

Definite _____

MEETING AND BANQUET AGENDA
CAMBRIDGE CENTER MARRIOTT HOTEL

Tentative X

Meeting Dates Wed. Sept. 27/89-Fri. Sept. 29/89 Catering Manager Carol Hughes

ORGANIZATION VISTA CHEMICALS NAME OF MEETING Vinyl Chloride Safety Association

ADDRESS P.O. Box 19029 Person in Charge Pam Mayes

Houston, TX 77224

Booked By Mary Haskell

Telephone 713-531-3228

Date Jan. 16/89

File No. L-943

DATE/TIME	FUNCTION	SET-UP	ATTENDANCE	RENTAL
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Wednesday, September 27, 1989

Check-in

Thursday, September 28, 1989

7:30am	Continental Breakfast	Foyer	⁶⁵ 80 ppl	None
8:00am-5:00pm	Meeting	Schoolroom	⁴⁵ 80 ppl	\$600 reduced to \$300
12:00N-1:00pm	Luncheon	Rounds	⁶⁵ 80 ppl	None

am/pm coffeebreaks to be determined

AV to be determined

Friday, September 29, 1989

7:30am	Continental Breakfast	Foyer	⁶⁵ 80 ppl	None
8:00am-12:00N	Meeting	Schoolroom	⁶⁵ 80 ppl	\$400 reduced to \$200

am coffeebreaks to be determined

AV to be determined

The above convention set up fees are as indicated. If lunch cancels or rooms drop below 60 per night, fees are subject to renegotiation.

1 - CLIENT COPY 2 - CLIENT RETURN 3 - SALES FILE 4 - DOS REVIEW 5 - CATERING

OCC 2805