



July 30, 1991

Mr. Allen Upshall
Puget Sound Welsh Association
7 163RD
Bothell, WA 98011

Dear Allen:

The Meydenbauer Center, Bellevue's new convention center, is scheduled to open mid 1993. I would like to interest you in considering our center as a meeting site for the 1994 Annual Convention of the National Gymanfa Ganu Association.

This beautiful new facility in the heart of downtown Bellevue will offer 36,000 square feet of exhibit space, 12,000 square feet of divisible meeting space and a 400 seat performing arts theater. The site is located within walking distance of seven first class hotels offering over 1,000 committable group rooms and plenty of complimentary parking.

Because you are a native of the area I don't need to tell you about the many services and attractions available in East King County. The Convention & Visitors Bureau will be happy to provide you with brochures, maps and a list of contacts that will help insure that your conference attendees are able to enjoy as much as possible.

I will be happy to request proposal letters from those hotels you have not contacted yet to gather information on availability, projected room rates and services. I am also happy to set up site tours of the Meydenbauer Center site and model as well as hotels. Please let me know when that will be convenient. I look forward to being of service.

Sincerely,

A handwritten signature in blue ink that reads "Linda Burke". The signature is fluid and cursive.

Linda Burke
Director of Convention Sales

LABD



August 22, 1991

Mr. Alan Upshall
Bellevue, WA 98011

Dear Alan:

It was a pleasure meeting you and Bob recently. Thank you for taking the day off from work to familiarize yourself with Bellevue hotels and the Meydenbauer Center. We had the ground breaking on Monday so the construction now begins!

I understand that Jeannie at the Hyatt is working with United Airlines to get your group a special offer. You mentioned that you would like to borrow some slides to take to Cincinnati. Feel free to call Cara Nolan, here at the Bureau to arrange a time to come in and make your selection.

Labor Day weekend weather here in the Pacific Northwest has traditionally been terrific! Our mild coastal climate has provided us with the following temperatures:

1985- weekend high 72 degrees, average 64 degrees
1986- weekend high 78 degrees, average 70 degrees
1987- weekend high 78 degrees, average 67 degrees
1988- weekend high 86 degrees, average 73 degrees
1989- weekend high 73 degrees, average 63 degrees
1990- weekend high 71 degrees, average 62 degrees
1991: More sunshine, I'm banking on it!

There was zero % rainfall any of the above years

I am delighted to be working with you. This community is ready, willing and able to host National Gymanfa Ganu Association's 1994 Convention.

Sincerely,

A handwritten signature in cursive script that reads "Linda Burke".

Linda Burke
Director of Convention Sales

Welsh



December 23, 1991

Mr. Alan Upshall
National Gymanfa Ganu Association
1000 3rd
Bothell, WA 98011

Dear Alan:

Thank you so much for allowing me the opportunity to make a presentation to your board. It was a pleasure meeting the rest of the committee.

Stacy is working on answering your questions regarding the Meydenbauer Center. We very much want to address the acoustical concerns and reassure you that Bellevue is the best site choice for your group in 1994. Please let me know if there is anything else I can provide in the meantime.

Sincerely,

Linda Broderick
Director of Convention Sales

Alan

INFORMATION
FROM
THE MEYDENBAUER REPRESENTATIVES
JANUARY 16, 1992

For Alan and Elizabeth - some of Bob's notes.

DISCUSSIONS WITH PAT PETERMAN, PROJECT MANAGER

A private corporation is doing the building, having won the job through competitive bidding.

The budget they are working under is a budget, it cannot be augmented by tax income, the construction corporation must, then, work within the budget.

M.A. Mortenson is the contractor

He is not litigious

He is not contentious

Was the lowest bidder

Mr Peterman gave us the bar chart of construction timeline, and stated, "It will be done on time."

Question by Elizabeth - Will there be any problems about money?

The money is there, through bonds sold by Smith-Barney. The construction of the shell and frame is not dependent upon earnings from the money. Earnings from the money (is it invested or banked?) will be used on improvements to fixtures, etc.

The standards of architecture for the building will put most others to shame. The enhancement budget (not a part of the construction funding) will go for art work, and upgrading of fabrics on chairs, for example.

DISCUSSION WITH MEYDENBAUER REPS. (They will send us a blank copy of the contract forms we will work with)

There will be some flexibility in rates for "add ons"

Piano (s)

Drapes

Tables for displays

Sound for workshops

(1 or 2 mikes will come with workshop rooms, but the rooms will have no screens or blackboards. Easels with blackboards can be provided.)

Tables for the display/market area?

Center will charge minimum compensation.

Center can probably provide from 30-50 tables. If we require more the center will have to call in an outside firm.

We must bring in audio-visual capabilities from the outside. (See the discussion in the report by Jackie and Bob of their visit to the Seattle Convention Center)

If the Meydenbauer is selected, we intend to initial a contract to indicate our acceptance of the document, but, keeping penalty clauses and construction schedules in mind, do not wish to sign it until some later date. What can that date be?

STACY - If the conditions are initialed now, you will not need to sign the contract until January 1993. You will not need to make a deposit until the date you sign.

