



PORT EVERGLADES DEPARTMENT – Chief Executive & Port Director's Office
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DATE: April 9, 2014

TO: Susan Friend, Director, Accounting Division
Finance and Administrative Services Department

FROM: Glenn A. Wiltshire, Deputy Port Director

A blue ink signature of Glenn A. Wiltshire, Deputy Port Director, written over the "FROM:" line.

**SUBJECT: International Travel – Apparel Sourcing Show, Guatemala City, Guatemala
May 19 - 23, 2014**

Attached is an international travel request for Jean Elie, Port Everglades Trade Development Manager, to travel to attend the Apparel Sourcing Show in Guatemala City, Guatemala from May 19 to May 23, 2014. Although this is business travel, Board approval is required since there is a registration fee to participate in the show.

The Apparel Sourcing Show is the only apparel and textile trade fair in the CAFTA-DR region, where for three days the international key players of the industry meet under one roof. Every May, the show welcomes more than 5,000 visitors from different countries of the Americas.

By attending the Apparel Sourcing Show, Port Everglades will have an opportunity to engage with industry decision makers and a wide network of apparel producers, textile mills, buyers, private label, sourcing agencies, manufacturers and retailers. Having Port staff attend provides a great opportunity to promote and market Broward County and Port Everglades to existing and potential port clients who will be in attendance.

Total estimated costs for travel, hotel, per diem, and registration are \$1,308 and will be paid with Port Everglades travel funds from Object 4001. Please process this request for approval by the Broward County Board of County Commissioners on the April 22, 2014 agenda.

GAW:jlc

Attachment