

GRAY LINE
Convention Hosts

March 21, 1994

Ms. Liz Heath
3803 N. 36th Street
Tacoma, WA 98407

Dear Liz:

Please review the following contract for the North American Gymanfa conference to be held in Bellevue, September 2 - 6, 1994. Note any changes which you may find. I will prepare the shuttle contract after we have finalized the remaining details. We also need to establish one central pick up location for all tours.

FRIDAY, SEPTEMBER 2, 1994

MUSEUM OF FLIGHT

Duration: 8:30am - 12:30pm

Tour Cost: \$20.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe motorcoach transportation
- * Professional tour guide
- * Admission to the Museum of Flight with docent guide
- * 8.2% Washington State sales tax

DISCOVER SCENIC SEATTLE

Duration: 8:30am - 12:30pm

Tour Cost: \$19.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe motorcoach transportation
- * Professional tour guide
- * 8.2% Washington State sales tax

** Do you still want to include the 45 minute tour of the Japanese Gardens?

FRUGAL GOURMET TRANSFER

1:30pm Transfer 24 passengers from Bellevue to Pike Place Market, location TBA.

** At this time I have based the cost on 4 hours.

Cost: \$246.00 per coach

BLACKDIAMOND TOUR

Duration: 1:30pm - 5:30pm

Cost: \$10.00 per person

Minimum Passenger Guarantee: 30

Includes: Deluxe motorcoach transportation and tour escort

** Please note: I will need to get the street address for the Museum and any other stops you wish to make in Black Diamond. The travel time is approximately 45 minutes one way from Bellevue.

SEATTLE HARBOR TOUR

Duration: 1:30pm - 5:30pm

Tour Cost: \$26.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe motorcoach transportation
- * Professional tour guide
- * Narrated harbor cruise
- * 8.2% Washington State sales tax

SATURDAY, SEPTEMBER 3, 1994

BLACKDIAMOND TOUR

Duration: 9:30am - 1:30pm

Cost: \$10.00 per person

Minimum Passenger Guarantee: 30

Includes: Deluxe motorcoach transportation and tour escort

SEATTLE HARBOR TOUR

Duration: 9:30am - 1:30pm

Tour Cost: \$26.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe motorcoach transportation
- * Professional tour guide
- * Narrated harbor cruise
- * 8.2% Washington State sales tax

MUSEUM OF FLIGHT

Duration: 1:30pm - 5:30pm

Tour Cost: \$20.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe motorcoach transportation
- * Professional tour guide
- * Admission to the Museum of Flight with docent guide
- * 8.2% Washington State sales tax

DISCOVER SCENIC SEATTLE

Duration: 1:30pm - 5:30pm

Tour Cost: \$19.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe motorcoach transportation
- * Professional tour guide
- * 8.2% Washington State sales tax

PRE/POST CONVENTION TOUR

MT. RAINIER NATIONAL PARK & NORTHWEST TREK

Thursday, September 1 & Monday, September 5, 1994

Duration: 8:00am - 7:00pm

Tour Cost: \$53.00 per person

Minimum Passenger Guarantee: 30

Tour Includes:

- * Deluxe roundtrip motorcoach transportation
- * Professional tour guide
- * Mt. Rainier National Park entrance fee
- * Northwest Trek admission and tram ride

- * Gourmet boxed lunch
- * 8.2% Washington State sales tax

PREPAYMENT

Gray Line Convention Hosts request full prepayment of \$7,926.00 prior to the convention. This is based on the minimum passenger guarantee for each tour provided in addition to the charter transfer on September 2.

IMPORTANT DATES

July 1st	Initial passenger count due.
August 1st	Final passenger count due.
August 1st	Total amount to be billed due.

BILLING

Upon completion of services, you will be billed on a per person basis for each person over the minimum guarantee. The minimum guarantee for your group is 30 passengers per tour which is covered in the prepayment cost.

CANCELLATIONS

Gray Line Convention Hosts reserves the right to cancel tours if the minimum passenger guarantee is not met. You have the option to pay the difference to insure that the tour does operate.

If any tour is cancelled prior to 30 days out, there will be no penalty assessed, save the non-refundable deposit amount of \$1,981.00. If the tour is cancelled within 30 - 10 days prior to service, \$100.00 will be charged in addition to the non-refundable deposit. If a tour is cancelled in less than 10 days from the date of service, the full prepayment will be assessed.

GRATUITY

Gratuities for drivers and escorts are voluntary and personal in nature and are not included in our prices.

RESPONSIBILITIES/LIABILITIES

Gray Line of Seattle dba Gray Line Convention Hosts reserves the right to substitute any services or make any changes in the services of arrangements of equal value that may become necessary due to circumstances beyond our control, with or without notice. This includes transportation or other services.

Gray Line Convention Hosts also reserves the right to decline or accept or retain any person as a member of these services and arrangements at anytime. Passage may be refused to anyone whose state of health or physical or mental condition renders him/her, in the opinion of Gray Line Convention hosts, unfit for travel.

