

**GENERAL SERVICES  
ADMINISTRATION**

FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY  
SCHEDULE PRICE LIST

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA Advantage!** a menu-driven database system.*

*The INTERNET address for **GSA Advantage!** is:  
[www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)*

For more information on ordering from Federal Supply Schedules click on the FSS schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

Multiple Awards Schedule:  
Industrial Group: Professional  
Services

**Contract Administrator:**

Deborah Elias, CSEP, CMP  
6214 Beverly Hill #24  
Houston, Texas 77057  
713.334.1800 Office  
713.334.9670 Fax  
Email: [debbie@eliasevents.com](mailto:debbie@eliasevents.com)

**Contract Period:**

Price list current as of Modification Number PS-0029 effective May 20, 2020

Contract GS-07F0433W

**Elias Events, LLC**

6214 Beverly Hill #24  
Houston, Texas 77057  
713.334.1800 Office  
713.334.9670 Fax  
[www.eliasevents.com](http://www.eliasevents.com)

**Business Size:**

Small, Disadvantaged  
Certified Woman-Owned Business



## Terms and Conditions

### 1a. Table of Awarded Special Item Number(s) SINS:

Description	SIN/ Code
Conference Events and Tradeshow Planning Services	561920
Other Direct Costs	541810ODC
Public Relations Services	541820
Exhibit Design and Implementation Services	541850
Video-Film Production	512110
Order Level Materials	OLM

### 1b. Labor Categories

Labor Category	SIN	GSA 2020 Rate	Unit
Executive Event Planner	561920	\$165.23	Hour
Senior Event Planner	561920	\$123.92	Hour
Junior Event Planner	561920	\$103.27	Hour
Production Manager	561920	\$82.62	Hour
Event Assistant	561920	\$66.09	Hour
Support Staff	561920	\$33.09	Hour
Administrative Assistant	561920	\$37.18	Hour
Exhibit Manager	541850	\$90.88	Hour
Public Relations Manager	541820	\$123.92	Hour
Graphic Designer	512110	\$100.75	Hour
Technical Manager	512110	\$100.75	Hour
Executive Producer	512110	\$206.54	Hour
Producer	512110	\$123.92	Hour
Creative Director	512110	\$206.54	Hour
Director	512110	\$206.54	Hour
Assistant Director	512110	\$103.27	Hour
Program Developer	512110	\$82.62	Hour
Animator	512110	\$176.31	Hour
Writer	512110	\$100.75	Hour
Production Coordinator	512110	\$65.56	Hour
Editor	512110	\$176.31	Hour
Director of Photography	512110	\$151.12	Hour
DP/Camera Operator	512110	\$201.50	Hour
Art Director	512110	\$151.12	Hour
Set Designer	512110	\$100.75	Hour

Prices Shown are Net (discount deducted from commercial rates. Includes .75% IFF fee)



## 1c. Labor Category Descriptions

### Executive Event Planner

#### Education/Training and Experience:

- Bachelor's degree
- 10 Years Executive Management Experience
- Industry Designation such as CMP or CSEP required

#### Responsibilities/Capabilities:

- Serves as Primary Point of Contact for Client
- Senior Level Management Position
- Manages Multiple Client Projects
- Supervises All Management and Planning teams and personnel
- Coordination and implementation of third-party participation
- Concept Development through Production
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Detailed technical knowledge, logistics and project management skills
- Logistic Planning and Support
- Attendee Management and Date Reporting
- Topic and Speaker Identification
- Negotiates, executes and manages subcontracts
- Turn-Key Event Management and On-site Production
- Budget, Cost Controls and Financial Management
- Project Plans, Event Timelines and Production Schedules
- Editorial Services
- Design and Editing Production
- Post Event Review and Reconciliation

### Senior Event Planner

#### Education/Training and Experience:

- Bachelor's degree or High School coupled with a Minimum of 8 years Professional Industry Experience
- CMP, CSEP, or other industry designations preferred but no required

#### Responsibilities/Capabilities:

- Manages Single or Multi-Task Projects
- Senior Level Management Position
- Serves as principle lead on major accounts
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Excellent technical knowledge, logistics and project management skills



### Junior Event Planner

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- CMP, CSEP, or other industry designations preferred but no required

**Responsibilities/Capabilities:**

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Reservation of Facilities and Liaison Support with Venue
- Excellent technical knowledge, logistics and project management skills

### Production Manager

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- Advanced Communications and Logistical Skills

**Responsibilities/Capabilities:**

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Conference and Trade Show Industry
- Planning and Production of all Multimedia Aspects of General Session, Breakout and Plenary Sessions, Ancillary Events, and Tradeshow
- Plans and coordinates logistical requirements for event
- Excellent technical knowledge, logistics and project management skills
- Quality control of project

