

**EILEEN FISHER Circular Design + Tiny Factory**

**Location:** 50 South Buckhout, Suite 102 Irvington, New York

**Date:** Friday, October 13, 2017 12pm – 3:15pm | Cost \$50 per person | **AIRFARE IS NOT INCLUDED. ATTENDEE MUST PURCHASE FLIGHT. DETAILS BELOW.**

**Goal of tour:** Experience EILEEN FISHER's take back and reuse program with an in-depth tour of their operations and Tiny Factory in Irvington, NY.

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**Agenda:** Transportation for registered guests will be provided from New York's JFK International Airport (terminal to be determined) to the Eileen Fisher facility in Irvington, NY at 9:00am.\* The day will begin with lunch at 11am with the tour to follow from 12-3pm. Eileen Fisher will provide a space for guest's luggage during the tour.

9:00am: Shuttle departure from JFK airport to Irvington, NY\*

11am-12pm: Arrival + Lunch Provided

12-3pm: Walking tour through end-to-end take-back and reuse operations including:

- Receiving + processing of customer donations
- Sorting processes
- Reuse + remanufacturing design and operations
- Tiny Factory tour
- Eileen Fisher Warehouse + LAB store visits
- Engagement activity + discussion

3:00pm: Departure to JFK

5:00pm: estimated arrival at JFK

\*Attendee should not book a return flight earlier than 7:00pm\*

\*Attendees are responsible for departing the Bolger Center and getting to New York City on their own. Transportation will be provided only to and from JFK International airport/Eileen Fisher facility in Irvington, NY. Attendee is responsible for arriving at Eileen Fisher tour start time at 11:00am on their own if they do not make this shuttle. Please note the direct flight from Washington DC to JFK is most cost and time efficient option. Air Train to New York Penn Station is available at JFK.

*This agenda is subject to change. Registered tour attendees will receive updates as they occur. Arrival and departure times will not change.*

**Arrival and Departure City and Dates:**

- **ARRIVAL:** Irvington, NY - arrive between 11am-12pm; Lunch will be provided.
- **DEPARTURE:** 3:00pm Irvington, NY to JFK International airport

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**Cost:** \$50 per person | Eileen Fisher will provide lunch

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**Disclaimer:**

Neither Textile Exchange nor Tour Host are responsible for the negligence of attendees. Out of courtesy for others attending, the tour will remain on schedule as per the agenda outlined by the Tour Host. No exceptions will be made for late pick-ups, early drop-offs or any variants to the schedule. It is the sole responsibility of the attendee to ensure his or her travel is planned in accordance with the guidelines indicated in this information sheet.

**IMPORTANT INFORMATION:**

- Tour fees are non-refundable.



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- tour fees are in addition to conference registration fees and may be paid in full with registration.
- All tours have limited capacity and will be filled on a first-come, first-served basis.
- Tour reservations are confirmed only after conference registration is complete (including fees paid in full).
- Tours are only available to conference attendees.
- Sign-up is only accepted through online registration.
- Tour fees do not include travel (airfare, train, etc) or lodging.
- All lodging reservations are the responsibility of the participant.
- Attendees are responsible for booking their air travel to and from the tour destination airports in accordance with the arrival and departure times indicated in the tour schedule. Out of courtesy for others attending, the tour will remain on schedule as per the agenda outlined by the host. No exceptions will be made for late pick-ups, early drop-offs or any variations to the schedule. Neither textile exchange nor the tour host will be responsible for attendee negligence.