



Separator Sheet

File Contents: TR I-Steel ~~CONS~~
Structures

Denton Convention and Visitor Bureau

Memo:

Tri-Steel Structures, Inc.

**To: Denton County Convention & Visitors Bureau
Attn: Suzanne James (4 pgs. total)
Phone: 940-382-7895
Fax: 940-382-6287**

**From: Roberta Boyd, Customer Relations Manager
Phone: 800-874-7833 or 940-497-7070 or 940-321-2221, Ext. 105
Fax: 940-497-7497**

Date: September 13, 2000

Good Morning, Suzanne. We are a residential steel framing company and are looking for a site for our International Distributor Conference for 2001.

Attached is a copy of our 2-day agenda for the 2000 Conference earlier this year. We are looking again at late February, 2001, but we are flexible. We always hold it on a Thursday and Friday.

Basically, we require a central conference room that will accommodate approximately 200 for the main meetings during the day. Set up is flexible, but we usually do it classroom style with long tables. This room could also serve as our banquet/party room for our Friday evening event, but would need to accommodate up to 250 that evening. We sometimes have a band, DJ with karaoke or a casino party along with the meal. We also need three additional rooms (accommodating up to 50 people each) that can be set up for our Vendors, our Product Sales Department and our Technical Services Departments. These areas would have displays, some minor construction with our vendors putting up their displays (sunroom, patio cover) and would need computer access for several computers (especially in the Product Sales room). Vendors usually set up on Thursday morning, but Product Sales and Technical Services may need to do some setting up on Wednesday afternoon. These displays and arrangements in these three rooms would need to stay intact for the two days and be able to be secured overnight on Thursday. We would also prefer telephone access in at least the Product Sales room along with a modem line. We will need 25-30 six to eight foot tables with skirting for the Vendors, Technical Services and Products Sales areas. We could also utilize a couple of smaller rooms that could accommodate 20-30 for afternoon breakout sessions, although these sessions could possibly be held in the main meeting room if the room was large enough and good separation could be provided.

We generally erect some type of steel framing display the day before the Conference begins in the main meeting room, so we would require access to the facility the day

prior to the Conference for set up, decorating, rehearsal, etc. If absolutely necessary, some of our staff could come in over the weekend to tear down, but we would prefer to wait until the following Monday, because our Conference continues through Saturday at our office on Stemmons.

We would require breakfast and lunch on Thursday and breakfast, lunch and dinner (banquet) on Friday. Our banquet would require round tables, table cloths, etc., but could be set up buffet style. Of course, we are open to any and all suggestions or recommendations.

I would appreciate having a list of facilities in the Denton/Dallas/Fort Worth area. Since our corporate office is in Denton, we would like to find something in the Denton area if possible.

Thank you for any help you can give me.

THE GREAT STEEL RUSH



AGENDA

DAY 1 THURSDAY, FEBRUARY 24

7:30 - 8:30 am	Registration and Continental Breakfast	(Main Hall)
8:30 - 8:45 am	Opening Ceremony	(Main Hall)
8:45 - 9:00 am	Welcome to the Conference J. David Brown, TSS President & CEO	(Main Hall)
9:00 - 9:20 am	A Word from the Chairman John F. Brown, TSS Founder & Chairman of the Board	(Main Hall)
9:20 - 9:40 am	Welcome from Georgia and Introduction of Staff Pete Nostrand, VP & General Manager- TSS Georgia	(Main Hall)
9:40 - 10:00 am	Introduction of Texas Sales Team and Incentives John Garlow, TSS Vice President- Product Sales & Support	(Main Hall)
10:00 - 10:50 am	"Need Money for Your Business? I'll Teach You How to Get It!" Dr. Joseph R. Mancuso, Founder CEM and CEO Club	(Main Hall)
10:50 - 11:00 am	BREAK	
11:00 - Noon	"Creating Winning Momentum" Krish Dhanam, Signature Speaker with Zig Ziglar Training Systems	(Main Hall)
12:00 - 1:00 pm	LUNCH	(Main Hall)
1:00 - 5:00 pm	BREAK-OUT SESSIONS:	

