

**2018 Annual Conference | November 14-17, 2018 | Washington, DC**  
**Promotional Bag Inserts Insertion Order**

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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 \_\_\_\_\_

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**Annual Conference bag insert specifications**

**Cost:** \$1,900

**Quantity due:** 8,000

**Due to fulfillment house:** October 5, 2018

**Shipping instructions:** Washington, DC (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 10, 2018:** Bag insert reservation due

**September 17, 2018:** Submit bag insert draft to Dylan Meyer at [dmeyer@naeyc.org](mailto:dmeyer@naeyc.org) for content approval by NAEYC

**October 5, 2018:** Your inserts are due at the fulfillment house. Submit tracking details upon shipping to [advertising@naeyc.org](mailto:advertising@naeyc.org)

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**Payment method**

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

**For payment by credit card:** Contact Dylan Meyer at 202-350-8832

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**Mail Checks To:** NAEYC  
P.O. Box 97156  
Washington DC 20090-7156

**Email completed form to:**  
[dmeyer@naeyc.org](mailto:dmeyer@naeyc.org)

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