



**NOVEMBER 9-10, 2011 • Roosevelt Hotel • New York  
BAG INSERT FORM**

Billboard offers this unique opportunity to any individual or company interested in placing an insert in the Touring Conference bag. By placing your product, flyers, brochure, etc. in the bag, your company will reach the key industry professionals, speakers, sponsors and press attending the conference! Take advantage of this opportunity and place your product in the hands of power players.

Please fill out this form and fax it to 212.257.6429. If you have any questions, please call Courtney Marks at 212.493.4046.

NAME: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: (    ) \_\_\_\_\_ FAX (    ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
Detailed description of insert: \_\_\_\_\_

**FOR CREDIT CARD PAYMENTS:**

Cardholder name \_\_\_\_\_  
Card# \_\_\_\_\_ exp. date \_\_\_\_\_  
Signature \_\_\_\_\_

COST: \$1,000.00

PLEASE SHIP 600 PIECES TO:

The Roosevelt Hotel / Gunay Bayrasli  
Courtney Marks, C/O Billboard Touring Conference  
70 Vanderbilt Avenue  
New York, NY 10017  
212.661.9600

- **Insert must arrive at the hotel between Wed., Nov. 2nd and Fri., Nov. 4th - NO EXCEPTIONS!**
- Billboard is not responsible for lost materials in transit or onsite, please make sure to track packages.
- No refunds will be granted for cancellations, or for those shipments that do not arrive on time.
- To ensure your package has arrived, please check with your shipping company or the hotel package-receiving room. Please email tracking to Courtney at [Courtney.Marks@billboard.com](mailto:Courtney.Marks@billboard.com) at time of shipment.
- To ensure placement in the bag, a copy of this form **MUST** be faxed to 212.257.6429 and payment must be received in advance. Mail checks to: Courtney Marks, Billboard Magazine, 770 Broadway, 7<sup>th</sup> FL NY, NY 10003.
- All boxes must be marked clearly as "BAG INSERT"
- Billboard is not responsible to send extra bag insert items back to the sender
- **If sponsorship payment is not received in advance, insert will not be included. Billboard has reasonable approval rights over all inserts.**