

PROMOTIONAL MATERIAL ORDER FORM



CLIENT NAME: _____
LOCATION: _____
MEETING DATES: _____
TRAVEL DATES: _____

Please forward the completed form to ATC via fax or mail to:
Association Travel Concepts
9710 Scranton Road, Suite 250
Phone: 858-362-2719 x112
Fax: 858-362-3153
Email: marketing@atcmeetings.com

Thank you for choosing ATC as the official travel agency for your event. We encourage you to take advantage of our excellent marketing program which is proven to provide member participation above the industry average. With proper promotion your members will participate in the ATC meetings program, and increase the benefits your association, and members receive by working with ATC on this event.

Please fill out the information below, and ATC will provide promotional materials for your event at NO CHARGE. We will be happy to print as many needed for your pre-meeting mailings.

MEETING INFORMATION

MEETING NAME
LOCATION
DATES

Enter how the heading should appear on all marketing.

Sample:
NRDS 25th Annual Meeting
Las Vegas, Nevada
January 5-8, 2000

FLYER INSERTS

FLYER QTY _____ **DATE DUE** _____

Flyers fit perfectly into any mailings or confirmation packets.

CAMERA READY ADS

AD SIZES **FULL PAGE (8 ½ X 11)** **OTHER SIZE** _____
 HALF PAGE (5 ½ X 8 ½) **VERBIAGE**
 ¼ PAGE (4 ½ X 5 ½) **REQUEST DISK**

Ads come in 3 standard sizes.
Available electronic formats are:
PDF, Illustrator EPS, Tiff.
CD available upon request.

DATE DUE _____

Online Booking Services

<input type="checkbox"/> Online Travel Center	http://www.atcmeetings.com/demo
<input type="checkbox"/> Quicksearch link directly on client website	http://www.atcmeetings.com/quicksearch.htm

SHIPPING

Company Name
Attention
Street
City/State/Zip
Phone/Fax

It is **VERY IMPORTANT** that you allow four weeks for your advertisements to be customized and sent to you.