The penalties applicable after that date will be spelled out on the contract form.

The Gymanfa Ganu committee must provide all insurance.

At what point in the time line will the Center caterer be brought in to consult with us?

STACY - We intend to have our building general manager in place by June 1992. The caterer should be available after January 1, 1993.

What about convention security (General security, all agreed that some shops would be in areas which could be locked up while closed)?

STACY - There will be plenty of guards until the center is secured for the night, then one security person will be on duty through the night.

What liaison will we have with management?

STACY - An event coordinator will be assigned for the event. That person will be with you, live with you, from portal to portal.

Anything else?

STACY - We will need the details of the gymanfa schedule at least six months before the event.

Call from Jeanne Berena, Sales Mgr Hyatt, ^{open-ended} cancellator

- ✓ The hotel will put in a "~~no penalty~~" clause, if difficulties arise about the center being finished.
- ✓ She has talked to ^{her} United Airlines representative (Contact?) and they are willing to give rates - up to 40% off!

MEYDENBAUER
CENTER

January 16, 1992

Mr. Bob Matthews
Chair, Site Selection Committee
Puget Sound Welsh Association
P.O. Box 19344
Seattle, WA 98109

Dear Bob:

At our meeting in December and discussions since then, a number of questions have been asked that need to be addressed. The following are the answers to those questions:

1. **How wide is the Exhibit Hall Lobby Area? 28' wide**
2. **What size will our choral shell be, how many voices will it accommodate?**
The shell will accommodate approximately 100 people.
3. **What is the size of our orchestra pit in the theater? 380 sq. ft., ability to hold 14 Musicians**
4. **What are the stage dimensions in the theater ? 82' wide x 36' deep**
5. **Will we have a piano on the theater stage or anywhere in the Convention Center?** We do not have a piano in our inventory at this time, however we would be happy to help you in making arrangements for having a piano brought into the facility.
6. **Performing arts calendar, when will it be set to verify use of the theater space by the National Gymanfa Ganu Association?** Preliminary scheduling indicates that the performing arts groups are not interested in using the theater facility over that Labor Day Weekend. We will be in a position to verify this information by March 1, 1992.
7. **Construction "drop dead date"?** The center is fully funded and construction is on schedule. Your event is considering use of the facility 15 months after the scheduled completion date of June 1993. Evaluation of the projects progress on January 1, 1993 would leave your organization 21 months to relocate your event should the Convention Center experience delays that would effect its opening.

Mr. Bob Matthews
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January 16, 1992

*Can be covered
on a rebate
system.*

8. **What would it cost to drape entire room to provide sound buffering?** For 388 lineal ft., 16' high drape, a not to exceed rate of \$5,100.

*Rental
cost.*

Bob, Please let me know if any further discussion on these issues is required.

Sincerely,


Stacy Pfaff
Sales & Marketing Manager

7049 NE 163rd St.
Bothell, WA 98011

15 August 1992

Cara P. Nolan
Convention Services Coordinator
East King County Convention and
Visitors Bureau
Ave NE, Ste 111
WA 98004

Dear Cara,

Thank you very much for attending the National '94 executive committee meeting at the Hyatt hotel in Bellevue on August 5. I enclose the minutes of the meeting and the address and telephone numbers of the committee members. We look forward to working with you and the bureau in organizing the event. We are very excited at the prospects and are looking forward to showcasing Bellevue and our society.

Over labor day weekend in 1993, we shall be presenting our plans to the annual gathering of the North American Welsh in Wilkes Barre, Pennsylvania. This will be an opportunity for us to generate interest and enthusiasm for the '94 event. We believe that it would be ideal if you or a colleague from the bureau could attend that event in 1993, so that you can complement our publicity for the organization with publicity for the region and tourists.

Sincerely

Alan Upshall
President.

April 6, 1993

Mr. Alan Upshal
National Gymanfa Ganu Association

Bothell, WA 98011

Dear Alan:

Construction continues to move along smoothly as we prepare for our September 13th opening. In preparation of our meeting I thought I would provide a recap of our previous correspondence so that we can determine the appropriate spaces and equipment you will want to include in the contract.

The attached Permit Application will need to be completed and returned to me at your earliest convenience. Once we have determined the space and equipment you will be using for the event, I will issue a contract immediately.

o **Facility Rental Rates**

Rental will be \$1,620 per day for use of one-half of the exhibit hall (18,000 square feet). Move-in and move-out days will be provided complimentary equal to the number of paid event days. All additional meeting space, registration space, and food and beverage space would be provided complimentary.

