

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 _____

Bag Insert Specifications

Cost: \$2,200

Quantity due: 7,000

Due to fulfillment house: **September 15, 2025**

Shipping instructions: Tray Inc
ATTN: NAEYC Bag Inserts
810 Cromwell Park Drive
Ste A
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

August 22, 2025: Bag insert reservation due. Email completed form to advertising@naeyc.org.

August 29, 2025: Submit bag insert draft to advertising@naeyc.org for content approval by NAEYC.

September 15, 2025: Your inserts are due at the fulfillment house. Submit tracking details to Codi Trump at ctrump@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 kindly requested within 30 days of receiving the invoice.

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 Codi at ctrump@NAEYC.org.