### Event Assistant

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 6 years Professional Industry Experience

**Responsibilities/Capabilities:**

- Provides support to Senior Level Event Planners
- Onsite registration and event support including management of web registration pages
- Face to Face customer service
- Excellent technical knowledge, logistics and project management skills
- Develop and maintain participant databases
- Review of invoices for processing



### Support Staff

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 1 years Professional Industry Experience

**Responsibilities/Capabilities:**

- Provides support to Senior Level Event Planners
- Onsite registration and event support
- Face to Face customer service
- Administrative and clerical services

### Administrative Assistant

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 2 years Customer Service or Hospitality Industry Experience
- Thorough Knowledge of Microsoft Office Suite

**Responsibilities/Capabilities:**

- Provides support to Senior Level Event Planners
- Customer services and data management
- Manages incoming calls, correspondence and data entry
- Monitor and update vendor database
- Types all correspondence, agendas and minutes related to event
- Assist in producing meeting materials
- Mailing and other communication with attendees including pre/post meeting mailings, travel support and computer database creation

### Exhibit Manager

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- Thorough Knowledge of ADA and Safety Regulations
- Knowledge of Tradeshow Management Software

**Responsibilities/Capabilities:**

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Tradeshow Management and Coordination
- Coordination and Liaison with Exhibitors including layouts, booth setup and décor and all communication
- Vendor Selection and coordination including all support services
- Coordinate shipping/drayage
- Conceptualizing, designing, and producing exhibits and their accompanying materials
- On site setup and tear down
- Excellent technical knowledge, logistics and project management skills



### Public Relations Manager

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 6 years Professional Industry Experience

**Responsibilities/Capabilities:**

- Manages Single Projects
- Market research and analysis
- Excellent technical knowledge, logistics and project management skills
- Prepares and disseminates information
- Conducting Press Conferences
- Scheduling broadcast and/or print interviews
- Press, Public Relations and Crisis Communications
- Media Training: Training of agency personnel to deal with media & media responses
- Media Alerts
- Press clipping services
- Related activities to public relation services

### Graphic Designer

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 4 years Professional Industry Experience
- Advanced Knowledge of Design Software Suites

**Responsibilities/Capabilities:**

- Manages Multiple Projects
- Designs logos, themes and other items related to event branding
- Design and Produces all event collateral material
- Designs promotional advertising campaigns

### Technical Director

**Education/Training and Experience:**

- Bachelor's degree or High School coupled with a Minimum of 6 years Professional Industry Experience
- Advanced Communication and Logistical Skills

**Responsibilities/Capabilities:**

- Manages Single Projects
- Supports Executive and Senior Event Planner
- Expert in Tradeshow Management
- Coordination with Audiovisual Company, Graphic Designer
- Arrange all technical components for the event
- Excellent technical knowledge, logistics and project management skills

**Executive Producer****Education/Training and Experience:**

- Bachelor/master's degree Communications/Business Administration
- 15+ Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Responsible for building the team who will service the engagement and client relationship Overseeing the overall quality of the conference execution
- Providing professional, flexible, quality-oriented, experienced and responsive team
- Participating in key planning meetings.

**Producer****Education/Training and Experience:**

- Bachelor's degree
- 4-6 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Producers execute all elements of the event.
- Assists with project schedule management, managing action items and status reports.

**Creative Director****Education/Training and Experience:**

- Bachelors/master's degree in communications/visual Arts/Theater/Film
- 10-15 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Responsible for collaborating with the client team on the design, content development, audience assessment
- Ensures the overall look and feel of a project is carried through all deliverables.

**Director****Education/Training and Experience:**

- Technical or bachelor's degree—Film / Communications
- 10-15 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Directs the camera operators and directs live images on the projection screens. Also directs the video feeds to the record decks.

**Assistant Director****Education/Training and Experience:**

- Technical or bachelor's degree—Film / Communications
- 4-6 Years Professional Industry Experience

**Responsibilities/Capabilities:**

- Assists Director

**Program Developer****Education/Training and Experience:**

- Bachelor's degree
- 3-5 Years' Experience Industry Experience

**Responsibilities/Capabilities:**

- Develops and executes resource development efforts and other task as assigned

**Animator****Education/Training and Experience:**

- Bachelor's degree
- 3-5 Years' Experience Industry Experience

**Responsibilities/Capabilities:**

- Provides Creative Animation

**Writer****Education/Training and Experience:**

- Bachelor's degree English / Communications / Theater
- 10-15 Years' Experience Industry Experience

**Responsibilities/Capabilities:**

- Responsible for research, conception, and writing of marketing materials, scripts and other communications.

