



Shipping Instructions
IGLTA Annual Global Convention 2020
06 – 09 May
Una Hotels Export Fiera Milano
Pero, Italy

TWI Group has been selected by IGLTA to coordinate the shipping, receiving and delivery of equipment, display and collateral materials for the **37th Anniversary IGLTA Annual Global Convention in Pero, Italy. (06 – 09 May 2020).**

General Information

Shipments must be sent to our agent's warehouse in Milan, Italy 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 Una Hotels Export Fiera Milano 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

Milan Warehouse Open to Accept Shipments: **20 April 2020**

Last day for Shipments Accepted at Warehouse: **1 May 2020**

Delivery to IGLTA Convention Host Hotel (Una Hotels Export Fiera Milano): **04 May 2020**

Freight Transportation Rate

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

Minimum Rates: €350.00 up to 50 lbs. Over 50 lbs additional €1.00 per lbs. Inbound Only.

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

Warehouse Address

TWI Group
c/o EXPOTRANS SPA
VIA ITALO CALVINO, 7
20017 RHO (MI)

Attn: Edoardo Fornelli: +39.02.3580451

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: IGLTA 2020
c/o TWI Group

c/o EXPOTRANS SPA
VIA ITALO CALVINO, 7
20017 RHO (MI)

Contact: Attn: Edoardo Fornelli: +39.02.3580451

Box Type:

Please indicate what the item/box is for:

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

Piece Count: 1 of ____ boxe(s)

www.twigroup.com • info@twigroup.com

(cut or fold at this line)

Another Shipment
Expedited



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

Supplier Name:

Show Name: IGLTA 2020
c/o TWI Group

c/o EXPOTRANS SPA
VIA ITALO CALVINO, 7
20017 RHO (MI)

Contact: Attn: Edoardo Fornelli: +39.02.3580451

Box Type:

Please indicate what the item/box is for:

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

Piece Count: 1 of ____ boxe(s)

www.twigroup.com • info@twigroup.com