

## Bag Insert Advertisement Reservation Form

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

Street \_\_\_\_\_

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

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

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

If invoice should be sent to someone besides the contact person, please specify below:

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

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

**Cost:** \$2,200

**Quantity due:** 7,000

**Due to fulfillment house:** September 25, 2026

### Bag Insert Specifications

**Ship inserts to:** Tray Inc.

ATTN: NAEYC Bag Inserts

810 Cromwell Park Drive

Ste A

Glen Burnie, MD 21061

**Insert guidelines:** Maximum size is 8.5"x11".

If potential insert is larger than the provided sizing guidelines, please contact [advertising@NAEYC.org](mailto:advertising@NAEYC.org) for approval.

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

### Important Deadlines

**August 28, 2026:** Bag insert reservation due. Email completed form to [advertising@NAEYC.org](mailto:advertising@NAEYC.org).

**September 4, 2026:** Submit bag insert draft to [advertising@NAEYC.org](mailto:advertising@NAEYC.org) for content approval by NAEYC.

**September 25, 2026:** Your inserts are due at the fulfillment house. Submit tracking details to [advertising@NAEYC.org](mailto:advertising@NAEYC.org).

*\*Please note: Inserts that arrive after this date may not be included in attendee bags.*

### Payment Method

An invoice will be delivered to contact person via email. Payment is required within 30 days of receiving the invoice or by August 28, 2026, whichever date comes first.

**Credit Card:** Follow the link received with the invoice.

**Check:** Make check payable to NAEYC with invoice # on check.

Mail to P.O. Box 96261, Washington, D.C. 20090-6261.

**ACH/Wire:** Request information from [advertising@NAEYC.org](mailto:advertising@NAEYC.org).

**Cancelleds cannot be accommodated after August 1, 2026.**

Questions? Contact [advertising@NAEYC.org](mailto:advertising@NAEYC.org) • All dates are tentative and subject to change