



## SERVICES

### **Abstract Submission**

#### **Advance Registration**

- Integrated Registration/Housing Services
- 24/7 access to reports
- Unlimited registration categories/ticketed events
- Full Accounting Services

#### **Air & Ground Transportation**

- Meeting air travel specialists for 50 plus years
- Negotiated rates on air and ground transportation
- Electronic tickets and e-mail confirmations
- 3-Step quality control process
- Airline activity reports
- Group arrival and departure manifests
- Travel policy assistance
- After hour emergency service

#### **Attendee Management**

- Tradeshow Reporter—online compilation of post-event attendance reports

#### **Contract Negotiations**

- Reduce liabilities
- Guaranteed lowest rates

#### **Customer Service Center**

- Reservations accepted by mail, phone, fax and internet
- Experienced Registration and Housing Coordinators
- Electronic HTML confirmations
- VIP, Exhibitor, International and correspondence specialists
- 24 hour turnaround on confirmations
- Credentials production
- Experienced Client Service Representative and Hotel Coordinator assigned to each event
- E-mail marketing

#### **Destination Manager**

Industry's most feature-rich, custom web site offers attendees the ability to:

- Register for an event
- Book space-limited events
- Search meeting block hotels for availability
- Book hotel reservations
- Waitlist hotel reservations
- Arrange flights and/or rental cars
- Return to site to change tickets, hotel reservations, and more

#### **Email Marketing Solutions**

- Message Direct

#### **Housing Management**

- Hotel contract review & management
- Daily interface with block hotels
- Historical tracking of pick-up statistics
- 24/7 internet access to hotel inventory control reports for clients and hotels
- Sub-block allocations and management
- Electronic transmission of reservations to hotels
- 24/7 Internet access to housing reports for clients and hotels

#### **Incentive Meetings**

- Campaign development
- Program design and logistics
- Premiums & promotions

#### **International Meeting Management**

- Full service alliance - Congrex

#### **Mapping**

- Online show floor viewer
- Interactive city map
- Print maps

#### **Marketing Consultation and Graphic Design**

- Event promotion/advertising
- Concept development & implementation

#### **Meeting Consolidation Solutions**

- Strategy & policy consulting
- Customized technology solutions
- Data & spending consolidation
- Preferred vendor management

#### **Online Event Services**

- Online Event Solutions
  - ExpoExchange Event
  - Virtual Expo
  - Exhibitor Directory
  - Data Synchronization
  - Online Meeting Match
- PDA Download Solutions
  - ExpoView—download entire event programs from the web

#### **Planning and On-Site Management**

- Budget & agenda consultation
- Food and beverage management
- Space allocations
- Onsite execution
- Supplier coordination
- Post-con analysis

#### **Premium and Promotional Products**

#### **Full Service Registration Services**

- Advance Registration
  - Internet Registration
  - Ticketing and Space Limited Event Management
  - Electronic Confirmations
  - Credential Production
  - Electronic Will Call
- Onsite Registration
  - Self-Registration
  - RTCCP-Real-time credit card processing
- ExpoExchange InfoManager
  - Direct 24-hour access from the Internet

#### **Registration, Housing & Lead Retrieval**

- Integrated registration/housing management
- Web-based registration solutions
- 2D Barcode Lead Retrieval

#### **Sales Lead Management Services**

- Lead Retrieval with ExpoCard Reader
  - Standard and Mobile
- Lead Qualification with ExpoCard Connect
  - Mobile (wireless, handheld) and Pro (complete, turn-key system)
- Lead Management
  - ExpoCard Web
  - Disk of Leads
  - Mailing Labels or Computer List of Leads
  - Lead Analysis Report
- Lead Promotion
  - Attendee List Promotions
  - ExpoExchange Lead Express
  - Mailing Services/ Fulfillment

#### **Show Floor Services**

- Internet Café—internet-enabled kiosks at show site
- Product/Exhibitor Locator—onsite exhibitor directory
- CEU Manager—online verification & certificate generation
- Associate/Session Locator
- Message Center
- International Buyer Systems

#### **Site Research**

- RFP development
- Analysis and Recommendations

#### **Speaker Management & Online**

##### **Supplier Management**

- RFPs, bid comparisons for A/V services, decorators, DMCs, entertainment, etc.

##### **Tradeshow Sales and Management**

- Revenue generation
- Floor-plan design
- Supplier management
- Onsite services
- Sponsorship Sales

##### **Training Technology Solutions**