

9 May 1985

Mr. Terry Martin
Convention Service Manager
Innisbrook
P. O. Drawer 1088
Tarpon Springs, FL
34286-1088

Dear Mr. Martin:

Thank you for your attention to the Vinyl Chloride Safety Association's meeting September 12 and 13. Let me run down items 1-8 in your 15 April 1985 letter to me.

- 1) Room Reservations - Each individual member of the VCSA will make his own reservation. Each may request the Deluxe Suites. As all rooms are the same price, I recommend filling the rooms on a first come basis, filling the larger rooms first and then the smaller ones. We understand reservations are to be made by 10 August 1985.
- 2) Airport Transportation - Thank you for your help. Appropriate forms will be sent out to each member.
- 3) Complete Function Agenda, Business and Social
Conference room should be for 50-60 people with a table for 6 members at the front of the room looking out to other members. A screen for overheads, slides, etc., should be at the front. Last year, there was a problem with the 6 men in front not being able to see the screen. Please make sure this does not happen. I'm not sure on all audio-visual equipment required yet, I am certain an overhead projector, slide projector, screen, lectern and a floor microphone in the middle of the 50 members will be required. I will let you know more details as they become available. No special themes or entertainment are required.
- 4) Recreation - Recreation is an individual's choice. The VCSA will not require special arrangements for groups with regards to recreation. Each individual is responsible for his golf, tennis, etc., arrangements.

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- 5) Catering - Please arrange for two group lunches, one on Thursday and one on Friday. Water, coffee, hot tea and danish are required at the beginning of each meeting day and should be replenished as quantities run out. On Thursday afternoon, coffee and soft drinks are required. Again, these quantities should be replenished as quantities run out.

Breakfast and dinner arrangements are left up to individuals.

Hospitality suites are not required by VCSA. However, vendors of raw materials to members of the VCSA often request hospitality suites. Typically 3 vendors request hospitality suites. It is the vendors' responsibility to arrange for these, not the VCSA.

- 6) All accounting and financial arrangements will be handled thru the VCSA Treasurer, Jim Gabbit. Please direct all correspondence on financial matters to him. (He has a copy of your 15 April 1985 letter to me.)

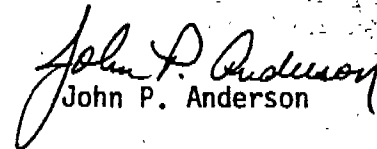
Jim Gabbit
Georgia Gulf
P. O. Box 629
Plaquemine, LA 70765-0629

- 7) No comments
- 8) The VCSA will not require any video coverage of their events.

The conference will take place on Thursday, September 12 and Friday, September 13. Meeting times will be from 8:00 a.m. to 5:00 p.m. on Thursday and from 8:00 a.m. to 12:00 noon on Friday with lunch to follow. We expect a luncheon speaker for both days.

Should you have questions, please call. I look forward to working with you.

Sincerely,


John P. Anderson

JPA:bg

cc: Mr. Joseph A. King
Occidental Chemical Corporation
P. O. Box 699
Pottstown, PA 19464

Mr. Jim Wallace
Esso Chemicals, Canada
Plastics Technology Section
P. O. Box 69
Sarnia, Ontario, Canada NTP2P1

Mr. John T. Vaughn
ICI, Ltd., Plastics Division
P. O. Box 3
Hillhouse Works, Blackpool FYS
4QB Lancs. England

Mr. Jim Gabbit
Georgia Gulf
P. O. Box 629
Plaquemine, LA 70765-0629

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