Please review the above services. If you are in agreement, sign and return or fax the original copy to:

GRAY LINE CONVENTION HOSTS
ATTN. WENDY VERMILLION
720 SOUTH FOREST STREET
SEATTLE, WA 98134
FAX: 206-626-5209

If you have any questions, please feel free to contact me at 626-6085.

Sincerely,
GRAY LINE CONVENTION HOSTS

Wendy Vermillion 3/21/94
Wendy B. Vermillion / Date
Convention Operations Manager

Steven C. Ensley 3/30/94
~~Eiz Heath~~ Date
North American Gymnastics, PSWA
BY STEVEN C. ENSLEY
TREASURER

GRAY LINE
Convention Hosts

July 15, 1994

Ms. Liz Heath
3803 N. 36th Street
Tacoma, WA 98407

RE: Revised contract Transportation services

Dear Liz:

Please review the following contract for the North American Gymanfa conference to be held in Bellevue, September 2 - 6, 1994. Also, to confirm our changes on the tour contract, please review the following:

- * All tours will pick up at the Hyatt. Spot time is 15 minutes prior to tour departure. The Mt. Rainier tour will stop @ both the Hyatt and Bellevue Inn due to the early time. Will our guides need to take up tickets?
- * The Museum of Flight tour has been changed to a 19 passenger squire with a minimum of 15 passengers.
- * Time change for the Mt. Rainier Tour is 7:00am - 6:00pm on September 1st and 8:00am - 5:00pm on September 5th. The only problem I see is that the tram tour @ NW Trek is scheduled for 10:00am on both days. Departing at 7:00am leaves us with a bit of "dead" time before going to the park. Can we move it up to 7:30am at least?

**HOTEL/MEYDENBAUER SHUTTLE SERVICE
SEPTEMBER 1 - 4, 1994
3rd Draft Shuttle for the North American Gymanfa**

Hotel Pick up locations:

Hyatt Regency Bellevue: Spot on NE 10th, front of hotel for departure

Bellevue Inn: 11211 Main Street

Meydenbauer Center: NE 6th Ave.

Thursday, September 1, 1994

10:00am - 5:30pm 1 x 47 Shuttle between Hyatt and Bellevue Inn Service will depart from each hotel at 15 minute intervals.

5:30pm - 11:00pm 2 x 47 from the Bellevue Inn to the Hyatt. 200 passengers can be transferred in 1 hour.

11:00pm - 12:00am 1 x 47 shuttle between Hyatt & Bellevue Inn
** May want 2 coaches from 11:00pm - 12:00pm. TBA

1 x 47 from 10:00am -12:00am @ 14 hours = \$626.00

1 x 47 from 5:30pm - 11:00pm @ 6 hours = \$322.00

DAY 1 TOTAL: \$948.00

Friday, September 2, 1994

Daytime shuttle between Hyatt & Bellevue Inn

7:30am - 4:30pm 1 x 47 coach

For the evening, we will have two routes-

One running from the Bellevue Inn to the Meydenbauer Center

One running from the Hyatt to the Meydenbauer Center

5:00pm 1x47 from the Bellevue Inn to MC at 15 minute intervals. (188 passengers can be transferred in one hour)

4x47 from the Hyatt to the MC at 15 minute intervals (752 passengers can be transferred in one hour)

After 6:00pm banquet, we will reduce coaches to 4.

11:00pm Concert ends. 3 x 47 will return back to the Hyatt & 1 x 47 to the Bellevue Inn.

11:30pm End of service for 3 of 4 coaches. 1 x 47 will continue shuttle between Hyatt & Bellevue Inn.

12:00am Shuttle ends.

One expediter will be on site at the Hyatt for evening departures and transfer to the MC for departures following the concert. The expediters will be radio equipped to communicate with the drivers and provide more efficient service.

1x47 from 7:30am - 12:00am @ 17 hours =	\$ 740.00
1x47 from 5:00pm - 6:30pm @ 3 hours minimum	\$ 208.00
3x47 from 5:00pm - 11:30pm @ 7 hours =	\$1,080.00
1 expediter at 7 hours =	\$ <u>194.00</u>
DAY 2 TOTAL:	\$2,222.00

Saturday, September 3, 1994

Daytime Shuttle

1 x 47 between the Bell.Inn, Hyatt & MC from 7:30am - 6:30pm
At 6:30pm, this coach will begin a shuttle from the Bellevue Inn.

** The Meydenbauer Center will be included in the loop beginning at 8:30am.

6:30pm Transfer estimated 600 guest from the Hyatt to the MC & 200 from the Bellevue Inn to the MC.

2 x 47 servicing the Bellevue Inn and 4 x 47 servicing the Hyatt for a total of 6 coaches.

8:00pm Concert begins.

10:15pm Earliest time the concert will end. Coaches respot at MC.

