



**AIBD 2017**  
ADVANCES in INFLAMMATORY  
BOWEL DISEASES

NOVEMBER 9–11, 2017  
ORLANDO, FLORIDA  
WALT DISNEY WORLD DOLPHIN HOTEL

## BAG INSERTS MANUAL

Please read carefully this relevant information concerning logistics for the conference bags at the **2017 Advances in Inflammatory Bowel Diseases, Multidisciplinary Approaches to IBD Patient-Centered Care**, convening November 9-11, 2017 in Orlando, Florida.

- If your exhibit level includes a bag insert (Diamond, Platinum, Gold, Silver) please alert the Imedex team (Stacy Brandau, [s.brandau@imedex.com](mailto:s.brandau@imedex.com)) in writing that you will utilize this entitlement. This assists in managing the process to be sure all are accounted for during bag stuffing.
- If you are interested in purchasing the opportunity to place a bag insert, or additional bag inserts, the fee is \$500 per insert. Please contact Stacy Brandau, [s.brandau@imedex.com](mailto:s.brandau@imedex.com), to make these arrangements.
- The material may not be larger than 8-1/2 x 11-format and not heavier than 30 grams per piece.
- The design, style, and shape of your insert is your preference as long as it is not larger or heavier than outlined above.
- Imedex must review and approve your design before you go to print. Proofs are due to Stacy Brandau, [s.brandau@imedex.com](mailto:s.brandau@imedex.com), by October 4, 2017.
- Once approved, please send 2400 pieces.
- You must label "**BAG INSERTS – AIBD 2017**" on the outside of **each box sent**.
  - Attach a copy of the bag insert to the outside of each box prior shipping
  - Email Michele Wicker, [m.wicker@imedex.com](mailto:m.wicker@imedex.com) a pdf of the approved bag insert
    - This will assist the hotel and Imedex staff in making sure your bag inserts arrive in time for insertion into the conference bags.
- **Bag inserts must be shipped separately from any exhibition materials.**

All inserts MUST arrive at the EXPO Miami **no later than November 2, 2017**. Due to the number of inserts, NO exceptions will be granted.

Please send your bag insert shipment to the following address:

EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169

**For: 2017 Advances in Inflammatory Bowel Diseases Multidisciplinary Approaches to IBD Patient-Centered Care – BAG INSERT**