**Production Coordinator****Education/Training and Experience:**

- Bachelor's degree
- 3-5 Years' Experience Industry Experience

**Responsibilities/Capabilities:**

- Schedules and coordinates flow or work
- Go to person for various tasks as assigned

**Director of Photography****Education/Training and Experience:**

- Bachelor's degree

**Responsibilities/Capabilities:**

- Serves as Day of Shoot Director of all Cameras

**Editor****Education/Training and Experience:**

- Bachelor's degree/master's degree
- 10-15 Years Industry Experience

**Responsibilities/Capabilities:**

- Selection of shots for and assembly of final video
- Uses professional edit systems to add graphics, music, video



**DP/Camera Operator**

**Education/Training and Experience:**

- Bachelor's degree
- 3-5 Years' Experience Industry Experience

**Responsibilities/Capabilities:**

- Operates the Camera

**Art Director**

**Education/Training and Experience:**

- Bachelor's degree
- 4-6 Years Industry Experience

**Responsibilities/Capabilities:**

- In charge of overall visual concepts and appearance and media design of print, commercial and video components.

**Set Designer**

**Education/Training and Experience:**

- Bachelor's degree
- 4-6 Years Industry Experience

**Responsibilities/Capabilities:**

- Serves as Primary Point of Contact for Client
- Post Event Review and Reconciliation

Other Direct Cost 541810ODC	Description	Quantity	Unit Measure	GSA Rate including IFF
Audiovisual	Including (4) Lav Microphones, LCD Projection Pkg with Screens (2), Electricity, Rigging, (1) IMAG Camera and Operators, Slide Show Production (4) Lighting Trees with Dimmers, (4) Speakers, 5 Computers for Registration, 2 for Presentations Technicians, setup/tear down	1	Per Person Per Day	\$33.95
Collateral Material	10-4X5", 1 20X30 Banner, 2 50x60" Signage, 300 - Printed 40- page program, 10 speaker handouts each 10 pages, 300 invitations (fold over card, full color), 300 save the dates (4X6, full color)	1	Per Person Per Day	\$43.82
Babysitting	Babysitter per hour rate	1	Per Hour	\$25.19
Transportation	50 passenger buses 10 hour per day	1	Per Vehicle Per Day	\$1209.00
Food and Beverage	Including Breakfast, two snacks a	1	Per Person Per	\$204.55



	day, lunch (104.79 per day) and networking reception one night (\$98.24)		Day	
Registration Supplies	Including commemorative tote, lanyard, two gift items, nametags	1	Per Person Per Day	\$16.84
Misc Staffing	Security, Custodial Services, Ticket Takers, Coat Check	1	Per Staffer Per Day	\$25.19
Décor/Furniture	(10) Stage Foliage, Confetti, (30) Centerpieces, (2) Flags, 1, (20X020) Stage Backdrop, (2) Balloon Towers, (10X10) Dancefloor with Vinyl Logos, LED washing on walls	1	Per Person Per Day	\$37.81
Entertainment/ Session Speakers	General Session Entertainment and Speaker, 8 Speakers for Educational Sessions, Team Building Percussionist, Drumline into Lunch Hall, Networking Reception Band and Walk Around Entertainment including models, video arcades and (3) caricaturists and Dinner Keynote Speaker	1	Per Person Per Day	\$202.16
Exhibit Booths/Services	Carpet, 8X8 Pipe and Drape, Drayage, clean up, Install, Tear Down, Signage, 1 Table 2 Chairs, Trashcans, Easels, Electrical, Internet and Drayage for 50 exhibitors	1	Per Booth Per Day	\$439.80
Satellite Uplink/Webcast/ Virtual Services	Uplink from one location and all components to perform the work	1	Per Link Per Day	\$96,053.04
Rentals	Staging, 100X40 Tent with Carpet, lighting, wood flooring, Air Conditioning/Heaters, tables and linens, chivari chairs, all Glassware, Plates, Silverware, Chafing Dishes, ovens, trashcans for opening night reception	1	Per Person Per Day	\$127.49
Venue Rental	Theater for General Session and 6 breakout rooms plus cleaning	1	Per Day Per Day	\$8,866.01
Photography/ Videography	Documentary Style with 5-minute video edit with all licensing	1	Per Day Per Day	\$12,247.65
Advertising	Including classified ads (10-2X3) in mainstream print, 10-30 second promos on radio and television, one billboard marquee	1	Per Day Per Day	\$39,292.50



