

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: \$2,000

Quantity due: 7,000

Due to fulfillment house: October 6, 2022

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

September 15, 2022: Bag insert reservation due

September 15, 2022: Submit bag insert draft to Codi at advertising@naeyc.org for content approval by NAEYC

October 6, 2022: Your inserts are due at the fulfillment house. Submit tracking details upon shipping to @naeyc.org

Payment method

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

For payment by credit card: Contact Nykki Lawrence at 202-350-8829

Mail Checks To: NAEYC
P.O. Box 96261
Washington DC 20090-6261

Email completed form to:
advertising@naeyc.org

All dates are tentative and subject to change.