Theater rental will be \$700.00 for a full-day, \$400.00 for a half day.

o **Main Lobby Area**

The Center will provide complimentary:

- (4) Draped Tables
- Chairs
- Power (on existing outlets)

o **Exhibit Hall**

The Center will provide complimentary:

- Choral Shell
- Risers
- Carpeting
- Chairs
- Banner Hanging

Mr. Alan Upshal
Page 2
April 6, 1993

o **Meeting Rooms**

The Center will provide per room, per day complimentary:

Theater/Classroom Set

Draped Headtable

Risers

2 Microphones

1 Whiteboard

2 Easels

Costs for additional items:

Microphones \$20.00 each

Easels \$10.00 each

Whiteboards \$10.00 each

o **Exhibit Booths**

The Center will provide complimentary:

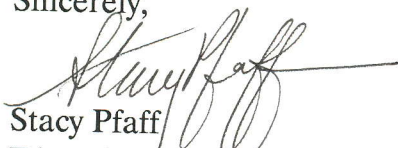
12 draped (linen & skirting) tables, (additional tables will be \$10.00 per table)

Power will be provided complimentary to the amount of fixed electrical plugs available in the area determined for exhibits (110 power only).

Alan, our Director of Food and Beverage Director is currently working on our menus. As additional facility information becomes available we will forward it to you immediately.

You can rest assured knowing our staff is committed to working with you in creating a successful event. If you have any questions, please don't hesitate to call.

Sincerely,


Stacy Pfaff
Director of Sales and Marketing

cc: Elizabeth Heath

EVENT DEFINITIONS

Convention - An assembly of attendees from an association, corporation or other organization meeting for a common purpose which requires overnight housing.

Convention with Exhibits - An assembly of attendees from an association, corporation or other organization meeting for a common purpose, using overnight housing, and exhibiting 15 or more display booths.

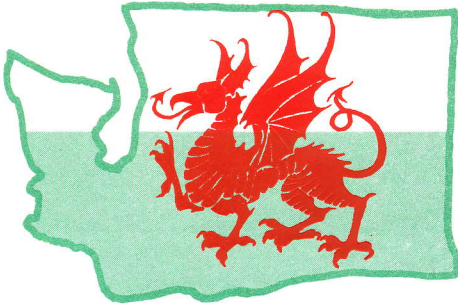
Meeting - Any gathering of persons, for a common cause such as annual meetings, religious meetings and other public assemblies.

Tradeshow - An assembly of members from common trade associations or other organizations, meeting to exchange information and visit exhibit booths, which is not open to the public.

Commercial Exhibition - Any assembly of members of common trade associations, organizations, and/or other groups, who meet solely to sell, display, or demonstrate their wares and services to the general public where an admission fee may or may not be charged.

Events - Public spectator and special events such as performing arts presentations, fashion shows, lectures, graduations, proms, receptions and banquets, where an admission fee may or may not be charged.

Effective Date January 14, 1993-June 1, 1994



Puget Sound Welsh Association

P.O. BOX 19344

SEATTLE, Washington 98109

Bothell WA 98011

~~27 June 1993~~ 25 July 93

Ms. Stacey Pfaff
Director, Sales and Marketing

Suite 239
Bellevue WA 98004

Dear Stacey,

Enclosed please find the signed contract for the use of the Maydenbauer Center for the period 9/2/94 to 9/4/94, completed permit application and cheque for \$648 as deposit. At this time the details of room use is not yet complete and will be communicated to the Center by the beginning of next year.

Also enclosed is a copy of the insurance status of the Puget Sound Welsh Association. The National Gymnafa Ganu Organization also carries insurance and I shall forward a copy as soon as available.

We also wish to reserve the theater for the day of 9/3/94. This is not indicated in the contract but is on the permit application. We presume that the theater reservation includes a tuned piano.

Following our telephone conversation earlier this week, the conference center will have a stage (approx. 32 inches high) which will be erected and on top of which will be placed the risers for the choir. The stage should also be erected for the banquet on the Friday evening. Although the contract indicates that the banquet expects 1000 people, this is not a fixed number. The hall use is free provided that we hold the banquet there.

We are looking forward very much to our 1994 event and to the continued interaction with you and the center staff.

If there are any questions please call. However, I shall be away between August 5 and 16.

Sincerely

Alan Upshall

President

February 1, 1994

Mr. Alan Upshal
Puget Sound Welsh Association
4
Seattle, WA 98019

MEYDENBAUER CENTER

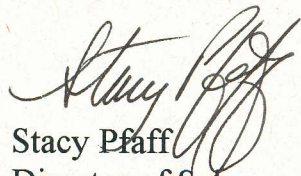
Dear Alan:

Enclosed please find the addendum reflecting use of the Theater on Saturday, September 3, 1994. The rental fee for use of this space will be \$700.00 for the day. Please note that the deposit schedule has been revised.

Please initial the addendum and return to our offices, we will in turn add our signature and return a copy to you for your files.

Please give me a call if you have any additional questions.

Sincerely,



Stacy Pfaff
Director of Sales and Marketing

MC-00196
February 1, 1994

MEYDENBAUER CENTER
National Gymanfa Ganu Association
License Agreement Addendum
September 2-4, 1994

- 1. Addition:** The National Gymanfa Ganu Association will require use of the Theater on Saturday, September 3, 1994, the rental fee is \$700.00 per day. The deposit schedule as outlined in the contract is revised as follows: \$1,646.00 will be due on or before June 2, 1994 and the balance of \$1,646.00 will be due 10 days prior to the event.

Licensee's Initials: _____ Date: _____ Licensor's Initials: _____ Date: _____