



Eblast Event Promotion Agreement

AIA Potomac Valley is a local chapter of the American Institutes of Architects (AIAPV). We maintain a mailing list of approximately 1,800 architects and associated design professionals and, in some instances, will enable you to promote your event through a direct electronic communication to our distribution list. While the message's content will be yours, AIAPV will process and send the communication.

Order Information

All orders must be accompanied by a completed order form, payment, and either text with images or HTML coding. Please allow 5 business days for fulfillment, following receipt of your order and approval of promotion materials.

Terms and Conditions

- Open to event announcements relevant to the architectural community
- Eligible events include Educational programs (with or without CE credit) and Non-Educational events
- Material is subject to editorial review
- Limit of one event promotion per month
- Allow 5 business days for receipt of order
- Order must be pre-paid
- Full refund for orders cancelled up to 2 days prior to eblast mailing, minus a \$10 processing fee
- For rush orders less than 5 days, add \$50

Pricing

- AIAPV Members / AIAPV Allied Members: \$125 per mailing
- Non-Members \$225 per mailing

Eblast Distribution Policy

AIAPV reserves the right to review all information to be sent to individuals and organizations on its mailing list and to reject orders that do not meet with the standards and the mission of AIAPV. Each order will be reviewed to determine if the event materials to be distributed will in some way benefit AIA members and the field of architecture. Materials shall not imply AIAPV's support or endorsement.

We agree to the eblast promotion agreement and charges as stated in the above listed conditions and instructions.

Signature of authorized representative _____ Date _____

Name & Title (Please Print) _____

Organization _____



Potomac Valley

AIAPV Eblast Event Promotion Order Form

Date of Order: _____ Date of Mailing: _____

Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____

Email: _____

Payment Type: _____ Visa _____ MasterCard _____ American Express

Credit Card Number: _____

Name on Credit Card: _____ Exp. Date _____ 3-Digit Code _____

Billing address: _____

(Choose one):

(Choose one):

_____ AIAPV member rate (\$125)

_____ Rush delivery – less than 5 business days (add \$50)

_____ Non-member rate (\$225)

_____ Normal delivery – allow up to 5 business days (N/C)

Please email completed agreement and applicable digital files to Pam Rich at pam@aiapv.org.

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