



January 30, 1978

Ms. Gloria Mollison  
Technical Director  
SOCIETY OF PLASTICS  
INDUSTRY, INCORPORATED  
355 Lexington Avenue  
New York, New York 10017

Dear Gloria:

It was a pleasure speaking with you recently, and we are pleased that we will have the opportunity to be of service to you for the March 1978 program of the SOCIETY OF PLASTICS INDUSTRY, INC. We would like to take this opportunity to confirm definite arrangements over those dates.

ROOMS

Guest Sleeping Rooms

|       |      |      |
|-------|------|------|
| DAY   | THU  | FRI  |
| DATE  | 3/30 | 3/31 |
| ROOMS | 35   | 0    |

RATES

The rates for these accommodations per night will be \$47.00 for single occupancy, and \$57.00 for double occupancy. These rates are subject to the Virginia state guest room tax of 9%.

RESERVATIONS

As requested we will forward 100 postage paid returned reservation cards. These cards must be returned to our office no later than March 9, 1978. Reservation cards received after this date will be accepted on a space available basis only, as would be the case for early arrivals and late departures.

Reservations will be held until 6:00 pm on the day of arrival unless accompanied with a one night deposit, a major credit card number or company guarantee of payment.

Please note that the check in time for our hotel is 3:00 pm, and that our check out time is 1:00 pm. Meeting attendees may check their baggage with the Bell Captain until actual departure from the hotel.

continued . . . . .

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BILLING

We understand that all billing for room and tax charges, as well as all incidental charges will be handled on an individual basis by your attendees. All charges associated with group meeting or meal activities will be accumulated on a group master account.

FUNCTIONS

Enclosed for your review is a copy of our Banquet Function Information Sheet outlining our understanding of your meeting and meal activities, as well as any meeting room rental charges that may be applicable. Please note that the space being held for you has been reserved based on the number of persons in your original estimate. The hotel reserves the right to alter the space being held based on any major changes in this number.

Prior to your arrival, Arthur Ebrahimoff, our Catering Manager, will contact you to finalize all details of your meeting set up, menus, and any rental equipment that may be necessary.

Gloria, if the above outlined arrangements meet with your approval, please sign and return the enclosed second copy of this letter, as well as the copy of the Function Information Sheet, to serve as our mutual definite confirmation of the arrangements.

We look forward to serving you in March, and I'll plan to keep in touch in the interim.

Best regards,

CRYSTAL CITY MARRIOTT



M. W. Arseneault  
Director of Sales

MWA:scm  
N-1328

encls.

SPI-08913

# The Crystal City Marriott. FUNCTION INFORMATION SHEET

GROUP The Society of Plastics Industry, Inc DATE January 30, 1978  
CONTACT Ms. Gloria Mollison TITLE Technical Director  
ADDRESS 355 Lexington Avenue PHONE ( 214 573-9437  
CITY New York STATE New York ZIP CODE 10017  
XX DEFINITE      TENTATIVE SALESMAN M. Arseneault FILE NO. N-1328

Friday, March 31, 1978

|                      |                                                                                                             |       |
|----------------------|-------------------------------------------------------------------------------------------------------------|-------|
| 8:00 am - 9:00 am    | <u>Breakfast</u><br><u>Catered</u>                                                                          | 20 PP |
| 9:00 am - 5:00 pm    | <u>Meeting</u><br><u>School Room Style</u><br><u>\$150</u><br><u>\$250.00 Meeting</u><br><u>Room Rental</u> | 75 PP |
| 10:00 am             | Coffee Break                                                                                                | 75 PP |
| 12:00 noon - 1:00 pm | <u>Reception/Luncheon</u><br><u>Catered</u>                                                                 | 75 PP |
| 3:00 pm              | Coffee Break                                                                                                | 75 PP |

SPI-08914

WHITE COPY - CUSTOMER PINK COPY - BANQUET YELLOW COPY - FILE