



Capabilities Statement

GSA Contract Holder

WHO WE ARE



Conference & Exhibits Management, Inc. (CEM) is a small business continuously operating since 1993. CEM provides a full range of meeting, conference, exhibit and event planning services for gatherings ranging in size from 15 to 2,000 attendees. CEM has GSA approved rates, which have remained constant for more than five years. CEM was rated "exceptional" in its 2009 GSA compliance audit.

CEM's experienced and seasoned conference staff provides all levels of support to ensure the smooth execution of Conference events. CEM has enjoyed 20 years of meeting and exceeding client expectations for the efficiency and thoroughness of all conference planning and support efforts.

SMALL BUSINESS
GSA SCHEDULE: GS-07F-0054U
SIN: 541-4F, 541-4D, 541-3, 541-2000/2000RC

WOMAN-OWNED
TAX ID: 54-1796682
CCR: CAGE 4R1G1

**NAICS: 541430, 541511,
561920, 721110**
DUNS: 012198441

CLIENTS

GOVERNMENT

Federal Emergency Management Agency

Internal Revenue Service

National Aeronautics and Space Administration

National Institutes of Health

Office of the Director of National Intelligence

Science Applications International Corporation (SAIC)

U.S. Coast Guard

U.S. Department of Energy

U.S. Department of Homeland Security

NON-PROFIT

Institute of Electrical and Electronics Engineers (IEEE)

High Technology Crime Investigation Association (HTCIA)

United Way Worldwide

Working Families Success Network

SERVICES AVAILABLE

CONFERENCE MANAGEMENT

- Budget Development/Tracking
- Site Selection/Hotel & Conference Center Negotiation
- Housing/Room Block Management
- Travel Services and Support
- Speaker and Program Coordination
- Meeting Logistics
- Registration Management and On-Site Management
- Facilitators
- Tabulation and Analysis of Evaluations
- Video Taping

EXHIBITS MANAGEMENT

- Marketing & Sales, Exhibitor
- Sponsor and Prospect Database Management
- Exhibit and Sponsorship Marketing Plans
- Security Management and On-Site Management

WEBSITE AND DATABASE MANAGEMENT

- Attendee, Exhibitor and Sponsor Database Development and Tracking
- Financial and General Reporting
- Design and Development of Website

GRAPHIC DESIGN

- Design and Production of Print and Electronic Promotional Materials and Meeting Collateral
- CD-Rom/DVD Creation and Duplication
- Design of Logos

CONFERENCE & EXHIBITS MANAGEMENT, INC.

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