

## Conference Bag Inserts

### Deadlines:

Due Date	Task	File Type	Where to Submit	Upload Instructions
Friday, March 3, 2023	Artwork due to DDW for approval	PDF  Insert must be 8.5" x 11" and can be double sided.	Email to your account manager.	Please send the artwork as an attachment.
Friday, March 3, 2023 - Thursday, April 27, 2023	Create your virtual conference bag insert	Online	You will receive an email from our vendor inviting you to create your insert.	
Thursday, April 27, 2023	Send 12,500 printed inserts to Advanced Warehouse	Printed Insert  Insert must be 8.5" x 11" and can be double sided.		Use the shipping label provided by Show Management.  Email tracking information to your account manager.

If inserts are not sent to the warehouse by the due date, they will not be included in the conference bag. Refunds will not be issued due to late inserts.

### Contact:

#### Companies #-G:

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