

Instructions for Conference Tote Bag Inserts & Handouts

Please follow these instructions to ensure your materials are properly received and deployed.

Shipment Delivery Window

All materials must be delivered to the PAINWeek designated fulfillment house in Las Vegas between:

Thursday, August 24

and

Thursday, August 31*

* No shipments accepted after August 31.

Specifications for each

Piece: Maximum size:
8.5" x 11"* Maximum
weight: 8 ounces

*If material includes loose-leaf material such as a product insert, it must be affixed or wrapped together using the above specs to qualify as one piece. If they are not affixed or wrapped together, they will be considered multiple pieces, and additional charges will apply.

Mailing Address

Fulfillment house mailing address will **ONLY** be provided upon full payment and approval of art/material by PAINWeek. Please send a PDF mockup of the art/material to exhibits@painweek.org for approvals.

Approvals

Please build into your production and mailing schedules at least 48 hours for approvals, although PAINWeek typically approves within a day. Final day to submit artwork is August 15 and you must still allow 48 hours (not including weekend) for review. PAINWeek reserves the right to request changes and will not be held responsible if making the required changes will cause sponsor to miss the shipment date. We encourage you to submit early—even in draft form—to avoid such scenarios.

Quantities

Conference Tote Bag Stuffer: Please plan on printing/producing **1,600 pieces**

Any extras will be given out at the registration desk for attendees. Arrangements can be made

to deliver extras to your exhibit booth or for you to retrieve them onsite. Materials left after the conference will be discarded.

Shared Creative

If you are using the same creative pieces for the tote bag inserts and handouts, it is vital to use separate packaging and labeling for each. Do not put them into the same box as materials are sent to different fulfillment departments.

Tracking Information

Please save tracking information for all your packages and send to exhibits@painweek.org. Please include company name and how many boxes we should be expecting to receive. **Please understand that because of the sheer number of packages arriving, neither PAINWeek, nor the fulfillment house, can confirm receipt of packages.**

Sponsors are highly encouraged not to schedule delivery by the Thursday deadline. Please factor in weather and carrier delays as well as holiday traffic.

Package Labeling

Please adhere to the following guidelines when labeling your packages:

CORRECT

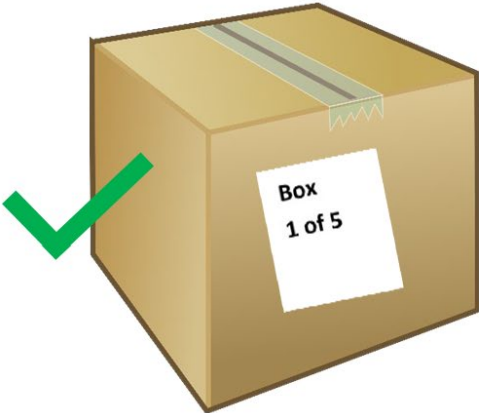


Affix sample material on outside of each box

INCORRECT



Fulfillment house will not be able to easily group your packages



Indicate package number and total packages sent



Fulfillment house will not know if other packages are missing



For HANDOUTS: Affix handouts label on each box



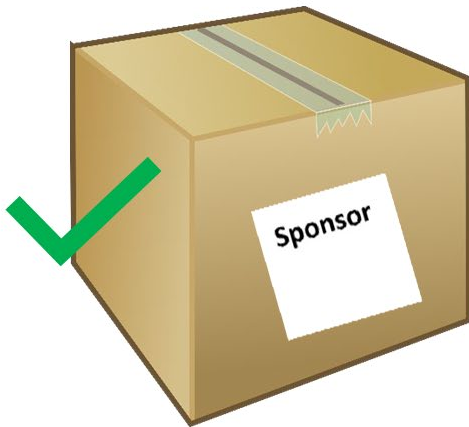
May be confused with your other materials



For TOTE INSERTS: Affix tote insert label on each box



May be confused with your other materials



Include sponsor name



Including Agency names, print house names may lead to confusion

Do not send your tote bag insert materials to the hotel, your exhibit booth, or PAINWeek offices. A mailing label and instruction form will be sent to you **only** upon approval of artwork/material and confirmation of payment.

PAINWeek is not responsible for mislabeled packages.

Suggestions

Please schedule your packages to arrive BEFORE the deadline and account for shipping and weather delays.

Printers, Mail houses, and Agencies: To avoid confusion, it is more important to have your client i.e. Sponsor/Exhibitor name prominent on the package rather than the vendor name.

Questions?

exhibits@painweek.org

973-415-5100

www.painweek.org/exhibits