



**FIND THE PERFECT VENUE FOR YOUR
MEETING AND YOUR BUDGET.**



**CONFERENCE CONSULTANTS
WORLDWIDE**

SITE SELECTION | CONTRACT NEGOTIATION | UNPARALLELED SERVICE



WE ARE COMMITTED TO FINDING THE BEST
POSSIBLE VALUE FOR YOUR BUDGET.

Our free services save clients money, time, and stress.

We routinely save clients thousands of dollars by cutting sleeping room and food & beverage rates, eliminating meeting room rental, and minimizing performance penalties.

In this tough economy, meeting planners are being asked to do more with smaller staff and shrinking budgets. Selecting a high-quality, budget-friendly venue is one of the most important steps to hosting a successful event, but finding that perfect location can be a time-consuming distraction from other crucial planning duties. At Conference Consultants Worldwide, our company mission is to take the

stress of finding and contracting the ideal venue off your shoulders. Tap into our 30 years of experience and thousands of successful events booked globally, and you will benefit from key partnerships with hotel chains and independent venues; up-to-the-minute knowledge of industry trends; ever-evolving concessions strategies; and a true partner in the success of your event, from booking to billing.

“As a former conference director, I understand the challenge of satisfying both the attendee and the bottom line. With CCW, you get the best possible rates at a venue that receives high marks for quality and service.”

-Stephanie Edwards, Partner



SITE SELECTION | Assemble event profile, research venues, solicit & review bids with client, arrange complimentary stays/site tours

With a detailed event profile, we are better able to tailor proposals to address your specific needs. What city and dates do you prefer? What is your budget? How many attendees do you anticipate and what is your session schedule? Do you need break-out rooms or exhibit space? What are your food and beverage and audio-visual requirements? Do you have pick-up history for past events?

CONTRACT NEGOTIATION | Select top bids, start venue bidding war, reduce all rates, reduce/eliminate rental fees, minimize liabilities

CCW leverages long-standing partnerships with hotel chains and independent venues, as well as the value of our annual business, to get the best terms for our client. We negotiate the lowest possible guest room rate, meeting room rental fees, food & beverage pricing, internet and parking fees, and audio-visual costs. We reduce or waive attrition, cancellation penalties and financial liabilities throughout the contract. We ensure that all attendees holding a reservation are credited to the group; attendees with a confirmed reservation are not walked to another property; room block has a 21-day cutoff; no construction is scheduled over the conference dates, and address any special concerns for your particular group.

UNPARALLELED CLIENT CARE | Monitor room pick up, adjust contract as needed, advocate for client through entire event cycle

At CCW, our clients are our focus. A successful event is measured not only by its bottom line, but also by our client's venue experience from booking to billing. Each client has a single point of contact within CCW, streamlining communication and building teamwork and trust. Our team is always available to answer questions, offer advice, or take action.

5 Tips to a Better Contract

- ★ Keep your dates flexible and consider holding the event in second-tier cities to capitalize on low demand areas/dates.
- ★ Avoid costly performance penalties by signing with venues that are willing to waive attrition penalties; if you are signing for attrition, book a conservative room block
- ★ If you think you may need break-out rooms, overbook your meeting space and cancel later if your needs change - it is easier and usually free to add a breakout during the contracting phase
- ★ Ask for a rebate on sleeping room revenue to be credited to the master account to offset f/b expenditure
- ★ Use a food and beverage minimum to reserve your meeting room in lieu of paying meeting room rental

Contact CCW for more tips and negotiation strategies tailored to your event.

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Spending too much on hotel bills?

Call the experts. With 30 years experience, hundreds of events booked annually, and a laser focus on client satisfaction, Conference Consultants Worldwide's free contracting services will save you time and money. Try us out for a single event booking with no obligation and see what we can do for your company: 424.832.6834.