Website Development, Maintenance and Hosting	Website including registration software and flash, app features with full event management.	1	Per One Event	\$5250
Misc Services	Speech Writing, Casting Services, Costume Designing, Voice Over Narration and Translation		Per Day Per Day	\$4,242.88
Fireworks	12 Minute Show and permitting		Per One Event	\$11,223.55

Prices Shown are Net (discount deducted from commercial rates. Includes .75% IFF fee)

**No-Cost Contract.** Elias Events, LLC can offer **NO COST CONTRACTING** services to the Government for which all services as required by the task order at no cost to the Government. In this case, Elias Events, LLC is entitled to keep all of the registration, exhibition, sponsorship and/or other fees collected as payment for performance under the task order and the Government's liability for payment of services under the task order is a fixed price of \$0.00 "zero dollars."

2.	Maximum order	\$1,000,000
3.	Minimum Order	\$100.00
4.	Geographic Coverage	Domestic & International Destinations
5.	Point of Production	Houston, Texas
6.	Discount from list prices or statement of net prices	Prices are NET, all discounts are already deducted. See attached labor hour awarded categories
7.	Quantity Discounts	2% for orders exceeding \$400,000
8.	Prompt Payment Terms	None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
9a.	Notification whether Government purchase cards are accepted at our below the micro-purchase threshold	YES
9b.	Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold	YES
10.	Foreign Items	NONE
11a.	Time of Delivery	Date determined by task order
11b.	Expedited Delivery	As dictated, call for availability
11c.	Overnight and 2-day Delivery	As dictated, call for availability
11d.	Urgent Requirements	As dictated, call for availability
12.	F.O.B. Points	Destination
13.a	Ordering Address	Elias Events, LLC 6214 Beverly Hill #24 Houston, Texas 77057



13b.	Ordering Procedures:	For supplies and services, the ordering procedures, information on blanket Purchase Agreements are found in Federal Acquisition Regulation (FAR) 8.405-3
14.	Payment Address	Elias Events, LLC 6214 Beverly Hill #24 Houston, Texas 77057
15.	Warranty Provisions	Not applicable
16.	Export Packaging Charges	Not applicable
17.	Terms and Conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):	Accepted in accordance with Government Commercial Credit Guidelines
18.	Terms and conditions of rental, maintenance and repair:	Not applicable
19.	Terms and conditions of installation:	Not applicable
20.	Terms and conditions of repair costs:	Not applicable
20a.	Terms and conditions of any other services	Not applicable
21.	List of services and distribution points	Not applicable
22.	List of participating dealers	Not applicable
23.	Preventative maintenance:	Not applicable
24a.	Special attributes such as environmental attributes	Not applicable
24b.	Section 508 compliance	Not applicable
25.	Data Universal Number System	062608104
26.	System for Award Management	Registered with System for Award Management (SAM)

### **Service Contract Act (SCA) Matrix with Narrative**

"The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

The contractor's current Wage Determination (WD) is outdated and as a result the current WD will be incorporated with this modification. Elias Events LLC certifies the GSA awarded rate meets or exceeds the minimum wage rate as identified in Wage Determination 2015-5234, Revision No.: 9, Date Of Revision: 12/26/2018 and is incorporated into the contract for the applicable SCA labor categories identified in the matrix below.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01020 – Administrative Assistant	2015-5234 – Revision 9



## **INTRODUCTION OF COMPANY**

### **CAPABILITIES STATEMENT**

Elias Events, LLC provides full-service meeting planning coordination, and implementation to private sector and government organizations. We have a reputation for high levels of customer service, a strong client base and a passion for delivery on brief, on time, and on budget.

Our 22-year-old limited liability company is woman-owned and operated and classified for small/disadvantaged (SBE) by the state of Texas, HUB and GSA certified by the federal government.

#### **OUR CORE COMPETENCIES:**

- ❖ Core project management including production schedule, resource and staff management
- ❖ Financial management including budget design, cost control implementation and reporting
- ❖ Marketing and communications strategy and delivery including public relations, marketing/press collateral, website development and social media support
- ❖ Sourcing and management of meeting elements including venue, registration, technical services, food and beverage
- ❖ Program development and presentation management
- ❖ Technical production and innovative implementation of current meeting technologies
- ❖ Logistical planning & support
- ❖ Theme and program development
- ❖ Budget planning, cost controls and adherence consistent with customer parameters
- ❖ Virtual and Hybrid Meetings
- ❖ Strong International network and capabilities

