



Shipping Instructions
IGLTA Annual Global Convention 2019
24-27 April
New York Hilton Midtown
New York, NY

TWI Group has been selected by IGLTA to coordinate the shipping, receiving and delivery of equipment, display and collateral materials for the **36th Anniversary IGLTA Annual Global Convention in New York City (24-27 April 2019)**.

General Information

Shipments must be sent to the TWI warehouse in Springfield Gardens, NY, prior to the convention where they will be stored until the start of the convention. All individual shipments will be consolidated and transported to the New York Hilton Midtown Hotel as one shipment, and will be delivered to IGLTA staff on-site prior to the start of the convention. To ensure timely and safe delivery to the host hotel, you must send your shipments to the TWI Consolidation warehouse, rather than shipping directly to yourself at the host hotel.

Important Dates

TWI Group Warehouse open to accept shipments: **1 April 2019**

Last day for shipments accepted at warehouse: **19 April 2019**

Delivery to IGLTA Convention host hotel (New York Hilton Midtown): **22 April 2019**

Freight Transportation Rate

Per quote based on review of shipment details. Please contact David Sears at dsears@twigroup.com for a full quote.

Advanced Warehouse Rate

\$75 per shipment up to 50 lbs. Over 50 lbs. will be an additional .75 cents per lb.

- This rate will include: receiving into warehouse, storage and transport to show venue.

Note: Outbound Shipping Requirements will be the same rate from show venue to warehouse for return shipment processing.

Warehouse Address

TWI Group
Regional/5 Star Freight Systems
149-09 183rd Street
Springfield Gardens, NY 11413
(718) 632-0570
ATTN IGLTA 2019

Shipping Labels

To create your shipping labels, please see the next page and complete the required fields. Be sure to indicate your **supplier name**, **piece count**, **box type** and **total number of boxes being sent**.

Once your shipment to the TWI Group warehouse has been scheduled, please contact David Sears and provide him with the following information:

1. Anticipated arrival date at the consolidation point (warehouse)
2. Piece count (total number of boxes shipped)
3. Estimated total weight of shipment
4. Carrier's Bill of Lading/ Airway Bill information

Contact information:

E-mail: dsears@twigroup.com

Thank you and please do not hesitate to contact David Sears with any questions.

Tel: +1.702.355.8541

Another Shipment
Expedited



IN THE USA: 1 (702) 691-9000
IN CANADA: 1 (905) 812-1124

Supplier Name:

Show Name:
c/o

IGLTA 2019
TWI Group
Regional/5 Star
Freight Systems
149-09 183rd Street
Springfield Gardens,
NY 11413

Contact:

Attn: IGLTA 2019 -PH 702-355-8541

Piece Count:

1 of ___ boxe(s)

www.twigroup.com • info@twigroup.com

Box Type:

Please indicate what the item/box is for:

- Delegate Welcome Bag
- IGLTA Registration Area
- Media Networking
- Global Partner
- Sponsor Event
- Other _____

(cut or fold at this line)

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