

## Market Place responsibilities

The Welsh market place is the location where vendors of Welsh items, food, clothing, craft and other souvenirs sell their wares. In Bellevue this will be in the Regency Ballroom, a large ballroom. Outside of the market place will be the tea room where people will gather for tea and Welsh cakes. In past Gymanfas, the market place has been a popular part of the weekend.

Already set up: The minutes of the last executive meeting defines many administrative issues for the market place. A copy is enclosed. Booths will cost \$100 for the first table and \$50 for the second and each other. They will be covered with linen by the Hyatt hotel. Hyatt will want to know how many tables and chairs about two weeks before the events.

The contact person at the Hyatt is Catherine Schrock, Associate director of catering/convention services.

Detailed responsibilities: (these are things which have to be done but there is plenty of scope for your own imagination.) Developments which cost significant sums of money should first be cleared with treasurer and president. Awareness of cost is important. Brian Parry is the member of the executive committee for logistics and market place. Interact directly with him. Telephone 524-0854

Information on the arrangements should be sent to all prospective renters. This will include cost structure, shipping arrangements and requests for any specific supplies, e.g. electricity supply to the booth. State registration requirements.

Work with Hyatt to arrange tables in the most efficient arrangement  
Work with pipe and drape suppliers for contract price and drape colors. (perhaps green and red drapes). The minutes say that Alan will contact the pipe and drape companies. He has not done this.  
Ensure the set up and take down responsibilities and times.

Solicit vendors, by mail and by advertizing, some suggestions are attached.

Interface with Mary/David Powell about Welsh tea room

Work with Steve Ensley re taxes and budget. All vendors will be required to register with WA state for tax purposes on merchandise sold. Steve has found out about the paperwork necessary.

Free booths are given to:

The organizers of the 1995 event. Glenn Grove, Hendygywyn, Box 268, Delta, PA 17314. Tel 717-456-7379.

The Wales Tourist Board, see card, John Alwyn Jones

Perhaps Ty Nant Water, see card, Leonard Moreno

National Gymanfa Ganu Association, see letter head, communicate with Nelson Llewellyn

United Airlines. This is being worked on inside a package. Will let you know.

If the ballroom is full of paid vendors, then the above booths can be arranged outside near the tea room. Paid vendors need a secure room.

PSWA will want a paid booth

Couple of others enclosed.

We will put information in National newspapers

other suggestions:

David Morgan, Bothell

British Pantry

Elsie of England, travel agent

See cards, Brian also has some

July 29, 1994

Gwynne Dodge  
Puget Sound Welsh Association  
NE 68th  
Kirkland, WA 98033

RE: Welsh national Gymanfa Ganu

Dear Gwynne:

The following is an itemized cost breakdown of the equipment we discussed for your event.

|                                      |      |         |
|--------------------------------------|------|---------|
| 350' Of 8' high fabric masking wall  | 2.90 | 1015.00 |
| 200' Of 3' high fabric crowd control | 2.25 | 450.00  |
| SUB TOTAL                            |      | 1465.00 |
| 8.2% WA ST SALES TAX                 |      | 120.13  |
| TOTAL                                |      | 1585.13 |

It is our company policy to receive payment in full prior to installation of the event.

It is our understanding the following schedule applies

GES installs equipment Wednesday 8/31/94 6:00 AM - *Need to change to Thurs.*  
Event opens Thursday 9/1/94 1:00 PM  
GES removes equipment Monday 9/5/94 8:00 AM

If you have any questions or require additional information, please do not hesitate to give me a call.

Sincerely,

*Kelly D. Laidler*  
Kelly D. Laidler  
Sales Executive