

lightfair®



ATTENDEE LIST ORDERING INFORMATION

EMAIL BLAST:

- The email blast is for one-time use only.
- The email blast system is limited to sending *one* email per day from all participating exhibitors. Scheduling for all emails is on a first-come-first-served basis.
- Email lists will not be sent directly to exhibitors. CDS-XPress Exhibitor Emails will act as the bonded email house for all email lists.

ATTENDEE PREVIEW LIST:

- Exhibitors can download the preview list *one time*.
- This list does not include email addresses or physical address.
- Fields included on the preview list:
 - First & Last Name
 - Phone Number
 - Company
 - Registration Class
 - Demographics

TERMS & CONDITIONS

This attendee list is for a one-time use only; you shall not duplicate, transfer, or reproduce the list or information in any form whatsoever, and you will use reasonable measures to prevent any third party duplication, reproduction or transfer. You understand that any unauthorized usage will result in denied access for future use of attendee lists; You understand that any unauthorized usage will cause immediate and substantial damage to Lightfair®; You will report any breach or suspected breach of data confidentiality to Lightfair® immediately.

You agree that this list is for one-time use only to promote your participation at Lightfair® by sending an email blast through the CDS XPress Leads web tool or by contacting attendees.

800-746-9734 7 Technology Park Drive Bourne, MA www.cdsreg.com

Order List and Email

Log into the portal to purchase and manage lists: <https://www.xpressleadpro.com/oal/public/home/lite0523>

Step 1: Choose company

Step 2: Choose either:

Preview list - \$250

- Make payment
- Download the attendee preview list

Email blast - \$350

- Make payment
- Receive confirmation email with Exhibitor Email link
- Create email in Exhibitor Email program
- Choose date to launch email

Questions?

Contact Nicole Hutchison
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