



November 4-6, 2019

New Orleans Marriott | New Orleans, LA

www.IndustrySummit.com

BAG INSERT INFORMATION & FORM

DUE BY OCTOBER 25, 2019

Insert Quantity: 600

Bag Insert Information & Exclusivity

Industry Summit provides many great sponsorships that are exclusive to the conference. Sponsors providing a bag insert **must not conflict with the exclusive sponsorship items** that are listed below. All bag inserts must be pre-approved by show management by completing the Bag Insert Information and Tracking Form on the next page.

- Pens
- Lined Notepad
- Water Bottle
- Lanyards
- Tote bag

Tips to a Successful Bag Insert

Follow these helpful tips to ensure your bag insert makes it in the show bag.

1. Your boxes should contain the bag insert item only. Do not pack other items in these boxes.
2. Label every box with the bag insert label provided on the next page.
3. Address your bag inserts to "Show Management – Marguerite Hoffman" and use the shipping address below.
4. Ship your bag insert boxes separate from your exhibitor items. (i.e. Do not shrink wrap them on a pallet with your exhibitor items.)

Ship your bag inserts to the Shepard Advance Warehouse between **October 4, 2019 -October 28, 2019**.

5. .
DO NOT SEND DIRECT TO SHOW SITE- your items will not make it in the show bag.
6. Complete the bag insert information and tracking form by October 28, 2019

Shipping Address

All bag insert items must arrive at the Shepard Advance Warehouse **between October 4, 2019 -October 28, 2019**.

DO NOT SHIP DIRECT TO HOTEL - your items will not make it in the show bag - they will be refused and sent back to your office or promotional provider. Be sure to label each box with the label provided on the next page.

SHIP TO: Show Management – Marguerite Hoffman
Industry Summit 2019
Bag Inserts / Company Name
C/O Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

Bag Insert Tracking: **DUE BY OCTOBER 28, 2019**

- Your sponsorship includes **ONE APPROVED** item to go into the attendee bags.
- Your bag insert item must be approved by show management.
- The bag insert box should contain your bag insert item only and **EXCLUDES** any booth materials, notebooks, pens, bottled water and extremely heavy items or large brochures.

DUE BY OCTOBER 28, 2019 **Insert Quantity: 600**

Complete the tracking form online form by accessing the following link.

Click here: <http://www.123formbuilder.com/form-4006150/2019-industry-summit-bag-insert-form>

Industry SUMMIT

BROUGHT TO YOU BY **F&I** **Showroom** **auto**dealer

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BAG INSERT SHIPPING LABEL

Tape the label to your box(es) in addition to the label provided by your carrier. Make multiple copies for multiple boxes.

SHIPPING DEADLINE: BETWEEN OCTOBER 4, 2019 - OCTOBER 28, 2019

SHIPMENT MUST GO TO SHEPARD EXPOSITION SERVICES ADVANCE WAREHOUSE



BAG INSERTS

TO: Show Management – Marguerite Hoffman

Industry Summit 2019
C/O Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

FROM: _____



Your Contact for This Item
Marguerite Hoffman, Event Manager
Marguerite.Hoffman@bobit.com
(310) 717-0633