



LOGISTICS & SPECIFICATIONS: Conference Bag Inserts

Thank you for contracting a bag insert in the 2010 Nutracon Conference Bags. In order to meet the deadlines and specifications for this opportunity, please read the following information in its entirety.

Quantity: Please send **400** marketing pieces or samples that you wish to include in the Conference Attendee Bags.

Size Limit: Marketing materials should be no larger than **8.5 x 11 inches**. Samples must be **2 oz** or smaller.

Standards Approval: Printed materials must be submitted for review and obtain NHNM standards approval prior to shipping. NHNM reserves the right to remove any material that has not been approved. New Hope Natural Media Standards Booklet that can be viewed online at <http://newhope.com/standards/>. In the event your literature requires modification, a member of the NHNM Standards team will contact you to communicate any required adjustments and will provide you with suggestions and assistance in modifying your content to meet NHNM standards requirements. Should you have questions or require assistance you can reach a member of the Standards Department Team as listed below:

Don McLemore, VP of Standards, T: 303-998-9524
Steve Taormina, Standards Director, T: 303-998-9390
Michelle Kelly, Standards Manager, T: 303-998-9082

Approval Submission: Please submit a copy the materials that you wish to have inserted into the bags, either electronically via email to rjoiner@newhope.com or via fax 913-514-6513, no later than February 5th, 2010 to obtain content approval. **Please note in subject line of your correspondence "Request for Standards Approval -2010 NU Bag Insert Materials"**.

Standards Approval Deadline: **February 5th, 2010**

Material Shipping: Ship inserts directly to:

Earl Nelson
CA Elwyn
18325 Mt. Baldy Cir
Fountain Valley, CA 92708
Re: Nutracon Conference Bag Inserts

Be sure to indicate "**Nutracon Conference Bag Inserts**" and the quantity contained within each box on the outside of each package shipped.

Material Arrival Deadline: Materials should arrive **no later than Wednesday, February 15, 2010**.



Vendor Contact Info: To reach the shipping/receiving Production Manager, Earl Nelson, please call (714) 557-6313 ext 229 or email enelson@caelwyn.org for delivery confirmation.

You may also contact Marsha Sadnik regarding status of the job at ext 209 or msadnik@caelwyn.org.

For emails please indicate **"Nutracon Conference Bag Inserts"** in the subject line.

**Questions?
Contact Us:**

Sales Administration:

E: [Keegan Poss](mailto:Keegan.Poss@caelwyn.org)

T: 303.998.9144

Operations Coordinator:

E: [Regina "Gina" Joiner](mailto:Regina.Gina.Joiner@caelwyn.org)

T: 303.998.9085

Exhibitor Services:

E: esk@newhope.com

T: 303.998.9208