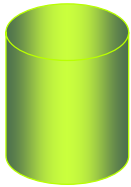


On-Site Registration

Marco Associates prides itself on providing and managing on-site registration systems on behalf of associations at conventions and trade show. Our skilled staff and advanced technology is proven to be capable of quickly and accurately moving large numbers through the registration process. The system's flexible architecture can accommodate the association's specific registration rules and requirement. On-demand printing/reprinting of badges and tickets for conferences and events saves considerable time and expense.

Step 1: The meeting planner extracts an electronic file of all pre-registered attendees to Marco Associates prior to the event. Badge templates, schedules, logos and ticketing requirements are collected and sent.

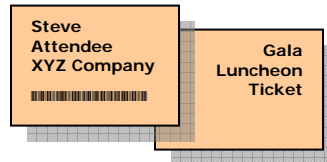


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Step 2: Prior to the event Marco provisions and installs all computer servers, software, network cabling and printers needed to process on-site registration. Marco also loads all the registrant data into the system.



Step 3: Marco trains and continually supervises all temporary personnel used throughout the registration process.



Step 4: Attendees provide their name at the registration desk. Badges, event tickets, coupons are instantly printed on a high speed Zebra printer avoiding the need to pre-mail badges before the event. Corrections can be made and badges and tickets reissued with ease.

Step 5: During and after the conference, comprehensive reports are available including: number of badges printed, unclaimed badges, session control, and others on demand.



Excellence in Meeting and Event Services

Marco Associates, Inc.

7 Lafayette Drive • East Walpole, MA 02032 • Tel: 508-660-5024 • Fax: 508-660-6884

Marco Associates



On-site Registration, Lead Retrieval and Continuing Education Certificate Services for associations and conferences. Marco prides itself on combining world-class customer service with proven, leading edge technology.

Read what some of our customers have to say:

"MedAssets has had a relationship with Marco Associates since 2007. We host multiple events annually for hundreds of vendors who all appreciate the assistance Marco Associates provides with lead retrieval and tracking. We appreciate Marco Associates' dedication to help us manage successful events and the value they provide our vendor partners."

- Shelley Mann, Director of Corporate Office and Meetings

"Thank you again for assisting with SAGES event registration. SAGES is grateful to you for the great job you and your team do during our busy registration. Registration was seamless thanks to your state-of-the-art technology and experienced technicians. We value your expertise and look forward to working many future SAGES events with you and Marco Associates."

- Tina Sandoval, Registrar

"The 17th Congress of ISAPS in Houston was undeniably the best in our 35 year history. Your contribution was nothing less than spectacular and I thank you on behalf of the Executive committee and the membership. The badges and ease of managing the registration process were what I expected, having worked with you before. But your ability to customize so many aspects of what we needed to capture is what makes working with you so delightful."

- Catherine Foss, Executive Director

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