

EventRegistration.com

Your CyberGuide to Event Promotion



Point **Central** for Planners
Attendees and Vendors

Great For Your Next

Association Annual Event
Executive Sales Meeting
Conference or Seminar
Incentive Reward Plan
Gala or Formal Dinner
Film/Art Premier
Wedding
And More!

Online Registration

Easy for Attendees
Free Instant Quoting
Real Time Reporting
24 Hours a Day Registration
Imports into All databases
Save Money, Time, Face

 **Call 888.524.6674**

www.EventRegistration.com

EventRegistration.com is the premiere registration ticketing and merchandising solution for people who plan, coordinate and promote meetings and events. We enable you to streamline your event-planning efforts while providing you with a great new promotion method.

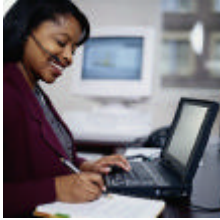
The registration process (**RSVPs, ticketing, member registration, donations, show passes, reservations, vouchers/comps, etc.**) can easily become a project-management nightmare. This recognition is why our service was developed for you -- the event-and-meeting planning community. We see you through the entire process.

Available and open for business 24 hours a day, 7 days a week, EventRegistration.com's registration services and products will:

- Provide easy registration for your attendees, exhibitors and staff
- Free up your personnel resources by **eliminating your paperwork hassles**
- Build excitement about your event through our online Web promotion
- Retrieve all attendee registration information (integrates into your database format)
- Process information for output, such as mailers, invitations, confirmations, badges
- Produce all of your event's tracking methods (from on-site checklists to name tags)
- Furnish you and your clients with relevant attendee feedback

Become a [member](#) today!

What People Are Saying About EventRegistration.com



"On behalf of the San Francisco Convention and Visitors Bureau, please accept our sincere thanks.... The professionalism of your staff, the quality of the badge presentation, and your ability to meet our deadlines were excellent. We were very pleased with the whole process.

"Thank you again for providing excellent service. As a hospitality industry-related organization, we are in the business of providing excellent customer service and it is apparent that you are as well."

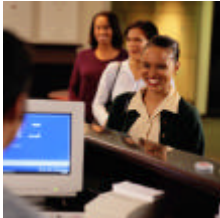
-- Christine Maley-Grubl, Member Services Manager
San Francisco Convention and Visitors Bureau



"EventRegistration.com was a definite step forward for us as an event-driven organization.... Not only were we able to maintain an organized, up-to-the-minute database, but also we were able to access it from anywhere, any time of the day.

"EventRegistration.com is a valuable tool for any event, especially those looking to capture, organize and manipulate large amounts of data and information in a custom-designed package. Thank you, EventRegistration.com. We look forward to working with you again."

-- Sam Jackson, President
New Heritage Foundation



"Being a non-technical person, I was particularly impressed with their staff's ability to breakdown high-tech ideas and demonstrate how we could use them to create a comprehensive, user-friendly, attractive and highly interactive registration site for our Annual Festival. I have no doubts that you will find their professionalism, knowledge and experience to be assets in planning, developing and implementing your goals."

-- Thomas Simpson, Executive Director
AfroSolo Theatre Company



"As an event coordinator, I know smooth and efficient registration is to the success of any large conference. The ease with which attendees can register through EventRegistration.com is wonderful.... With the entire registration process handled online, we are able to put our attention on other areas. The added benefit of having daily access to information is extremely useful for planning and for tracking the input.

"It is a delight working with a company such as yours. Also, your design suggestions were perfect."

-- Jean Goldman, Principal
Goldman & Associates

Who Is Using EventRegistration.com?

The following includes a partial list of our clients / members. Please feel free to contact them and inquire about our services and products. We hope this helps you make the EventRegistration.com choice.

EventRegistration.com provides registration solutions (online and on-site) for events ranging from 100 to 100,000 attendees.

Client / Member	Event
Women's Business Enterprise National Council	Women in Business 2002
Women's Funding Network	18 th Annual Conference
Cappa and Graham DMC	IFA Annual Congress
American Bar Association	2001 Equal Justice Conference
Lucent Technologies & River West Meeting Associates	Full Circle Conference(s)
Hewlett-Packard	HP E-Services Developers Conference & The Blues...reinvented
AfroSolo Theatre Company	Annual Festival(s)
San Francisco Convention & Visitors Bureau	May Fair Tradeshow
Golden Gate Business Association	GGBA Annual Gala
iSyndicate	Hot & Fresh Seminars
New Heritage Foundation	Hell Ball Dance Party
Noble Beast Productions	ReUnion @ City Hall
Hero Events	Juniper Networks Customer Appreciation
Hawaii Visitors and Convention Bureau	Marketing Presentations

Is EventRegistration.com cost effective? You bet! To find out just how cost effective it can be for you, check out our online "Free Quoting System." Just point your Web browser to <http://www.eventregistration.com> and click on the "Free Quote" button. It's that simple.

