

FROM CONCEPT TO COMPLETION...or anywhere in between

BENEFITS

- Over 25 years of hands-on experience and success in the event industry
- Long-term strategic relationships with a variety of event industry suppliers
- Proven track record in obtaining maximum cost savings and customer ROI
- National and regional event management expertise

SERVICES

- Budget/Financial Planning
- On-Site Management & Execution
- One-Stop Event Planning & Management
- Vendor Negotiation & Management
- Venue Selection
- Invoice Processing & Reconciliation

EVENTS

- Conferences
- Corporate Events
- Keynote Presentations
- Non-Profit & Fundraising Events
- Product Launches
- Public Exhibitions
- Seminars
- Tradeshows & Fairs
- User Group Conferences

Overview

ROI Event Management, Inc. provides full-service event management and production services to associations, trade and public show producers, corporations and non-profit organizations. Whether you need support for your in-house staff or a complete solution, we can put together a comprehensive plan to manage your event from beginning to end.

Our strategic alliances with suppliers and unlimited access to resources enable us to create and manage events of any size. Our personalized customer service and hands-on approach ensure that your event runs flawlessly and provides the highest return on your investment.

Our team held key positions at COMDEX® – one of the largest technology shows in the world – and has produced hundreds of events in multiple venues. We have produced and managed everything from small conferences and traveling road shows to some of North America's largest tradeshows attracting hundreds of thousands of attendees. Sales and marketing as well as sponsorship programs can be developed to increase awareness and drive more traffic to your events.

We are passionate about the success of your events! Here are some of the organizations that have utilized our services.



What We Can Do For You

ADDITIONAL SERVICES

- Audio Visual Services
- Video Production Services
- Tents/Pavilions
- General Service Contractors & Decorators
- Sales & Marketing
- Public Relations
- Material/Freight Handling/Rigging
- Registration/Travel/Housing
- Security
- Shipping & Customs

Partial List of Services

Budget/Financial Planning

- Cost Analysis
- Pre-Event Financial Forecasting
- Post-Event Financial Reconciliation
- Analysis and Performance Measurements
- Requisitions, Invoices, and Purchase Orders

Vendors/Venues

- Contract Review and Negotiations
- Selection
- Management

Floor Plans-AutoCAD

- Exhibit Space Design
- Management and Maintenance
- Meeting Room Layouts

Pre-Show Production

- Timeline Production/Flow charts
- Sales and Marketing
- Sponsorship Programs
- Travel and Housing
- Temporary Staffing
- Registration Services
- Food and Beverage/Catering

On-Site Management

- Floor Management
- Security
- Graphics/Signage

Let us put our knowledge, resources and expertise to work for you. Contact us today for a free consultation at 781.455.1188, info@roieventmanagement.com or visit our website www.roieventmanagement.com.