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# HostSouth



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Trade Shows Conventions **Corporate Functions** Association Meetings Press Conferences Award Ceremonies Graduations Weddings Athletic Events Concerts Banquets **Promotional Events Community Events** Fairs Festivals

#### Event Services & Equipment

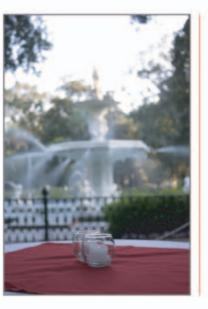
HostSouth is a destination and meetings management, tradeshow and event production company. Our experienced staff will work with you to collectively represent all services available to obtain the goal of a professionally produced convention, tradeshow, program, or event. Providing suitable venues and accommodations, flexible programs, cost-effective services, well-maintained equipment, knowledgeable staffing, professional empathy, and creative ideas - we will adapt our strengths to your needs. With 25 years of experience we have produced a variety of types of events including the list on the left.





# Event Planning

#### a special event can be as creative as the idea



Prior to your event we will sit down and discuss with you ideas, visions, and goals of your function. We can help with choosing a venue, finalizing a desired theme and ambiance, as well as picking out any required equipment and decorations. We will analyze the specs of the building or outdoor area in relation to the expected number of attendees in order to create the optimum flow of foot traffic throughout the occasion as well as placement for the equipment. We can also help coordinate and schedule food and catering, security, traffic control, parking, permits, environmental graphics, sponsorship, promotion, freight, and anything else that your specific event may need. We understand the need to blend your requirements with the appropriate venues using the right programs and fulfilling the most demanding appetites for a useful, enjoyable, memorable experience - on a budget. HostSouth can provide realistic approaches to obtain these goals.





## Event Equipment

#### the first impression of an event sets the mood for success

Carpet / Flooring Catering Glassware / Flatware Staging / Backdrops Crowd Queing Drape / Hardware Flags / Bunting / Kites Presentation Signage / Holders Linen / Table Skirting Electronics Tents Props



Audio / Visual / Lighting Tables / Chairs / Furniture

We have a warehouse full of equipment for every type of event to fit any venue, atmosphere, and theme you can imagine to help stimulate that 'wow factor' for your attendees. Our inventory of equipment is well maintained, clean, and conforms to the highest safety standards. Listed to the left are several categories of items we have available for you to use at your function.





### **Event Plants**

#### we offer foliage design services using live plants for your special occasion

**Boston Ferns** Sprengeri Ferns Ligustrum tree form Secretia Ruellia Penta Brush daisy Agapanthus Caladium Cat palm Roses Hibiscus Bromeliad Majesty palms Bamboo palms



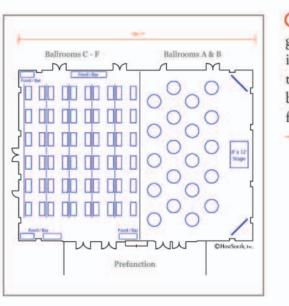
Make your venue come alive by dressing key areas of your event with plants. Foliage will enhance an event's atmosphere when the right plants are placed in the right areas. We work with event coordinators to understand the goals of the occasion and will help select the best arrangements based on our design expertise and experience of 25 years. Whether it be dressing a stage, an entrance, deck, lobby, etc., we have everything from palms to geraniums. Listed to the left are a few among the many plants we have available for you in our greenhouse to rent from us.





# **Design Services**

#### visual communication supports the success of a function from start to finish



Our design department can design and produce all the graphic elements you will need for your event. This includes event marketing materials, scaled floorplans, tradeshow and environmental graphics, programs, brochures, invitations, maps, and various signage. A few of the types of signage we produce are listed below.

> Booth Booth locator Meter boards Directional Decorative Banners **Ticket Counter** Registration





### Event Management expectation management is how we ensure event satisfaction



Once everything is planned and prepared for we will deliver and set up all the equipment to the venue and decorate for your event. If anything needs shipped, it can be sent to our warehouse and we will hold your freight for you then deliver it at the time we are setting up for it. Before, during and after your event we will make sure everything gets done on time and everything is where it is supposed to be so your attendees will have only a pleasant and memorable experience. From a private party, corporate function or association meeting to a festival for thousands, HostSouth has the experience, expertise, and hands-on ability to make the event successful.

