



ETHYL CORPORATION
PETROLEUM CHEMICALS GROUP
BATON ROUGE PLANT

February 19, 1982

PLEASE ADDRESS REPLY
TO BOX 341
BATON ROUGE LA 70821

TO: Members of the Vinyl Chloride Safety Association

Even though our successful 1981 meeting is still in the recent past, it is now time to start making plans for our 1982 meeting. This year's session will be held on September 23 and 24 at The Sheraton Centre in Toronto; brochure enclosed.

Based on the suggestion of many of you after last year's meeting, we are not using any booking agent for reservations. Each of you will be responsible for making your own reservation arrangements directly with the hotel. We have negotiated a discount room rate of \$80.00 (Canadian) per night for single or double/twin occupancy. Be sure to tell the hotel that you are attending the Vinyl Chloride Safety Association meeting and are therefore entitled to the discount rate. The hotel will require either a credit card number or one night's room charge in advance to guarantee your reservation. The address is:

The Sheraton Centre
123 Queen Street West
Toronto, Ontario M5H 2M9

Telephone: 416/361-1000

In order to properly plan all arrangements with the hotel, we will need an accurate count of the potential attendees who have made reservations at The Sheraton Centre as early as possible. We have committed to a minimum number of rooms for the nights of September 22 and 23. You should plan to arrive on Wednesday, September 22. Please make your plans as soon as possible. The cutoff date for reservations is August 20.

We are looking forward to seeing you in Toronto.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "H. G. Olson".

H. G. Olson, Secretary
Vinyl Chloride Safety Association

HGS:wmb

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