#### **EXPERIENCE/TYPICAL ENGAGEMENTS/PROJECTS:**

- ❖ Pacific Northwest Laboratories – Series of 1-5-day meetings in Santiago, Chile, Kampala, Uganda, Burlington, Vermont and Bar Harbor, Maine
- ❖ US Navy Obangame – 8 – Five Day meetings in Paris, France, Lisbon, Portugal, Dakar, Senegal, Abidjan, Cote D’Ivoire, Accra, Ghana and Pointe Noire, Congo
- ❖ Afghanistan Spotlight Series – Three, One-Day Conferences – Dubai, UAE
- ❖ Texas Dept. of Transportation - Spotlight Series – 25 Half-Day Meetings, across Texas
- ❖ Thrift Retirement Board – Tess Industry Day, One-Day Conference, Washington D.C.
- ❖ U.S Coral Reef Task Force and Reef Resilience Conference, NOAA, 5-Day Technical Conference and Tradeshow, Ft. Lauderdale, FL
- ❖ Homeless Woman Stand Down, Dept. of Labor, One Day Conference, San Antonio, TX
- ❖ Kellogg Brown Root, Corporate Holiday Party, Team Building Activities, Houston, TX
- ❖ Baylor College of Medicine, Two-day Technical Conference, Houston, TX
- ❖ Delta Airlines, Four-day Global Sales Conference/Large Scale Production, Orlando, FL
- ❖ Texas Depart of Transportation, Katy Freeway Grand Opening Celebration, Houston, TX
- ❖ Chevron Corporation, Two-day Sales Summit and VIP Reception, Houston, TX
- ❖ Ampegy, LLC, Company Launch & Two-day Conference, The Woodlands, TX
- ❖ Green Earth Fuels, Company Launch and Ribbon Cutting Ceremony, Galveston, TX



## **PRINCIPAL BIO**



**Deborah Elias, CSEP, CMP, CIS** president of Elias Events, LLC has been in business for over seventeen years as an event production specialist. In that time, she has planned hundreds of amazing events and has won numerous awards, including a coveted Gala Award, and an Esprit award from the International Special Events Society. She is the only event planner in the Greater Houston area that has achieved prestigious event planning certifications, Certified Special Event Professional, Certified Incentive Specialist and Certified Meeting Planner.

She has held positions on the boards of Houston Chapter of ISES, The Society of Government Meeting Planners and the national SEARCH Foundation, Special Events Magazine and Tradeshow; a coveted internationally recognized position and the Advisory Board for Texas Meeting and Events Magazine.

She has taught special events courses at the University of Houston, Hilton College of Restaurant Management, Art Institute of Houston and Special Event Tradeshow. She is very knowledgeable in the area of special event planning and has written articles for H Magazine, Special Events Magazine, CultureMap Houston and the Houston Business Journal. She is quoted quite frequently and has had several of her events featured in various industry publications.

Deborah's skills set is the design and implementation of events. She has produced many large-scale productions including the Rotary Lombardi Award and the opening of the Katy Freeway. Her management style is unparalleled as she works with both the client and contracted vendors to deliver successful events. She attributes her success to a keen ability to approach each event from a logistical standpoint. Clearly visualizing all aspects of an event from ideation thru execution allows Deborah to minimize confrontational issues on-site and to provide a seamless passage from start to finish.



## WHAT WE HAVE DONE

The following examples will demonstrate Elias Event's capabilities of coordinating the type of events outlined in the scope of services, including but not limited, to Groundbreakings, Technical Conference/meeting, and Gala Ceremonies to launch new programs and reveals.

### AMPEGY, LLC Company Conference and Launch

The company launch for AMPEGY, LLC was held at The Woodlands Waterway Marriott. The theme for the two-day conference for 1000 attendees was "LIFT OFF". Attendees attended several meetings, had the opportunity to browse the company store and tradeshow area and were dazzled by the kickoff rally, which included an inspirational speech from a former astronaut.



#### Coordination Effort Included:

- ❖ concept development and creative design
- ❖ site selection and contract negotiation
- ❖ room block negotiation for 700 rooms
- ❖ guest speaker selection, contract negotiation and rider implementation
- ❖ site and vendor coordination including registration, décor, food and beverage, transportation, signage
- ❖ show manager including set design, script and concept development
- ❖ registration management
- ❖ logistical management and on-site logistics and operations

Clients Comments: "Still can't believe that you pulled off such an amazing event in less than two months. Thank you for all your hard work." Nettie Sappington, AMPEGY, LLC



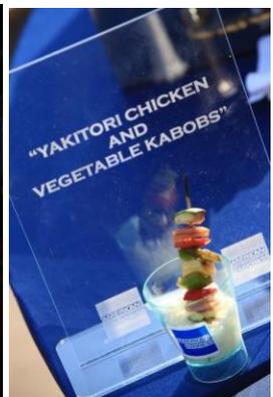
## Delta Air Lines Global Sales Conference

Elias Events was tapped to produce three themed night blow out events in conjunction with the annual Delta Air Lines Global Sales Conference in Orlando Florida. Each night the 1200 guests from around the world enjoyed fantastical evenings of decadent foods, luscious libations, extreme entertainment and one of kind décor. Themes included: Fire and Ice for American Express Night, Love the 80s for BCD Travel Night and Chefs and Champagne for Carlson Wagonlit Night.