Specific Schedule Break-outs:
(Main Hall)

1:00 pm "Creating Winning Momentum Q & A"
Krish Dhanam, Zig Ziglar Training Systems

2:00 pm "Keys to a Successful Distributor: A Business Plan Approach"
J. David Brown, TSS President and CEO

3:30 pm "Creating Customs Out of Standards"
John Garlow, TSS VP, Product Sales and Support

4:00 pm "Construction Q & A"
Brad McDonald, TSS Project Manager

Break-Out Sessions:
(Tri-Steel Offices)

- Product Sales (Sales Room)
- Technical Services (Boards Room)
- Vendor (Victorian Room)
- Customer Service (Lobby)
- Sales Tools (Victorian Room)

6:15 pm

On the Trail to Cowtown

Meet at Tri-Steel Corporate Offices for Bus Trip to Fort Worth
(Bus leaving no later than 6:30 p.m.)

(Tri-Steel Offices)

THE GREAT STEEL RUSH 2000

AGENDA

DAY 2 FRIDAY, FEBRUARY 25

- 8:30 - 9:00 am Late Registration and Continental Breakfast (Main Hall)
- 9:00 - 9:15 am Announcements (Main Hall)
J. David Brown, *President & CEO*
- 9:15 - 10:15 am "Strengthen Your Sales Staff: An Organizational Approach to Creating More Customers" (Main Hall)
Bob Kopitke, *TSS Board of Directors*
- 10:15 - 10:30 am BREAK
- 10:30 - Noon "Creating Your Success Team" (Main Hall)
Pete Nostrand, *VP & General Manager- TSS Georgia*
- 12:00 - 1:00 pm LUNCH (Main Hall)
- 1:00 - 5:00 pm BREAK-OUT SESSIONS:

Specific Schedule Break-outs
(Main Hall)

1:00 pm "Learn from the Experts: A Distributor Panel"
Pete Nostrand, *VP & General Manager- TSS Georgia*

2:30 pm "Marketing Your Home like a REALTOR®"
Richard Calvey, *Century 21 REALTOR®/Judge Pitt, Co.*

4:00 pm "Construction Q & A"
Brad McDonald, *TSS Project Manager*

Break-Out Sessions
(Victoria's Room)

- Product Sales (Suffolk Room)
- Technical Services (Lynch Room)
- Victoria's (Victoria Room)
- Customer Service (Lynch Room)
- Sales Tools (Victoria Room)

- 7:00 pm Tri-Steel 2000 Awards Dinner (Main Hall)
- 7:30 pm Presentation of 2000 Distributor Awards (Main Hall)
John Garlow & J. David Brown
- 8:00 - 11:00 pm Texas-Sized Hoe-Down and Celebration (Main Hall)



SALES LEAD/BID INVITATION

FROM CHRISTINE GOSSETT
DENTON CONVENTION & VISITOR BUREAU
Phone: 382-7895; Fax: 382-6287; e-mail: cvb@iglobal.net

This request is for **Tri Steel Structures, Inc.** to be held 2-days **late in February 2001.**

I am attaching the bid specifications for the convention. I feel Denton could host this groups and if you are willing to bid on this convention, **please give your proposals to Roberta Boyd no later than Friday, September 22.** Her fax number is 940-382-6287. Even if your hotel or facility cannot host the entire group for meetings or overnight, please give the proposed group rates for each conference and we will submit the information anyway, as you know most conventions this size need rooms for overflow.

Thank you for your cooperation and prompt response. Please call me with any questions regarding this bid request.

for file

September 15, 2000

Ms. Roberta Boyd
Tri-Steel Structures
1500 S. Stemmons Frwy.
Denton, TX 76205

Dear Roberta:

Thank you for your recent inquiry regarding the use of our facilities at the Radisson Hotel Denton & Eagle Point Golf Club.

At this time, we are unable to accommodate your group based on the spacing requirements you indicated on your spec sheet.

We look forward to hosting future events for Tri-Steel Structures. If you have any questions, please call me at 940/384-2258.

Sincerely,



Rhonda Drennan
Catering Manager

CC: Mickey Wheatley
General Manager

Christine Gossett
Denton CVB