

TOTE BAG INSERT GUIDELINES

Please follow the instructions below if you are a Platinum Sponsor or have purchased a tote bag insert sponsorship. If you wish to purchase a tote bag insert sponsorship, contact your Sales Account Executive.

Final day to submit insert sample to ATD for approval is April 14*

Inserts Due to Fulfillment Center (Address will be provided once insert is approved) April 24.

*An electronic version of the item must be uploaded to the [Exhibitor & Sponsor Portal](#) by April 14th, for ATD approval.

- Brochures and flyers must be 8.5" x 11" or smaller in size. Items such as packets of gum, pens, note pads, and so on are generally approved, if they are smaller than the dimensions indicated.
- Please follow the artwork guidelines below.
- For planning and budgeting purposes, you will need to provide 7000 inserts

Artwork Guidelines

All mailers must be approved by ATD. Following these artwork guidelines will save time and money!

Logo Usage

The ATD logo is not permitted to be used at any time.

The official conference logo (provided by ATD) for exhibitors and sponsors is permitted on your organization's website and print marketing pieces. Any print pieces must be approved by ATD.

Association Name

When referring to the association name, it should be stated as ATD or Association for Talent Development.

Conference Name

When referring to the conference name, it should be stated as ATD [YEAR] International Conference & EXPO or ATD[YEAR]. Please do not abbreviate the conference name to "ICE" or "ATD International". *Examples:* ATD 2026 International Conference & EXPO, ATD26.

ATD Misrepresentation and Affiliations

Companies should not make any false claims to be a partner or affiliate of ATD.