

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through *GSA Advantage!*, a menu-driven data base system. The INTERNET address for *GSA Advantage!* is: www.GSAAdvantage.gov.

Contract Information

Schedule Title: Advertising and Integrated Marketing Solutions
FSC Group: 541 4D, Conference Events and Tradeshow Planning Services
Contract Number: GS-23F-0130R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.

Contractor Information

Contract Period: 4/16/2008 through 4/16/2013
Contractor: Meeting Sites Pro, Inc.
Point of Contact: Michelle Bartolone, CMP, CEO
Address: 8963 Complex Drive Suite E
San Diego, CA 92123
Phone: (858) 560-4677
Fax: (858) 560-6677
Email: michelle@meetingsitespro.com
Website: <http://www.meetingsitespro.com>
Socio-Economic: Small Business
Women Owned Business

SBA Certified 8(a) Firm

Customer Information

1a. **Awarded SIN:** 541-4D, Conference Events & Tradeshow Planning Services (small business set-aside)

1b. **Price List:**

Labor Category	Government Rate
Meeting Planner	\$65.00 per hour

1c. *Experience:*

Meeting Sites Pro, Inc. has five years experience working with Government agencies. We have provided outstanding service to our clients and have several references that we would be happy to provide (U.S. Navy, Environmental Protection Agency and Transportation and Security Administration). Our company has put on hundreds of meetings in the last eight years and can support any services you may request. Our typical government conferences consist of site selection, negotiating with the hotels, creating registration websites, creating meeting materials, on-site registration, general sessions, breakout sessions (training), meals, negotiating with vendors and exhibitors, and providing audiovisual support. We also specialize in small advisory boards for VIP's. All of our services are outlined at our website www.meetingsitespro.com.

Responsibilities:

The Meeting Planner coordinates and manages all facets of corporate meetings and events including air travel, ground transportation, site selection, contract negotiations, development of meeting materials (badges, tent cards, welcome packets), audio/visual requirements, and on-site coordination. Meeting Planners must write and communicate both exceptionally and professionally.

- 2. **Maximum Order:** \$1,293,250
- 3. **Minimum Order:** \$1000
- 4. **Geographic Coverage:** Worldwide
- 5. **Point of Production:** Worldwide
- 6. **Discount from List Prices:** Negotiated at task order level
- 7. **Quantity Discounts:** Negotiated at task order level

8. **Prompt Payment Terms:** Negotiated at task order level
- 9a. **Notification that Government purchase cards are accepted at or 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:** N/A
- 11a. **Time of Delivery:** Negotiated at task order level
- 11b. **Expedited Delivery:** N/A
- 11c. **Overnight & 2-day Delivery:**N/A
- 11d. **Urgent Requirements:** Negotiated at task order level
12. **F.O.B. Points** Destination
- 13a. **Ordering Address:** Meeting Sites Pro, Inc.
8963 Complex Drive Suite E
San Diego, CA 92123
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment Address:** Meeting Sites Pro, Inc.
8963 Complex Drive Suite E
San Diego, CA 92123
15. **Warranty Provision:** N/A
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government purchase card acceptance:** N/A
18. **Terms and conditions of rental, maintenance, and repair:** N/A

- | | | |
|------|--|-------------|
| 19. | Terms and conditions of installation: | N/A |
| 20. | Terms and conditions of repair parts: | N/A |
| 20a. | Terms and conditions for any other services: | N/A |
| 21. | List of service and distribution points: | N/A |
| 22. | List of participating dealers: | N/A |
| 23. | Preventive maintenance: | N/A |
| 24a. | Special attributes such as environmental attributes: | N/A |
| 24b. | Section 508 compliance information: | N/A |
| 25. | DUNS Number: | 10-277-1156 |
| 26. | Meeting Sites Pro, Inc. is registered in the Central Contractor Registration (CCR) database. | |

Overview of Company

Meeting Sites Pro, Inc. specializes in planning Conference, Events and Tradeshows for both government and commercial entities. MSP coordinates meetings with the utmost quality of service and always works with the goal of exceeding its clients' expectations. MSP has successfully planned Conference, Events and Tradeshows over the past eight years that range from 10-400+ people. Our services include site selection and contract negotiations (locate a site for a client to hold their meeting and negotiating the contract terms to best serve the client). We also plan off-site events (ground transportation to dinners, themed events, team building activities, etc.), and plan entire meetings (air and ground transportation, providing on-site assistance, coordinating offsite events, managing client registration, assembling handouts, contact, contract and manage exhibitors organizations to sponsor the event, etc.). MSP successfully executes events to manage any need the client may have.

Our company has extensive experience working with government agencies and fully understands the importance of efficient coordination and high attendance. It is because of this efficiency that MSP is able to achieve the goals of the client. Our ability to establish relationships, with the client, attendees, exhibitors and vendors has proven to be a great way to increase attendance at meetings.

Services Offered

Meeting Sites Pro is a professional, worldwide, full service, meeting planning company that guarantees to exceed your expectations while saving you time and money. It is the

details of the planning of a meeting or event that determine its success. Meeting Sites Pro handles those details so that our clients can concentrate on their core competencies.

Meeting Sites Pro has experience in planning hundreds of meetings and events of varying types and sizes around the world.

Our services are wide and varied and include:

- » No Cost Site Selection and Contract Negotiation
- » On-site Coordination
- » Conference, Events and Tradeshows
- » Complete on line registration service
- » Sponsorship Management
- » Exhibition Management
- » On-site Coordination
- » Audio Visual
- » Budgetary and financial management
- » Ground Transportation
- » Accommodation and Travel
- » Materials Development
- » Speaker and Program Coordination
- » Air Travel
- » Venue Liaison
- » Printing and Design
- » Website Design
- » Special Event Liaison
- » Marketing and Attendee Boosting

From concept to completion, we are your complete meeting management resource.

Types of programs we have specialized in are:

- » Seminars and Training Programs
- » Consulting Meetings
- » Executive Retreats
- » Incentive Programs
- » Board Meetings
- » Investigator Meetings
- » User Group Meetings
- » Sales and Marketing Meetings
- » Symposia
- » Continuing Medical Education Programs
- » Exhibits
- » Corporate Themed Events; Holiday Parties, Golf Events, Charity Programs and more