# 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:** **August 24, 2020**

**Shipping instructions:** (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

**July 31, 2020:** Bag insert reservation due

**August 7, 2020:** Submit bag insert artwork to advertising@naeyc.org for content approval by NAEYC

**August 24, 2020:** Your inserts are due at the fulfillment house. Submit tracking details upon shipping to advertising@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

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