

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: \$2,100 **Quantity due:** 7,000 **Due to fulfillment house:** **September 29, 2023**

Shipping instructions: Tray Warehouse
ATTN: NAEYC Bag Inserts
798 Cromwell Park Drive Suite M
Glen Burnie, MD 21061

Insert guidelines: Maximum size is 8-1/2" x 11". All inserts must easily fit within the size guidelines as multiple inserts will be included in the registrant bag. If potential insert is larger than the provided sizing guidelines, please contact advertising@naeyc.org for approval.

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

Important deadlines

September 8, 2023: Bag insert reservation due
(Email completed form to advertising@naeyc.org)

September 15, 2023: Submit bag insert draft to advertising@naeyc.org for content approval by NAEYC

September 29, 2023: 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
Mail to P.O. Box 96261, Washington, D.C. 20090-6261

For payment by credit card: Contact Codi Trump at (202) 350-8906