

Tote Bag Advertising Guide

The following summary includes helpful information and instructions for your conference tote bag advertising item.

Tote Bag Item Types

Tote Bag item descriptions must be emailed to partnerships@cacfp.org and must be approved by our conference team by March 1, 2025.

Examples of items can be:

- 8.5" x 11" printed educational resource or promotional advertisement
- Small books
- Educational Magazines
- Food Samples (that will not be crushed)
- Postcards
- Branded Promotional Items such as stress balls, thumb drives, cooking utensils, aprons, sunscreen, lotion, water bottles, etc.



Tote Bag Shipping Address

NOTE: This is NOT the same address as exhibitor materials. Please ship to this address as written below. Items shipped to yourself or that do not arrive within the shipping window will not be included in the tote bag and will be delivered to your booth instead.

HOLD FOR: Lisa Mack, 512-688-9356, National CACFP Sponsors Association
c/o FedEx Office at Hilton Anatole
2201 N. Stemmons Freeway
Dallas, TX 75207
National Child Nutrition Conference
Box ___ of ___

Tote Bag Advertisers are responsible for receiving fees associated with their items. Please fill out and submit the attached Credit Card Authorization form or leave your payment information with the Hilton Anatole over the phone at 214.749.0667.



Important Deadlines

March 1, 2025	Estimated Number of Attendees Communicated to Partners
March 1, 2025	Submit Tote Bag Description for Approval
April 3, 2025	Tracking Numbers Submitted to partnerships@cacfp.org
April 7-11, 2025	Tote Bag Items Arrival Window at Hotel

Questions?

Email partnerships@cacfp.org
Or visit cacfp.org/conference



HC Parcel Management Credit Card Authorization Form

Instructions

For Pickup/Delivery/RTS on date ____ / ____ / ____ time ____ : ____ am/pm

It is essential that we protect the security of our customer's credit card data and personal information. This includes the processing, handling and storing of a customer's credit card, credit card data and/or receipt. The use of the Credit Card Authorization Form (CCAF) is restricted to Parcel Management locations only and the transaction must be completed (tendered) immediately after the pickup or delivery has occurred and the credit card information must be disposed of in the Iron Mountain shredding bin. Under no circumstances should credit card data be temporarily or permanently retained within the Business Center and FedEx Office cannot accept credit card data via email or fax transmittal.

Customer/Account Information

Customer Name / Event Name:		
Email:	Cell:	
Package IDs or Tracking Numbers:		
Transaction Amount:	Date:	FedEx Receipt Number:
Notes:		
Detached portion placed in Iron Mountain Bin by: _____ Date: _____ <small>Printed Name Signature</small>		

DETACH AND SHRED THE INFO BELOW IMMEDIATELY AFTER THE TRANSACTION IS TENDERED

Name of the Credit Card Account Holder:	Credit Card Type:	
	<input type="radio"/> FedEx Office Account #	<input type="radio"/> Visa
	<input type="radio"/> FedEx Account #	<input type="radio"/> MasterCard
	<input type="radio"/> AMEX	<input type="radio"/> Discover
Credit Card Number :	CVV Number:	Expiration Date:
Account Holder Signature:	Billing Zip Code:	