Country, Postal Code Order

Exhibitor Information:

Company _____

Contact Name _____

Phone _____

Email _____

Bonded Mail House Information:

Company _____

Contact Name _____

Phone _____

Email _____

PAYMENT METHOD

□ Check (made payable to DDW Administration, P.O. Box 758880, Baltimore, MD 21275-8880)
□ Wire transfer (contact Chris Adams at cadams@gastro.org directly for banking information)
□ Visa □ Master Card □ American Express

Credit Card Number _____ Expiration Date ___ / ___

Name as it appears on card: _____ Cardholder Signature: _____