

To: All CAGNY Presenting Companies
From: Joel Weston
Re: CAGNY CONFERENCE: Presentation Materials, Display Materials, and Food Products

Please e-mail the following information to Joel Weston, jaweston@westoninc.com, as it becomes available. We plan to inventory presentation materials, display materials, and food products after arrival. Please make sure to include tracking numbers for all shipments with shipping dates. Please identify the contents of each shipment, to include the brand names for all food products and item numbers when possible. Please show if items should be frozen or refrigerated on the outside of each item or box. We cannot do an accurate inventory without knowing what has been shipped. Thank you for your time and consideration.

1. Presenting Company Name
2. Number of pieces in each shipment
3. Type of shipping boxes or containers **(please specify frozen or refrigerated)**
4. Indicate whether food items shipped are for consumption or display
5. Ship to address
6. Shipping Company and shipping category (i.e. ground, air overnight, etc.)
7. Shipping origination point
8. Tracking numbers (Please use additional sheet if necessary.)
9. Ship date
10. Business telephone number
11. Cell number for weekend contact