

Illuminator Supplies for Western Association of Food Chains Convention
Annual Convention (convention theme)

Location of convention

Dates

Date _____

Dear Illuminator,

The annual WAFC convention is just around the corner and preparations to make it “**The Best Ever**” starts NOW! The WAFC Convention (theme) is scheduled for _____(Dates) at _____.

The Illuminators will, as in previous conventions, sponsor Breakfast, Lunch, Morning Hospitality, new “**Food Court**” and golf snacks for the Grocers.

We would appreciate your valued support for product donations for this event. We hope you will participate this year with donations of the following items.

We also encourage you to use this opportunity to show case a new item either via coupons for our Illuminator greeter bags or even a product donation if you feel it fits into our Traditional Hot Luncheon or Continental Breakfast themes.

The Illuminators look forward to your support in supplying items for this convention. It is the combined support of Illuminators and their respective companies that makes our Illuminator organization so effective and unique.

Attached are the complete delivery instructions. If you have any questions or concerns do not hesitate to call or email me. My phone number is _____, and my e-mail address is _____.

Thanks again for your support.

Sincerely,

Food Court Chair
Food Court Liaison

Shipping instructions are as follows:

1. Delivery Window:

Please schedule your deliveries between _____ and _____

2. Dry Goods:

All dry goods are to be delivered to:
Convention Location

3. Refrigerated/Frozen:

All refrigerated or frozen product to be delivered to:
(Convention Location)

Shipping labels are included in this e-mail.

4. Shipping Label and Product Identification:

All packages must be clearly identified for WAFC Illuminator Supplies, and either “Refrigerated” “Frozen” “Non- Refrigerated/Dry”.

Shipping labels are attached for your use.

Please execute shipment based on these instructions. If you need more information, or if you have any questions, please let me know ASAP.

The Illuminators thank you for your continued support.