



## BAG INSERTS GUIDELINES

- ✓ The maximum size of each paper insert is limited to **A4 format**; the thickness can be **no more than 3mm**.
- ✓ You are allowed to place promotional material instead of an insert but the description of these is required for approval beforehand.
- ✓ Each insert should be ready for insertion and require only one manipulation for inclusion in the Meeting bag (ESPEN/ MCI will not fold, staple, etc. any insert).
- ✓ **3500 copies** of the inserts should be planned for the bags.
- ✓ **A sample copy of the insert (pdf format) should be forwarded by 22 June, 2022 to [coralie.deleage@wearemci.com](mailto:coralie.deleage@wearemci.com) – please do NOT start the production of your bag inserts before validation.**
- ✓ All bag inserts must be delivered at the Fairexx Warehouse in Germany by August 22<sup>nd</sup> to be delivered on time for the bag stuffing.

FAIREXX Logistics for Exhibitions GmbH  
c/o CL Spedition  
Wittestrasse 30 A  
13509 Berlin  
Contact: Anja Homann-Petrou / phone +49-173-24 77 818

- ✓ If you cannot make this deadline, please contact Fairexx to arrange for the delivery in Austria.