

# HD Boutique

exposition & conference

## Pre Show Attendee Mailing List

The Pre Show Attendee Mailing List WILL NOT be sent directly to any exhibitor; you must go through the official HD Boutique mailing house. Lists can NOT be sent to your own bonded mail house.

The use of the pre show attendee list is free, however all mailing services will be at the exhibitor's expense. Please complete this form and fax to Carol Kane at 770-448-2069 or email carol@offsetatlanta.com. Offset Atlanta will contact you directly with pricing information and further instructions. \* **Please note that you must have been paid in full for your booth space in order to use the list.**

Offset Atlanta is also a full service printing company. If you have artwork already completed, they can **print and mail** within a short timeframe

Company Name \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Dimensions: \_\_\_\_\_  PC  Tri-fold Self-mailer  #10 Envelope w/insert

Mailing Class:  1st Class  Standard, Do you want to mail foreign?  Yes  No

Date materials will arrive at mail house: \_\_\_\_\_

Projected Mail Date: \_\_\_\_\_ Targeted In-home date \_\_\_\_\_

The mailhouse requires full payment for all services before your mailer drops. The postage amount must be paid **by check made out to US Postmaster** and must be received before the drop date.

Please sign below confirming that you understand the conditions of using the pre show mail list:

X \_\_\_\_\_

**Contact: Carol Kane carol@offsetatlanta.com or 770-448-2765 ext. 221**