



## Event Planning Just Got Easier

Are you planning a VIP client or private off-site event while exhibiting at this year's show?

Planning and executing a special event is often time-consuming and complicated. This year we are offering **Turnkey Event Services**, providing our show event expertise and concierge services to make your event planning easier.

From VIP client meetings to product demonstrations, sales meetings to team meetings, 10 guests to 500+ guests, our highly experienced client solutions events team will assist in creating an exceptional experience for your off-site event.

## Leave the Event Planning to Us

Turnkey Event Services Offer:

### VENUE RESERVATIONS

Relax and let our team find the most perfect venue and atmosphere for your event.

### FACE-TO-FACE MEETINGS

Need help filling your meetings schedule? Our team can assist with setting face-to-face meetings with your targeted demographic.

### ENTERTAINMENT

Music, DJ, dancing, live entertainment or games? We will work with you to create an experience your guests will be talking about all year.

### CATERING & AUDIO VISUAL

Our team will work with you to create a perfect menu for your guests and set up A/V for your event.

### INVITATIONS

Emails sent on your behalf to your targeted guest list, followed-up with a personal phone call to ensure the highest level of attendance for your event.

### TRANSPORTATION

Our team will arrange transportation to your event for your guests.

*\*Note – Planned events will occur before or after exhibit hall hours.*

For more information please contact  
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or call 972-536-6409

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