

The logo for CAGNY, featuring the word "CAGNY" in a bold, white, sans-serif font on a dark blue background.The logo for the Consumer Analyst Group of New York, featuring the text "CONSUMER ANALYST GROUP" in a white, sans-serif font above "of NEW YORK" in a smaller, italicized white, sans-serif font, all on a dark blue background.

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 at the Resort. Please make sure to include tracking numbers for all shipments and include shipping dates. Please identify the contents of each shipment and include the brand names for all food products as well as 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



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 to schedule a delivery.

Hotel will not accept shipments prior to **Monday, February 13th, 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.