



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 _____

Institute bag insert specifications

Cost: \$500

Quantity due: 2,000

Due to fulfillment house: May 16, 2018

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

April 27, 2018: Bag insert reservations due

April 30, 2018: Submit bag insert draft to Dylan Meyer at dmeyer@naeyc.org for content approval by NAEYC

May 16, 2018: Your inserts are due at the fulfillment house. Submit tracking details upon shipping to advertising@NAEYC.org

For the 2018 Institute only, ship your inserts to:

NAEYC - CSA
1313 L St NW
Washington, DC 20005

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

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

Email completed order form to:
dmeyer@naeyc.org

All dates are tentative and subject to change.