

June 2-5

NEW ORLEANS, LA

#naeycINST



naeyc
Institute



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 _____

Professional Learning Institute bag insert specifications

Cost: \$650

Quantity due: 2,000

Due to fulfillment house: **April 26, 2024**

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 Codi Trump at ctrump@naeyc.org for approval.

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

Important deadlines

April 1, 2024: Bag insert reservation due
(Email completed form to advertising@naeyc.org)

April 8, 2024: Submit bag insert draft to advertising@naeyc.org for content approval by NAEYC

April 26, 2024: Your inserts are due at the fulfillment house. Submit tracking details upon shipping to Codi Trump at ctrump@naeyc.org.

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

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

Questions? Contact Codi Trump at ctrump@naeyc.org • All dates are tentative and subject to change.