### Coordination Efforts included:

- ❖ overall turn-key event management including all logistical aspects of event
- ❖ design of event themes and logos
- ❖ budget development and maintenance
- ❖ vendor selection and contract negotiations including hotel, audiovisual, printing, décor, entertainment
- ❖ produced attendee guests
- ❖ on-site logistics and operations



## Afghanistan Spotlight



The Afghanistan Spotlight Series was a one-day event held in Dubai, UAE for 150 people. The morning general session was followed by a speaker panel and afternoon matchmaking session.

### **Coordination, Negotiation and Management efforts included:**

- overall turn-key event management including all logistical aspects of event
- site selection
- collateral material, including signage and event program
- event registration
- vendor selection and coordination
- on-site logistics and operations



## United States Coral Reef Task Force and Reef Resilience Conference

The U.S. Coral Reef Task Force is co-chaired by the Department of Commerce and the Department of the Interior, and includes leaders of 12 federal agencies, seven U.S. states and territories, and three freely associated states. The five-day event for over 400 attendees was held in Ft. Lauderdale, Florida and included general sessions, multiple breakout sessions, a tradeshow, two evening receptions and a full day of off-site field trips to various reef locations.

### Coordination, Negotiation and Management efforts included:

- negotiated hotel contract for 200 sleeping rooms and all meeting space
- website design and development
- graphic design of event logo
- overall event management of the event
- vendor selection and contract negotiations
- event media promotion
- budget development and maintenance
- collateral material, including registration materials and signage
- design and editing of event program
- coordination of field trips and transportation
- production of 8 page full cover event program
- on-site logistics and operations



Period of Performance: 3 Months July to October 2011

Affiliation: Federal Agency

Contract Number: WC133C-11-NC-1191

Contact Name Beth Dieveney

Address 1305 East-West Highway, N/OCRM, Rm. 10405, Silver Spring, MD 20910

Phone (301) 713-3155 x 129

Email Beth.Dieveney@noaa.gov





## Helping a Hero

The Helping a Hero Gala and Fundraiser was held at the Hilton Americas-Houston on October 24, 2012. 2300 people including wounded heroes attended the seated dinner, emcee Dennis Miller and guest speaker President George W. Bush. The theme was very patriotic with red, white, blue and touches of gold found in the organization's logo. The elaborate stage production consisted of wall-to-wall giant screens, theatrical lighting and powerful movement of stars and flags during the singing of the national anthem.



### Coordination Efforts included:

- coordinated all collateral material, including signage and event program
- coordinated event sponsorship and underwriting
- overall event management of the event
- handled all logistical aspects of event
- coordinated media promotion, including print, radio and television
- budget development and maintenance
- vendor selection and contract negotiations
- coordination of players, speakers and VIP
- on-site logistics and operations

Clients Comments: "Thank you Deborah. It was indeed a wonderful night. Thank you for all you did to contribute to that success. Look forwarding to a recap and many great stories to share." Meredith Iler, Chair



## Homeless Woman Stand Down

The Stand Down event put on by the Department of Labor Women's Bureau was a one-day event held in San Antonio, Texas. The event for over 100 attendees included a general meeting session and an employment and informational tradeshow.

### Coordination, Negotiation and Management efforts included:

- overall turn-key event management including all logistical aspects of event
- development of event website
- collateral material, including signage and event program
- event marketing
- volunteer/committee member solicitation and management
- event registration
- solicitation and coordination of tradeshow participants
- edited DOL brochures and marketing materials
- vendor selection and coordination
- on-site logistics and operations



Period of Performance: 2 Months June to August 2011

Affiliation: Federal Agency

Contract Number DOLF11F422393

Contact Name Dolores Bischof

Address 525 South Griffin Street, Suite 735 Dallas, TX 75202

Phone 972-850-4700

Email bischof.dolores@DOL.GOV



## Texas Department of Transportation Speakers Series



The TxDot Speaker Series was held over a three week period in February 2014. With only a two week lead time, the 25 sessions held in 25 Texas cities proved to be quite a task but our team was up for the challenge.

