



INVITATION TO BIFMA STAKEHOLDERS

TO: Sustainability Assessment Standard Stakeholders

FROM: Jaclyn Bowen, Standards Specialist, NSF International
Tom Reardon, Executive Director, BIFMA International

DATE: June 19, 2007

RE: July 26, 2007 Stakeholder Meeting

The next BIFMA Sustainability Assessment Standard Stakeholder meeting will be on **Thursday July 26, 2007 from 8:30am-4:30pm (ET)**. This meeting will be held at

The Marigold Lodge
(Herman Miller's Executive Conference Center)
1116 Marigold Avenue
Holland, Michigan 49424-2614

An agenda and meeting materials will be e-mailed to you prior to this meeting.

Please return the attached reply sheet by Thursday July 5, 2007 to let us know whether or not you plan to attend. You may also RSVP to the attention of Jaclyn Bowen by sending a fax (734-827-6162) or e-mail (bowen@nsf.org).

A block of rooms have been reserved at the Marigold Lodge. To reserve your room at the discounted rate (\$89), please call Julie Lamer at 616-654-5410 or email her with your arrival and departure date/time at [julie_lamer@hermanmiller.com].

The closest major airport is the Grand Rapids Gerald Ford International Airport.

Directions from the Airport: Airport exit is at the corner of 44th street and Paterson Ave. Take Paterson Ave. left. Take M-37 south, to Exit 15 to M-6, proceed west on M-6 to exit 64 to I-196 proceed south on Interstate 196 to Holland (exit 55-Holland/Zeeland) to Business I-196 proceed on Business I-196 to 120th Ave. Turn right and proceed to next intersection (Lakewood Blvd) turn left. Keep to the left on Lakewood Blvd. approximately 2 miles until it becomes Douglas Ave. Proceed on Douglas Ave. until you come to a Mobil Gas Station on the left. Turn left onto Waukazoo Dr. Proceed on Waukazoo Dr. until you

come to a white stucco wall on your left. This is the beginning of the property. The next left turn is Marigold Lane. Proceed through the gate. The lodge is on the right and parking is on the left.

If you are not able to travel to the meeting, teleconference and web-based access will be available. For participating in the full group meeting, at the designated time, please call 866-740-1260, and at the prompt, enter participant code: 8275139. For web conferencing, please connect to <http://www.readytalk.com>. The same participant access code applies.

Thank you in advance for your participation. We look forward to meeting with you.

Attachment: reply sheet