



Statement of Qualifications & Capabilities

Principals:

Molly Hackett

Molly's primary responsibility is project logistics.
BS, University of Missouri Rolla – Mechanical Engineering
Associates Degree, Risk Management
Senior Consultant, Liberty Mutual Insurance – 1986 to 2001

Jane Quinn

Jane's primary responsibility is project financial management.
BS, Fontbonne University – Business Administration
Bank Operations and Loans 1981 – 1993

Core business services:

The Nix team focuses on budgets, venue and vendor selection, contracts, logistics, and financial controls. We connect with our clients' national staff, the board of directors and the local host office. In short, we manage the structure of your event to your specifications, and we do it down to every detail. We perform thorough audits of contracts, and we provide you with complete final reporting. We have on-site expertise to make sure that everything in the contracts is delivered as specified. And those clients that engage us to provide comprehensive management services receive the Nix Coordination Fee Guarantee.

Options for delivery of services:

Nix Conference and Meeting Management offers its clients a range of service options:

1. Comprehensive Services – total coordination of the structure of your event.
This includes site and vendor selection; on-site event management; and financial management. Our comprehensive service option also includes the Nix Coordination Fee Guarantee.
2. Specific Services – only those services needed to supplement your internal staff's capabilities.
3. Tradeshow management, both pre-event and on-site services.
4. Our on-line Conference and Exhibitor Registration and Housing Reservations system can be provided as a stand-alone service module for any event.

No matter how comprehensive or specific your organization's event management needs are, Nix can make sure you have the time to develop your event program, your revenue opportunities, and attendee relations.

Description of staff:

In addition to our two principals who oversee client logistics and client financial management, we employ the following managers and staff:

Senior Account Managers

One Senior Account Manager is assigned to each event. This staff member has overall responsibility for client communications; the administration, financial control, and business management of the event, and is responsible to the client for the effective conduct of the event.



Description of staff continued

Registrar

The Registrar is responsible for event registration; maintaining records and databases; generating reports and Web information.

Trade Show Manager

This manager's pre-event responsibilities include: developing cost estimates; being knowledgeable about the decorator contract; client communications, reports and documentation; developing floor plans and show rules; and responding to exhibitor requests.

This manager's on-site responsibilities include: comparing booth plan to the actual layout; providing for exhibitor registration; assisting with exhibitor needs; assisting with food and beverage set up.

Conference Services and Operations Manager

This manager maintains Nix's internal record keeping for the event; prepares preliminary cost analysis; and performs a financial audit of the client's invoice.

Purchasing

The purchasing manager locates and evaluates qualified venues and vendors; obtains and presents venue and vendor bids to the client; finalizes venue and vendor contracts.

Types of clients we serve:

Nix provides meeting and conference services to companies, nonprofits including religious organizations, and trade associations. Our capabilities allow us to manage events with attendance up to 5,000, and that include up to 1,200 booths. Our clients' in-house meeting management capabilities vary considerably, and we provide services ranging from complete event backroom management, to one or two specific services.

Worldwide capabilities:

In addition to our meeting and conference capabilities across the United States

Nix has managed events in 17 additional countries on four continents:

- Asia – India, Singapore, Oman
- Europe – England, Hungary, Denmark, Scotland, Germany, Austria, Switzerland, Sweden
- South America – Chile, Colombia
- North America – Canada, Mexico, Panama, Costa Rica

Professional associations:

- MPI – Meeting Planners International
- PCMA – Professional Convention Management Association
- RCMA – Religious Conference Management Association

Nix Conference & Meeting Management will provide references upon request.