Attendee Bag Insert Information

**DEADLINE: April 15, 2022**

**Insert Quantity: 600**

**Bag Insert Information & Exclusivity**

Agent 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
* Bottled Water
* Lanyards
* Cigars
* Tote bag
* Cups

**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” 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.)
5. Ship your bag inserts to the Shepard Advance Warehouse between April 15- May 9, 2022. DO NOT SEND DIRECT TO THE HOTEL - your items will not make it in the show bag - they will be refused and sent back to your office or promotional provider.
6. Complete the bag insert information and tracking form by April 15, 2022.

**Shipping Address**

All bag insert items must arrive at the Shepard Advanced Warehouse between April 15- May 9, 2022

DO NOT SEND 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.

**TO: Show Management**

Agent Summit
**Bag Inserts / [C.N.A. National Warranty Corporation]**

C/O Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

(DO NOT SHIP TO THE HOTEL)

# Attendee Bag Insert Form

**Insert Quantity: 600**

**DEADLINE: April 15, 2022**

|  |  |
| --- | --- |
| **600px-Stopsign** | This form is available online.**Submit Online: https://tinyurl.com/2p8neevm** |

**YOUR CONTACT FOR THIS ITEM:**  Marguerite Hoffman, Marguerite.Hoffman@bobit.com , 310-717-0633

# Attendee Bag Insert Shipping Label

Tape the label to all boxes in addition to the label provided by your carrier. Make multiple copies for multiple boxes.

**SHIPPING DEADLINE: BETWEEN** April 15- May 9, 2022

**SHIPMENT MUST GO TO SHEPARD EXPOSITIONS ADVNACE WAREHOUSE**

**BAG INSERTS**

**Show Management**

**Agent Summit**

**C/O Shepard Exposition Services**

**5845 Wynn Road. Suites A, B, C, D**

**Las Vegas, NV 89118**

**Company:**