



INTEROFFICE CORRESPONDENCE

(REVISED)

August 9, 1996

Mr. J. W. Best  
Mr. P. J. Cundari  
Mr. R. M. Sanders  
Mr. D. L. Wilmesher

RE: **CUSTOMER MEETINGS - 1996 NACS CONVENTION**  
**Monday, October 21-23, 1996, Las Vegas, Nevada**

Attached is the meeting grid for the NACS Convention to be held at the Las Vegas Convention Center on the above dates. You will notice we have assigned each sales area specific times for meeting in the RJR Exhibit and our second location called "Expo Plus" provided by NACS. You should include your Account Executives in these appointments since we do not identify time slots for them.

At this time we have scheduled all RJR executives to depart on Wednesday, October 23, at 11:00 a.m. (subject to change). Therefore, when discussing appointments with your Account Executives you might want to assign Wednesday time slots for them.

This "Expo Plus" will be located on the first floor of the exhibit building, and we will provide a more specific location in your fact book at a later date.

It will no longer be necessary to confirm your appointments with Trade Relations; however, once you have booked and confirmed appointments, we will request this information to prepare a final grid for the fact book by October 4, 1996.

If you find you need additional meeting times other than the allotted space, you will have the opportunity to use the NACS Hunter Club. The Hunter Club offers informal meeting areas and a private meeting room which accommodates up to 10 people. To reserve this space in advance, you should contact Martha Preston and information will be forwarded to NACS.

The following are NACS exhibit hours:

- Monday, October 21 12:00 p.m. - 5:00 p.m.
- Tuesday, October 22 12:00 p.m. - 5:00 p.m.
- Wednesday, October 23 9:15 a.m. - 1:15 p.m.

If you should have any questions, please call me at x6613.

M. L. Jones

MLJ/mhp  
Attachment

cc: J. V. Maguire  
B. K. Stockdale  
Account Executives

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