What Can EventRegistration.com Provide?

Registration Packages

Note: Information on specific packages can be found online at <http://www.eventregistration.com/packages.html>. Annual licenses are available.

- A Temporary Real-Time Online Registration Web Site
- Premium Registration Package:
 - Unique Web Site Address for Registration and Event Promotion
 - One Description Page (details about the event)
 - One Attendee Registration Page (to capture attendee registration details)
 - One Feedback Page (to capture post event feedback from attendees)
 - One Exhibitor Registration Page (to capture exhibitor registration details)
 - Staff/Press/Comp Registration Page (to capture free registrant details)
 - Automated Electronic Registration Confirmation for All Attendees
 - Secure Credit Card Capture and Processing
 - One Feedback-Reminder Email Blast to All Registered Attendees
 - Final Database of All Event Attendees (downloadable)
 - Access to the "Event Assistant," Your Online Registration Helper
 - Use template design or look and feel of existing web site
- Instant Real-Time Reporting of All Event Data, including:
 - Attendee master list (all attendees, exhibitors and staff)
 - Attendee detail report (per attendee, exhibitor or staff member)
 - Summary report
 - Refund report
 - Event gross receipts report
 - Downloadable database
 - Feedback report
- Vendor / Supplier Referrals
- Access to the "Event Assistant," Your Online Registration Helper
- Support for Up to 5,000 Attendees (Note: Support for more than 5,000 is available upon request)

Pricing

- Starting @ \$750
- Various Discounts Offered

Optional Extras

- On-site Registration Solutions (Technology and Staffing)
- Call Center Phone, Mail-in and Fax-in Registration Solutions
- Secure, Real-Time Credit Card Processing
- Badging & Lead Retrieval – Featuring PDF, Magnetic Stripe and Smart Card/Chip
- Custom Lists and Reports - Email Blasts, Menus, Agendas, Schedules, etc.
- Mailing House (Fulfillment) Services, Form Letters, Tickets, etc.
- Site Customization
- Translation / Localization Services

Frequently Asked Questions Regarding EventRegistration.com

Here are the answers to some of the commonly asked questions regarding EventRegistration.com. We hope these answers will help you finalize your decision to use EventRegistration.com as your exclusive online and on-site registration vendor. If you have any further questions, please contact our offices at **1-888-524-6674** (toll-free).

1. What is EventRegistration.com?

EventRegistration.com is a unique, state-of-the-art, online and on-site registration service that allows automatic and accurate data capture of attendee information. Our service includes:

- Creation of a temporary Web site for data capture, activated within two weeks of your formal request (rush jobs possible)
- Automated electronic registration confirmations for each attendee
- An electronic database of all event attendees
- Real-Time electronic reporting of all captured attendee information
- The "Event Assistant," an easy-to-use tool that provides instant access to your vital event data, vendor discounts and deals, planning tips and support

2. Why should I use EventRegistration.com's registration services?

EventRegistration.com will:

- Ease the registration process for your attendees
- Provide you with instant reporting of all event data (number of attendees to date, number of meal choices, registration dates, etc.)
- Free up your resources (no more dedicated personnel answering the phones and entering data)
- Build excitement about your event (more information can be given on a Web site than in a direct-mail piece, without costly postage)
- Eliminate embarrassing and costly typographical errors (all data is entered by the event attendees themselves)
- Retrieve and output all attendee information (including database capture and storage, customized pre- and post-event/meeting literature such as form letters, labels and badges)
- Offer you vendor discounts and deals, starting with \$100 off your first EventRegistration.com event or meeting

3. Who should use EventRegistration.com?

Anyone planning an event or meeting and anyone requiring ticket or merchandise sales for a group of people can benefit from using EventRegistration.com. We've remained members in good standing with the Better Business Bureau since launching our products and services in 1998.

4. Is EventRegistration.com safe and secure to use?

Yes! Your security and the security of your customers (attendees, clients, sponsors) are of primary importance to EventRegistration.com. We have implemented safeguards for protecting data transfer of sensitive information, such as credit card numbers and membership requests. Our measures are state-of-the-art and extremely secure.

