

Memo

To: All CAGNY Presenting Companies
FROM: Joel Weston
Date: February 1, 2012
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. Weston & Associates, Inc. is the meeting planning company for the 2012 CAGNY Conference. We plan to inventory presentation materials, display materials, and food products. 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. Number of pieces in each shipment
2. Type of shipping boxes or containers (**please specify frozen or refrigerated**)
3. Ship to address
4. Shipping Company and shipping category (i.e. ground, air overnight, etc.)
5. Shipping origination point
6. Tracking numbers (Please use additional sheet if necessary.)
7. Ship date
8. Business telephone number
9. Cell number for weekend contact
10. Any other pertinent information