

## Promotional Bag Inserts Insertion Order

Company \_\_\_\_\_

Name of contact person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Should invoice be sent to contact person?** Yes No *If no, please specify billing information:*

Send invoice to \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Annual Conference bag insert specifications

**Cost:** \$2,050

**Quantity due:** 8,000

**Due to fulfillment house:** September 27, 2019

**Shipping instructions:** Nashville, TN (exact location TBD)

**Insert guidelines:** The overall size of the bag is 13" high x 10" wide x 7" deep; all inserts must easily fit within the size guidelines as multiple inserts will be included in the conference bag.

**Insert examples:** 8-1/2" x 11" flyers, small catalogs, postcards and premiums.

### Important deadlines

**September 6, 2019:** Bag insert reservation due

**September 13, 2019:** Submit bag insert draft to Julia Minano at [JMinano@naeyc.org](mailto:JMinano@naeyc.org) for content approval by NAEYC

**September 27, 2019:** Your inserts are due at the fulfillment house. Submit tracking details upon shipping to [JMinano@naeyc.org](mailto:JMinano@naeyc.org)

### Payment method

**For payment by check:** Make check payable to NAEYC with invoice # on check

**For payment by credit card:** Contact Julia Minano at 202-350-8880

**Mail Checks To:** NAEYC  
P.O. Box 97156  
Washington DC 20090-7156

**Email completed form to:**  
[JMinano@naeyc.org](mailto:JMinano@naeyc.org)

***All dates are tentative and subject to change.***