10:30pm Or when concert is over, begin shuttle to the Hyatt. (and Bellevue Inn if needed)

11:30pm Or one hour after transfer begin, 1 x 47 will take pick up the choir @ the MC and transfer them to the Hyatt.

11:30pm 4 coaches released and 2 x 47 will continue Hyatt/BI shuttle.

1:00am End of service.

1 x 47 from 7:30am - 11:30pm @ 16 hours =	\$ 702.00
2 x 47 from 6:30pm - 1:00am @ 7 hours =	\$ 360.00
3 x 47 from 6:30pm - 11:30pm @ 5 hours =	\$ 852.00
1 expediter from 6:30pm - 11:30pm @ 5 hours =	\$ 138.00
DAY 3 TOTAL:	\$2,052.00

Sunday, September 4, 1994

9:00am 5 coaches begin shuttle. 1 from Bell.Inn and 3 from Hyatt (For a total of 4 coaches in service) to the Meydenbauer Center.

10:00am Service begins. (Estimated 500 guests attending)

2:00pm Gymanfa. (Estimated 700 guests attending)

4:00pm Boxed Supper.

7:00pm Gymanfa.

9:00pm Begin returns to the hotels. Reception to be held at the Hyatt.

11:00pm 3 x 47 end of service. One coach will continue Hyatt/Bell.Inn shuttle.

12:00am 1 x 47 end of service.

3 x 47 from 9:00am - 11:00pm @ 14 hours =	\$1,878.00
1 x 47 from 9:00am - 12:00am @ 15 hours =	\$ 664.00
1 expediter from 1:00pm - 9:00pm @ 8 hours =	\$ 222.00
DAY 4 TOTAL:	\$2,764.00

4 DAY SHUTTLE GRAND TOTAL: **\$7,986.00**

Based on a total 4 day ridership of 2,500 people:
\$3.19 per person

Gray Line Convention Hosts will provide 1994 Welsh Gymanfa Ganu signs on all coaches and Hyatt/Bellevue Inn signs on each coach indicating which hotel they are servicing.

Liz, let me know if you have any additional changes and we can prepare a contract. I will look forward to talking with

you again soon.

Sincerely,
GRAY LINE CONVENTION HOSTS

Wendy Vermillion 7/18/94
Wendy Vermillion Date
Convention Operations Manager

Alan Upshall 26 July '94
~~Eiz Heath~~ Date
N.A. Gymnafa
ALAN UPSHALL, PRESIDENT

WELSH GYMANFA GANU SHUTTLE/TOUR PROGRAM

Shuttle Program

Expeditors @ 3 days (per contract) @	\$ 554.00
4 day shuttle cost =	<u>\$7,944.00</u>
SUB-TOTAL:	\$8,498.00
(Deposit of \$7,986.00 received)	

Total ridership throughout the 4 days was 2,563 passengers or \$3.32 per person.

Pike Place Market transfer @ 3 hours = \$ 208.00

Discover Scenic Seattle
214 passengers @ \$19.00 = \$4,066.00

Waterfront Tour
191 passengers @ \$26.00 = \$4,966.00

Museum of Flight
30 passengers @ \$20.00 = \$ 600.00

Mt. Rainier w/ NW Trek
128 passengers @ \$53.00 = \$6,784.00

Black Diamond
85 passengers @ 850.00 = \$ 850.00

SUB-TOTAL: \$17,266.00
(Deposit of \$7,926.00 received)

Airport Transfers 9/01; 9/05; 9/08

Meet & Greet @ 3 hours =	\$ 82.00
Transfers inclusive of airport tax =	<u>\$1,371.96</u>
SUB TOTAL:	\$1,453.96
(Deposit of \$1,040.00 received)	

GRAND TOTAL :	\$27,425.96
Less Deposit:	<u>(\$16,952.00)</u> -
TOTAL AMOUNT DUE:	\$10,473.96

Payments should be sent to: Gray Line Convention Hosts
720 South Forest Street
Seattle, WA 98134

GRAY LINE
Convention Hosts

September 19, 1994

Liz Heath
3803 N. 36th Street
Tacoma, WA 98407

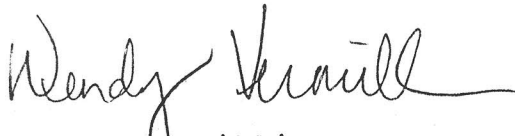
Dear Liz,

First of all I want to thank you and Alan Upshall for the generous gratuity check. It was like an early Christmas present and I was so pleased to distribute it to each of the Gray Line members involved with the convention.

I have prepared the final billing for your review. This includes the tour and shuttle program and the Airport transfers for the choir. Please don't hesitate to call me with any questions. (626-6085)

Thank you again for selecting Gray Line Convention Hosts to manage both the shuttle and tour program for the 1994 Welsh Gymanfa Ganu. When you're ready to host the convention in the Pacific Northwest again, give us a call!

Sincerely,
GRAY LINE CONVENTION HOSTS



Wendy Vermillion
Convention Operations Manager