ASCAP “I CREATE MUSIC” EXPO REGISTRATION BAG INSERTS
INSTRUCTIONS FOR SPONSORS, EXHIBITORS & PARTNERS

Thank you for providing an insert for the ASCAP EXPO Registration Bags!

Instructions:

1. Please email a pdf and a detailed description of your insert to ASCAP’s Jesse Fried (jfried@ascap.com) no later than Friday, April 3rd, 2015. If we do not receive email confirmation of your participation, we cannot guarantee inclusion in the ASCAP EXPO registration bags.

2. If you plan to ship inserts, please send no less than 1,800 and no more than 2,000 items. They must be delivered no earlier than Monday, April 13th, and no later than Wednesday, April 22nd, to:

   Defined Image
   6933 Woodley Ave.
   Van Nuys, CA 91406
   Attention: Jim Pool/EXPO Insert
   Tel: (818) 421-6005

   All boxes must have the “Registration Bag Insert Shipping Labels,” which is enclosed. You are solely responsible for tracking and confirming receipt of all materials shipped to Defined Image.

3. If you would prefer to avoid shipping and print locally, please contact Defined Image for a quote. Sample pricing ranges from $158 for 2,500 postcards (4” x 6”) to $323 for 2,500 flyers (8.5” x 11”). Defined Image would not charge you shipping costs for delivery to the ASCAP EXPO site. Contact Jim Pool at 818-421-6005 or via email at jim@definedimage.com. Defined Image can also create promo merch, posters, apparel and more.

Reservation of Rights: ASCAP reserves the right not to include any materials proposed for insertion in an ASCAP EXPO Registration Bag if ASCAP, in its sole discretion, deems the materials offensive or inappropriate, or too large for inclusion. If you should have any questions about your proposed item for inclusion, please contact Ellen Miller at (914) 649-3631 or via email at emiller56@gmail.com.

We look forward to seeing you at the ASCAP “I Create Music” EXPO.

Thanks again for your support.