

## MEMO

TO: Sacha Chin, The Fairmont Hotel (FAX: 408-280-0394)  
FROM: *Ellis Jones*  
Ellis Jones, Executive Director, WNGGA, GAC F Box B47, 800 West College  
Avenue, St. Peter, M 56082 1498 (FAX: 307-933-0284)  
DATE: June 19, 2001  
SUBJECT: Exact Shipping Address

Thanks, Ms. Williams, for sending the "Instructions for Shipping Parcels to Our Hotel."

Just to make absolutely sure that I understand the instructions, is the following the way I would address items to be sent to me?

Attention: Catering Department  
Hold for Dr. Ellis J. Jones for Arrival  
on Tuesday, August 28, 2001  
WNGGA, August 30-September 2, 2001  
The Fairmont Hotel  
170 South Market Street  
San Jose, CA 95113

A six or seven line address does seem a bit long. However, the form has seven places for information. No name is given for "Contact Person" so it was not included above.

What change(s) should I make?

*Sent on June 19  
@ 5:23 P.M.*

THE *Fairmont*  
SAN JOSE

FACSIMILE

TO: Ellis Jones Exec. Dir. FROM: SACHA CHIN  
Welsh National Cymarfa  
Gannu Assn. CONVENTION SERVICES MANAGER

FAX 1-507-933-6284 PHONE: 408-998-3333

TOTAL NUMBER OF PAGES INCLUDING DATE: 6/19/01  
COVER: 2

RE:

- Tentative Letter
- Definite Letter
- Catering Policy
- Estimate of Costs
- Credit Card Auth. Form
- Release Letter
- Event Order Letter
- Event Orders#

- Menus
- Coffee Break/Breakfast
- Lunch
- Reception
- Dinner
- Spirits/Wine/Bar
- Holiday Package
- Wedding Package

(1) Comments: Per your request - Shipping Instructions

Please Contact Joann at (408)998-1900 Ext. #3002, if transmission is not complete.

170 SOUTH MARKET STREET, SAN JOSE, CALIFORNIA, U.S.A. 95113  
T 408-998-1900 F 408-280-0394



INSTRUCTIONS FOR SHIPPING PARCELS TO OUR HOTEL:

THE FAIRMONT HOTEL  
170 SOUTH MARKET STREET  
SAN JOSE, CALIFORNIA 95113

FOR MEETING ROOM DELIVERY, THE FOLLOWING INFORMATION SHOULD BE PLACED ON THE OUTSIDE OF THE PARCEL:

ATTENTION: CATERING DEPARTMENT  
CONTACT PERSON: \_\_\_\_\_

HOLD FOR (NAME): \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_

NAME OF HIS/HER COMPANY: \_\_\_\_\_

NAME OF COMPANY HOSTING FUNCTION: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_

ROOM OF FUNCTION: \_\_\_\_\_

X-From: Thu Jun 21 09:57:28 2001  
From: "Idris T. Evans"  
To: "Mabel Agozzino" < >  
"Kathryn Klar" < .edu>  
Cc: "Ellis Jones" , "Eryl Barker" <d >  
Subject: FW: Address for Packages to Fairmont Hotel  
Date: Thu, 21 Jun 2001 07:54:53 -0700  
X-MSMail-Priority: Normal  
X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2910.0)  
Importance: Normal  
X-MimeOLE: Produced By Microsoft MimeOLE V5.00.2314.1300

Kathryn, Mabli,  
This is the protocol to follow if any Seminar presenter wishes to forward books to the Fairmont Hotel. If you need any further instructions or clarification, please get back to Sacha Chin and sort it out with her. It looks pretty clear to me. Just make sure we - Festival of Wales 2001 - do not get involved in this process other than to offer advice.  
Regards,  
Idris.  
Ellis - Many thanks for your very clear instructions - will be in touch if needed. Diolch!

-----Original Message-----  
From: Ellis Jones [mailto: >  
Sent: Thursday, June 21, 2001 6:24 AM  
To: .berkeley.edu  
Subject: Address for Packages to Fairmont Hotel

Mary Mergenthal, Idris Evans, Mabli (Mabel Agozzino)

Here is the message I have received from Sacha Chin, Convention Services Manager at the Fairmont Hotel, San Jose, as to the exact address to use on boxes and special shipments. I am quoting directly from her FAX sent to me yesterday, Wednesday, June 20:

(Quote)  
Please use the following to ship parcels to the hotel:

Attention: Sacha Chin  
Room: Garden Room (or whichever room you want the parcel to go in)  
Hold for Dr. Ellis Jones for Arrival on Tuesday, August 28, 2001  
WNGGA, August 30-September 2, 2001  
The Fairmont Hotel  
170 South Market Street  
San Jose, CA 95113

If this is going into a banquet room, please indicate which room it is to go in. If the parcel is going to a guest room, "Attention: Sacha Chin" is NOT required. Please give me a call directly if there are any questions.  
(Unquote)

NOTE FROM EJJ: I assume that if it is to be delivered to a Guest Room, the word Guest Room is what would be filled in after the word "Room:"

The line "Hold for" would be followed by the name of the person for whom it is to be held--not necessarily Ellis Jones.

On that same line, the words "for Arrival on" should be followed by the appropriate day and date. Tuesday, August 28, is used in this example because that is when my wife and I are arriving at the hotel.

Sacha Chin's phone number at the Fairmont is 408-998-3949.

Ellis J.

