



Please fill out this form and email Joel Weston at [jaweston@westoninc.com](mailto:jaweston@westoninc.com).

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Name of Contact \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Name of On-Site Contact \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Will you have any items delivered to attendee guest rooms?  Yes  No

Date & time of delivery \_\_\_\_\_

***All guest room amenity deliveries will be handled by resort staff, who will contact you directly to plan logistics.***

Will you be distributing printed materials as part of your presentation?  Yes  No

If yes, what type of materials: \_\_\_\_\_

Will this information be presented at the door **prior** to your presentation?  Yes  No

Will this information be presented at the door **after** your presentation begins?  Yes  No

***All presentation materials will be placed on tables outside of the general session meeting room by Weston and resort staff. Please complete the 2023 CAGNY Participating Company Materials Shipped Form as information becomes available.***



Please label all shipments as follows:

The Boca Raton

501 East Camino Real

Boca Raton, FL 33432

Attn: (your company name)

C/O: Tanya Loya/Joel Weston/CAGNY or your assigned Convention Services Manager/CAGNY

Receiving Dock hours are Monday through Friday, 7:00am – 5:00pm. When shipping by private carrier or for weekend deliveries, please contact Jeff Trunk at 561.558.3801 or [jtrunk@thebocaraton.com](mailto:jtrunk@thebocaraton.com) to schedule a delivery.

Hotel will not accept shipments prior to **Monday, February 13<sup>th</sup>, 2023.**

***Please indicate on each box or container of presentation materials: 2023 CAGNY CONFERENCE, PRESENTATION MATERIALS, COMPANY NAME.***

***Please indicate on each box or container of food product: 2023 CAGNY CONFERENCE, COMPANY NAME, FROZEN, REFRIGERATE OR STORE AT ROOM TEMPERATURE. ALSO INDICATE WHETHER ITEMS ARE FOR CONSUMPTION OR DISPLAY.***

***Please indicate on each box or container of guest room delivery items: 2023 CAGNY CONFERENCE, COMPANY NAME, GUEST ROOM DELIVERY.***

Please label all boxes or containers: 1 of 10, 2 of 10, etc.

Companies shipping large quantities of materials, food, amenities, display, or other product will be charged a storage fee of \$450.00 + tax.

**For Weston & Associates to better assist you, it is important that this questionnaire be returned at your earliest convenience. Thank you for your cooperation.**