

January 27, 1989

FORWARD PLANNING NOTICE

TO: All Participants in Vinyl Institute Activities
RE: Annual Meeting

We are pleased to inform you that the 1989 Vinyl Institute Annual Meeting will be held at Callaway Gardens Resort in Pine Mountain, Georgia on May 8th and 9th. We have enclosed a small pamphlet on the resort for your information.

Also enclosed is a reservation form. Please fill out this form and return it to be received in our office no later than Monday, March 6th. We must give the hotel a rooming list 60 days prior to the date of the meeting.

If you wish to arrive on the weekend prior to the meeting, the special group rate for the Vinyl Institute of \$110.00 per night will hold for that weekend.

We have also arranged for a group convention discount through Continental/Eastern Airlines. Continental is offering a 50% discount off of the normal coach and first class tickets and 5% off the lowest round trip fare. Eastern Airlines is offering 60% off of the normal coach and first class tickets and 5% off the lowest round trip fare. In order to receive this discount all you need do is call 1-800-468-7022, reference the number "EZ-5AP33" and tell the reservationist what flights you would like, and the tickets will then be forwarded to you.

At this time, the following meeting scheduled is planned:

Monday, May 8, 1989

Committee and task force meetings. (Confirmed schedule will follow.)

In the evening, there will be a reception and a recognition and awards dinner.

Tuesday, May 9, 1989

The General Session of the Annual Meeting will follow a short

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Executive Board Meeting (closed session for those on the Board), and will end by noon.

In the afternoon, there will be golf and tennis along with other recreational activities provided by the resort, and there will be an informal dinner that evening.

Further details of the meeting, such as the program, committee/task force agendas, registration for golf and tennis activities and other pertinent information will be sent to you at a later date. If a sufficient number of spouses attend, we will organize a spouse program on Monday morning, May 8th.

We look forward to having you join us at Callaway Gardens.

R. J. Gitterman

RTG/pmb

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encl 2-27-89

THE VINYL INSTITUTE ANNUAL MEETING
ROOM RESERVATION FORM

TO BE HELD AT: Callaway Gardens
Pine Mountain, Georgia 31822
(404)-663-2281

MEETING DATES: Monday-Tuesday, May 8-9, 1989

RETURN TO: Pat Benkner
The Vinyl Institute
155 Route 46 West
Wayne Interchange Plaza II
Wayne, New Jersey 07470
(201)-890-9299

(RETURN BY MARCH 6, 1989)

VINYL INSTITUTE ANNUAL MEETING

NAME: C. A. Gellner

COMPANY: CertainTeed Corporation

ADDRESS: Post Office Box 253

Sulphur, Louisiana 70663

TELEPHONE: 318 882-1441

MY SPOUSE WILL(XX) WILL NOT() ACCOMPANY ME.

ROOM REQUIREMENTS:

I WILL ARRIVE ON: DAY Sunday DATE May 7, 1989

I WILL DEPART ON: DAY Wednesday DATE May 10, 1989

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