### **Coordination, Negotiation and Management efforts included:**

- overall turn-key event management including all logistical aspects of event
- development of event website
- collateral material, including signage and event program
- event marketing including media placement in print and radio
- event registration
- speaker management
- vendor selection and coordination
- on-site logistics and operations

"On behalf of Mr. Ron Wilson, Office of Civil Rights (OCR) Director and staff, we would like to thank you for your participation and dedicated service in the 2014 Training Series. OCR would like to acknowledge your contribution to the success of the 2014 Training Series (Pilot Program). We look forward to working with you in the future." Paula Ann Pitifer, Program Specialist



## Nexan Cable Forum



The 2013 Cable Forum hosted by NEXANS took place at the Westin Memorial City in Houston, Texas. The full day event for 150 attendees included a state of the art general session, breakout sessions, a trade show and an elegant evening dinner.

The guests were greeted by hostesses wearing custom made ties and scarves, and received their innovative nametags. The general session was a dramatic presentation supported by floor to ceiling LED screens and displayed the kick off video and speaker's power point. The evening event boasted a number of features not seen before including Gantry Bike show wowed the guests as they performed their dynamic feats, as did the innovative food and drink presentations.

### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination including registration, decor, food and beverage, transportation, signage
- registration management
- logistical management and on-site logistics and operations

**Clients Comments:** " Elias Events provided excellent service, great choice of sub-contractors and overall a seamless event with a great show." Jennifer Pain-Andrejin, Nexans



## 2010 Rotary Lombardi Award

The 41st annual Rotary Lombardi Award was held at the George R Brown Convention Center on December 8, 2010. The star studded celebration included Rudy Ruettegier, and a host of other former winners and finalists. Elias Events, in conjunction with the committee, provided year-long coordination and onsite logistics for the two day celebration, which included a Community Event, VIP Reception, Media Breakfast, and an over the top awards presentation.



### Coordination Efforts included:

- coordinated all collateral material, including signage and event program
- negotiated 50 sleeping rooms
- website redesign and development
- coordinated event sponsorship and underwriting
- overall event management of the event
- guest speaker contract negotiation and rider management
- handled all logistical aspects of event
- coordinated media promotion, including print, radio and television
- budget development and maintenance
- vendor selection and contract negotiations
- coordination of players, speakers and VIP
- on-site logistics and operations

**Client's Comments:** "Thank you for everything you did to make event such a huge success. The stage was so amazing" Vicki Brentin, Co-Chair

## 100 Years Celebration

The 100 Years of Maria Montessori Celebration was a two-part event held at the University of Houston and was attended by over 5,000 people. The Global Village was a fun, family festival that consisted of 10 cultural huts representing cultures from around the world. Throughout the day, attendees were treated to stage performances from Grammy Award Nominee, Dave Rudolf and Performing Cirque Artist Rebekah Loeweke. The two hour evening show performances included an African drummer band, a Brazilian dance ensemble and the spectacular, breathtaking performance by the Chinese Dragon stilt walkers.



### Coordination Efforts included:

- concept development and creative design for all events
- production of timelines and blueprints
- coordinated all collateral material, including invitations and program
- budget development and maintenance
- negotiated talent contracts and implemented riders
- vendor selection and contract negotiations and coordination
- coordinated production and installation of a Montessori timeline
- talent show design and production, and adherence to talent riders
- coordinated production of event program
- coordinated on-site logistics, including significant audiovisual setup
- coordinated cultural huts with participating Montessori schools
- produced and directed 30-minute celebration video for the event
- supervised set up and post event tear down

Client's Comments: "When I hired you to do the event, I had no idea that you would do that amazing of a job. Your time and dedication to the project was inspiring. The celebration video was exceptional." – *Munir Shivji, Innovative Montessori*



## KBR Holiday Party

KBR's holiday party was a grand evening attended by 3,600 people. The event was held at the Hilton Americas –Houston and covered two floors including the setup of 300 tables and 3,600 chair covers and linens. Entertainment included green screen photography, palm readers, touring magicians and a cover band. The event logo lent itself well for the use on nametags, ticket booklets, signage and the event registration website.



### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination
- logistical management
- designed and produced event logo
- coordinated all vendors, including entertainment, venue and security
- coordinated buses to transport guests from garage to venue
- designed and produced collateral, including tickets packets and signage
- pre/on-site registration for the event, including production of 4,000 nametags
- on-site logistics and operations

Client's Comments: "We have found Elias Events' services to be reasonably priced and the performance to be exceedingly superior to other special events companies we have used." *Richard Jennings - KBR*



## Katy Freeway Expansion Grand Opening

When Parsons Brinckerhoff finished the expansion of the Katy Freeway in Houston, Texas ahead of schedule, it was a definite cause for celebration. The Governor of Texas and other dignitaries including John Culberson, who spear-headed the project, were on hand for the event. Guests were driven up to the top of the ramp and were able to overlook the “clock stopping” down below. Upon hitting of the clock, a thousand balloons were released.