5. Do I need to have a Web site to use the EventRegistration.com service?

No! EventRegistration.com provides you with your own temporary web site address that is specific to your event. Just place this Web address on your promotional materials so attendees know where to pre-register for your event. This service can be used instead of an 800 number or in conjunction with one. Contact us for more details.

6. Can I use EventRegistration.com if I already have a web site?

Yes! You can even link your temporary event web site to your permanent web site and/or your client's web site. This is the best of both worlds. EventRegistration.com can customize your registration web site to match the look and feel of your existing Web site. This allows attendees to maintain the experience of your event/brand. (Many large web sites like Sun Microsystems and Cisco Systems do this today.) For further information on how to link these Web sites together, contact us.

7. What are the benefits and advantages of using EventRegistration.com over creating my own web site?

To create your own web site and back-end service that would provide the same level of support found with EventRegistration.com could easily cost you upwards of ten times the amount you might spend on the EventRegistration.com service. For this reason we believe it is financially smarter for you to use EventRegistration.com.

8. How long does it take to implement the service?

Your temporary web site will be activated and ready to use by attendees to pre-register for your event within two weeks of receiving your formal request. Customization may take longer. Your request is formalized once EventRegistration.com receives your service request and a signed contract. Rush jobs are possible.

9. When should I request online registration services?

We recommend requesting online registration services twelve (12) weeks prior to your event. To request online registration services; just click on the "red ticket" icon in the banner (top of page) of any EventRegistration.com Web page. Fifteen minutes is all it takes to get started.

10. Can I add a logo on the web site and/or printed materials?

Yes! You can add a logo on your web site or printed materials (such as attendee badges and name tags). Files must be supplied in electronic format and conform to size requirements. All you need to do is select "yes" when asked to add a logo as you request your online registration services. Your EventRegistration.com representative can also assist you with this process.

11. Can I add a picture on the web site?

Yes! You can add a promotional picture on your web site. Files must be supplied in electronic format and conform to size requirements. All you need to do is select "yes" when asked to add a promotional picture as you request your online registration services. Your EventRegistration.com representative can also assist you with this process.

12. Is there a maximum or minimum number of attendees for each event?

No! However, if you are expecting more than 15,000 attendees, please contact our offices at **1-888-524-6674**.

13. Does this service replace my 800-number and/or fax pre-registration service?

Yes! It can. For some clients EventRegistration.com totally replaces their need for 800 number and fax-back services. This option is definitely more accurate than those services. However, some of your attendees might still require phone or fax support. In this case, we recommend using our complete *Call Center* which allows you to register attendees via telephone, fax and mail in addition to our online support. If you want to offer this service, contact us for support at **1-888-524-6674**.

14. Can I purchase EventRegistration.com off the shelf?

Yes! We offer our products as packaged solutions that you can purchase via annual license agreements, complete with support contracts. Contact us for sales at **1-888-524-6674 or sales@eventregistration.com**.

15. Does EventRegistration.com offer any discounts on services?

Yes! EventRegistration.com provides the following discounts:

- New Member Discount: \$100 off your first event
- Show/Association Discounts: \$100-\$1000 off your base package (for the following groups - ASAE, MPI, ISSI, NCBMP, NAWBO, WPO, NAFE, SFCVB, SF Chamber)
- Non-profit Discount: 5% off the base package price
- Series pricing for multiple location and/or multiple date events

Note: Only one discount type can be applied to an event or contract.

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Say Good-bye to Three-Ring Circus

As an event or meeting planner, you're the one everyone turns to for all the answers. With EventRegistration.com, you have an electronic resource that streamlines the registration process while providing a forum for instantly sharing the latest information with anyone who has an interest/stake in your event.

Developed in collaboration with planners, EventRegistration.com is ideally suited for professional event and meeting planners who are seeking a cost-effective method to capture valuable attendee data as well as streamline the planning process for everyone involved. Think of it as **Point Central**.

It All Starts with Membership

Relief is just a sign-up away. In order to take advantage of EventRegistration.com's services, you must become a member. Membership is free. As a member you receive access to the [Event Assistant](#) and other Members Only areas of the Web site. In addition, you receive timely email bulletins and updates on industry news and trends.

Membership is FREE...[sign-up today](http://www.eventregistration.com) at <http://www.eventregistration.com>. Or call **1-888-524-6674** (toll-free) to reach an account representative.