

Convention Management SERVICES, INC.

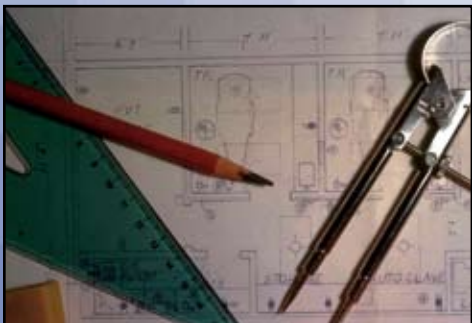
Convention Management Services, Inc. (CMS) has more than 40 years combined experience in the trade show/conference/meeting industry, working with associations and organizations on local and national levels. With CMS, you can be assured that all the details are expertly handled by our highly qualified team of full-time management professionals. We operate by working in close cooperation to help you achieve your goals. Our services are flexible and portable and can be customized to assist you in the areas and locations where help is most needed.



SHOW DIRECTOR SERVICES:

The Show Director is responsible for the administration of the overall and day-to-day affairs of your event, and ensures that all management staff working on the show are coordinated and united in their efforts. CMS's Show Director responsibilities include developing and maintaining event budgets and timetables, as well as ensuring that all event details are covered by working

directly with the sponsoring organization and all parties involved with the event. We will also maintain and operate a corporate show office for your event from our offices in Lansing, Michigan.



PRINT MATERIAL SERVICES:

CMS is equipped to handle the design and distribution of all your event print needs. We offer in-house services to provide customized event floor plans, exhibitor brochures and postcards, exhibitor service kits, exhibitor name badges and event signage.



EVENT MANAGEMENT SERVICES:

In addition to your Show Director, Convention Management Services has full time personnel to coordinate exhibitor bookings and data entry. It is their job to support the director and to maintain the customized computer database which is designed specifically to track and process existing and potential exhibitors.

Prior to your event, your show director will meet with the building operations director and event decorator to coordinate all arrangements and services for the show and to outline duties and timetables for all parties involved with your event. Your Show Director and their support staff will be on site during all show hours to handle exhibitor registration and any questions that may arise, ensuring that your show runs smoothly. CMS also offers show wrap-up services to provide sponsor with final show reports and financial statements, meet with sponsor to critique show, and to make recommendations for future shows.



ADDITIONAL SERVICES:

The sponsor of the event may elect to have Convention Management Services oversee one or more of the following services, at a mutually agreeable fee to both parties.

- Advanced, On-site and On-Line Event Registration
- Conference Management

CURRENT CMS SHOWS:

Great Lakes Broadcasting Conference/Expo
www.michmab.com

The Lansing Golf Show
michigangolfshow.com/lansing.php

Michigan Association of Non-Public Schools
www.m-a-n-s.org

Michigan Greenhouse Growers Expo
www.hrt.msu.edu/florAoE/Greenhouseexpo.htm

Michigan Horse Council Stallion Expo & Trade Show
www.michiganhorsecouncil.com

Michigan Safety Conference
www.michsafetyconference.org

Society of Environmental Journalists (Registration)
www.sej.org