P.S. Idris and Mabli: Is there anyone else who is to receive this



July 2, 2001

Dear Ellis,

I am pleased to welcome you as a participant in the Festival of Wales 2001 in San Jose. I have received your registration form and fees. Enclosed please find a layout of the Marketplace. Due to space constraints there is no opportunity to make adjustments.

Registration Confirmation:

Room: Crystal Room  
Area #: C-15  
No. of tables: 1  
Additional Services: None  
Special Requests: None

Exhibitor Set-up and Tear Down for the Crystal Room

Exhibitors may access the Crystal MarketPlace room at 9:00 p.m. on Thursday, August 30. This Marketplace room opens at 9 a.m. on Friday, August 31. All exhibits must be removed by Monday, September 3, at 10:00 p.m.

The marketplace will be open at the following times:

Thursday	9.00 p.m.	Booth set up
Friday	9.00 a.m. – 5.30 p.m.	MarketPlace open
Saturday	9.00 a.m. – 5.30 p.m.	MarketPlace open
Sunday	9:00 a.m. – 12 noon	MarketPlace open
	12 noon – 5:00 p.m.	Booth breakdown

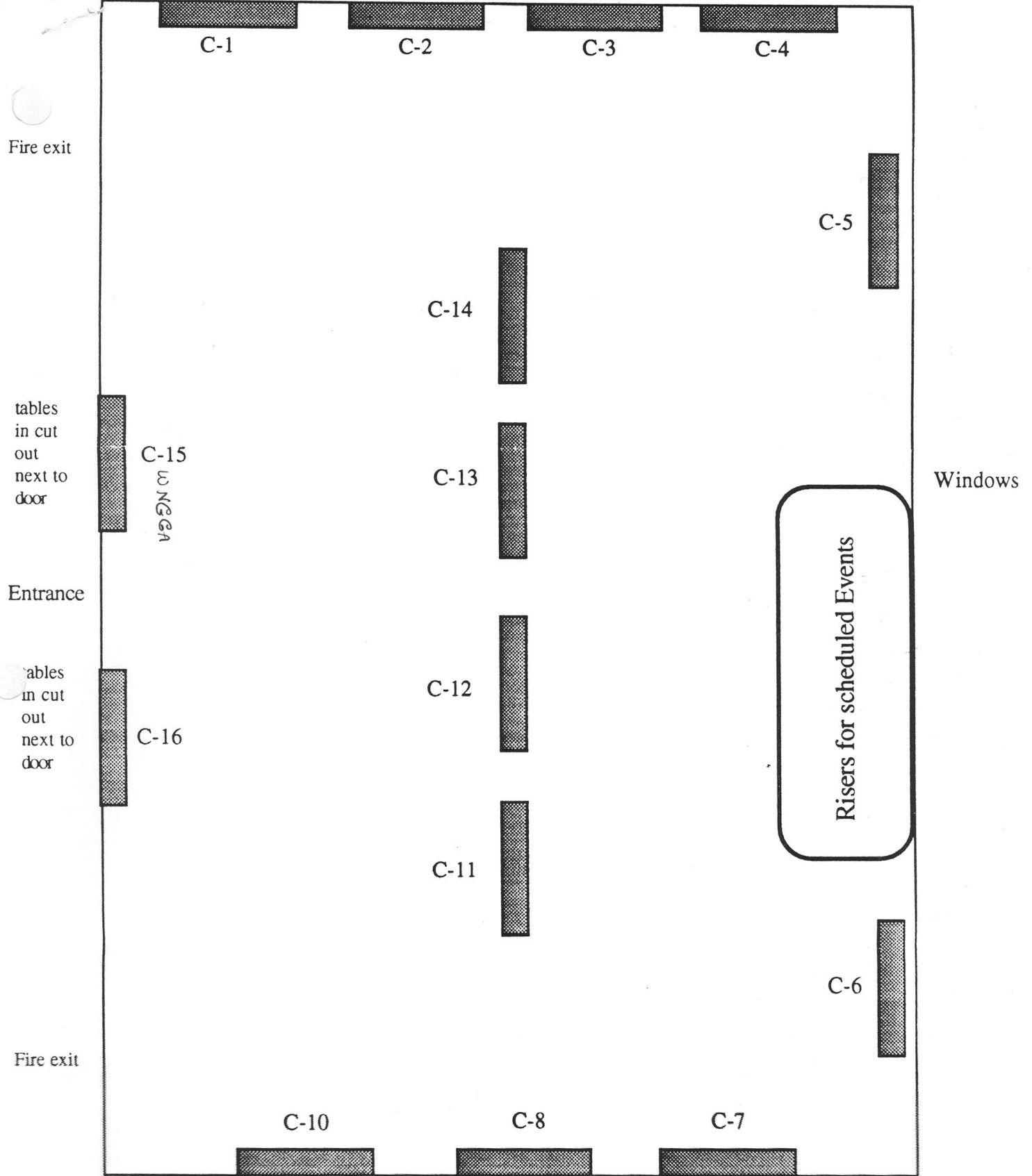
Shipments and Deliveries

If you are personally bringing your products to the hotel, all boxes must come in via the loading docks. The staff at the hotel main entrance can give you directions. If you are shipping products, please ship them to Fairmont Hotel, atten: Sacha Chin, The Gold Room, 170 So. Market, San Jose, CA. 95113. Please include your name and are number (provided above).

I will be in out of town from July 10 through August 12. If you have any questions during that time, please contact Sam Little at SGV [sgv@compuserve.com](mailto:sgv@compuserve.com) or 650-378-5175.

Regards,

  
Sue Parry  
Marketplace Team Leader



Crystal Room