### Coordination Effort Included:

- turn-key event production
- concept development and creative design
- site and vendor coordination
- coordination of balloon release
- on-site logistics and operations
- logistical management, including set up rentals, transportation and food/beverage
- coordination with governor’s office and security detail

Clients’ Comments: “Everything went so well yesterday! We have received nothing but compliments. Thanks for helping us make this effort a success.”

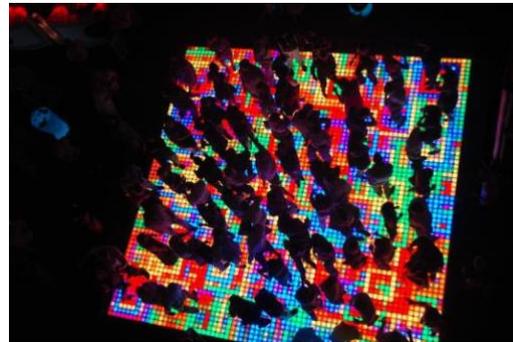
*Tanya McWashington – Parsons Brinckerhoff*





## Skyteam/BCD Travel Corporate Event

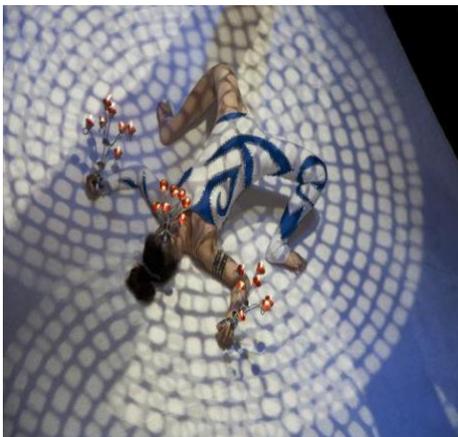
None of the 1200 guests wanted to leave the "Let Us Entertain You" bash that boasted a venue begging the guest's every sense to participate. It was Houston's party of the year with enough innovative adult entertainment to keep guests entranced for hours. The pulsating party spread across five event spaces with environments that "engaged the senses" and created a constant feeling of expectation and surprise. The event employed numerous musical and performance groups, a living champagne chandelier, wilding creative food stations, a video mixing DJ, and an electric interactive dance floor to achieve its objective of total mind and body stimulation.



### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination
- branding design and implementation
- entertainment concept and coordination
- logistical management
- on-site logistics and operations

Clients Comments: "The LUEY event was amazing." Christina Dix, Delta Airlines





## FESTAC USA

The Inaugural Festival of African Arts and Culture event took place at the Stafford Centre on February 18, 2011 and was attended by over 2000 people. The event feature many cultural acts and R & B recording stars Donell Jones and EnVogue. Elias Events re-developed the event website, logo and all of the charities collateral material.

### Coordination Efforts included:

- Redesigned and developed new website
- coordinated all collateral material, including signage and event program
- negotiated talent contracts and implemented riders
- coordinated event sponsorship and underwriting
- overall event management of the event
- handled all logistical aspects of event
- coordinated media promotion, including print, radio and television
- budget development and maintenance
- vendor selection and contract negotiations
- coordination of entertainment and VIP
- on-site logistics and operations

Clients Comments: "Ms. Elias, please accept my sincerest thank you for all the work you did for the FESTAC events. We are very pleased with the outcome of the website and new design of logo and the very well-produced event." Eric Eufom, Chairman

first annual  
Festival of  
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## Vision Production Group – New Company Launch

The company launch for EVGO was held at the George R Brown Convention Center and was attended by 700 guests. To create a space with a space, 500 linear feet of white poplin was placed in an octagon pattern creating a dynamic backdrop for a multimedia presentation. The 2000 pound charging station was placed on an amazing revolving stage and the ten electric cars were displayed around the room. The Ipads used at registration and the luncheon setup were all “green” in design and function.



### Coordination Effort Included:

- concept development and creative design
- site and vendor coordination including registration, décor, food and beverage, transportation, signage
- Set design and concept development
- registration management
- logistical management and on-site logistics and operations

Clients Comments: “Thank you for all your hard work on the NRG event. It was beautiful and the clients are very happy with everything.” Tracey Shappro – Vision Production Group

