

Marco Associates Inc. Services

On-Site Registration Services

Description: Develop, implement and manage an on-site registration system on behalf of associations at conventions and trade shows

Benefits:

- Proven to be capable of quickly and accurately moving large numbers through the registration process
- Flexible architecture can implement the associations specific registration rules and requirements
- On demand printing/reprinting of badges and tickets for conferences and events of all sizes and complexities
- Skilled staff versed in ensuring a trouble-free, registration process
- Complete provisioning of hardware, software and display devices
- On-site, on demand printing of registration statistics to enable better management
- System accepts multiple payment methods including: credit card, cash, checks, purchase and money orders and electronic fund transfers
- On-site registration system is capable of exchanging data with A vectra's on-line registration system

Options:

- On-site management of temporary personnel including training and oversight

Client Provides:

- Conference details, personnel lists and historic information
- Staff contact and liaison



Excellence in Meeting and Event Services.
Marco Associates Inc., Inc.

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