



# PREMIER

CONFERENCE AND EVENTS

## Premier Conference and Events Services

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### ....Your next Strategic Move

#### Convention, Conference / Meeting & Incentive Services

- ❖ Venue & Site Selection
- ❖ Registration Services
- ❖ Meeting / Session Management Signage and Marketing Management
- ❖ Exhibition / Tradeshow Planning & Management
- ❖ Sponsorship Consulting & Management
- ❖ Team Development
- ❖ Team Building Activities
- ❖ Motivational Speakers
- ❖ Spousal & Guest Programs
- ❖ Special Interest Programs
- ❖ Gift and Promotional Items
- ❖ Program Management & Personnel
- ❖ Pre / Post Conference Excursions

#### Event Planning

- ❖ Venue Selection & Management
- ❖ Entertainment
- ❖ Décor
- ❖ Themed Events
- ❖ Catering
- ❖ Guest Speakers
- ❖ Audio Visual and Stage Production

#### Destination Services

- ❖ Site Selection
- ❖ Multilingual Staff
- ❖ Hotel Liaison
- ❖ Hospitality & Registration Services
- ❖ Spousal & Guest Programs
- ❖ Special Interest Programs
- ❖ Gift and Promotional Items
- ❖ Program Management & Personnel
- ❖ Children/Youth Programs

#### Transportation

- ❖ Airport Transportation Services for group and FIT travel
- ❖ Airport On-site Dispatching & Management
- ❖ Baggage / Cargo Handling
- ❖ Conference Hotel Shuttle Planning and Coordination
- ❖ Routing & Scheduling
- ❖ Luxury Motor Coach Rentals/Charters for Transportation in and out of city
- ❖ Mini-buses & Van Rentals/Charters
- ❖ Stretch Limousines and Luxury Sedan rentals
- ❖ Vintage and Special Request Vehicles
- ❖ Organization and rental for Special Needs
- ❖ Airline Bookings & Management

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