

## CRITERIA FOR USE OF THE GUILD'S DATABASE\*

1. This data is for use by members of Handbell Musicians of America (the Guild) in good standing only.
2. All names purchased / rented for use via labels, lists or data files will be for **one-time only use**. Names may not be reproduced or sold in any way.
3. Each additional use of names requires a separate application.
4. The Guild retains the right to refuse rental of labels to any party.
5. All names and addresses remain the property of the Guild. Any purchaser for use has no proprietary right over names and addresses.
6. All requests must be made a minimum of three weeks prior to mailing date.
7. Handbell Musicians of America will only rent labels for promoting handbells or handbell-related equipment, handbell music and handbell events.
8. **The user must include the Executive Director and the Membership Director,** Handbell Musicians of America, National Office, 1055 E Centerville Station Road, Dayton, OH 45459 when the actual mailing takes place.
9. All lists will be seeded. Extra coded names will be added to the list to ensure that the list is not used improperly.
10. All purchase / rental of names for use must be through the National Office. Areas, Area Leaders and / or officers are not authorized to rent out names.

\*It is the stated policy of Handbell Musicians of America not to provide email address of our membership. To request an electronic copy of the Event Marketing Policy Explanation please email [membership@AGEHR.org](mailto:membership@AGEHR.org).



# Request for Label Purchase from Handbell Musicians of America

Handbell Musicians  
OF AMERICA

Please provide the following information: Member # \_\_\_\_\_

Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### LABELS REQUESTED:

Zip Codes (***list range***) \_\_\_\_\_

-or-

AGEHR Area(s) \_\_\_\_\_

-or-

States (list) \_\_\_\_\_

TYPE OF LABEL:  One-up printed     Data File – Text, Tab-delimited     Excel file

Please attach a sample copy of the item to be mailed. Return with **at least 3 weeks lead time** to:

Guild Labels  
Handbell Musicians of America  
1055 E Centerville Station Rd  
Dayton, OH 45459

(800) 878-5459 / Fax: (937) 438-0434 / membership@agehr.org

By requesting these labels you affirm that you have read the criteria for usage on this application and agree to the conditions as they are presented.

PAYMENT: I have included a check. \_\_\_\_\_ I want to use my Visa / Mastercard to pay. \_\_\_\_\_

Visa or Mastercard # \_\_\_\_\_ Expiration Date \_\_\_\_\_

3 Digit Security Pin (on back of Card): \_\_\_\_\_

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)

-- one time use only --

### Label Prices

One-up labels: \$0.18 per name    Data files: \$0.08 per name

Sort fee: minimum fee is \$5.00—additional fees may apply if multiple zips or states are requested.

HIC Members 25% Discount

DATA IS AVAILABLE FOR PURCHASE BY MEMBERS ONLY.

RECEIPTS AVAILABLE FROM MEMBERSHIP RECORD FOR DOWNLOADING ONCE PROCESSED.