



Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <https://www.gsaadvantage.gov/>

**CONFERENCE, EVENTS AND TRADESHOW
PLANNING SERVICES**

SPECIAL ITEM NUMBER: **541-4D**

NAICS: **561920**

CONTRACT NUMBER: **GS-23F-0107L**

For more information on ordering from Federal Supply Service click on FSS Schedules button at <http://www.fss.gsa.gov>

CONTRACT PERIOD: **April 1, 2006 through 31 December 2010**
First Option Period

MTA, Incorporated
688 Discovery Drive
Huntsville, AL 35806

Veteran-owned Small Disadvantaged Business

VOICE

(256) 922-1110 ext 12

FAX

(256) 922-1888

Website

<http://www.mta-inc.com>

email: gsa-sales@mta-inc.com

“Prices shown here are NET (Discount Deducted)”

Supplement No. 3
Effective: 1 April 2006

This Page Intentionally Left Blank

TABLE OF CONTENTS

FORWARD 1

I. CUSTOMER INFORMATION 1

II. DESCRIPTION OF SPECIAL ITEM NUMBERS (SINS) 6

541-4D CONFERENCE, EVENTS AND TRADESHOW PLANNING SERVICES6

541-1000 OTHER DIRECT COSTS6

III CONTRACT SCOPE OF WORK 7

IV. PRICING TABLES 8

SIN 541-4D CONFERENCE, EVENTS AND TRADESHOW PLANNING SERVICES8

SIN 541-1000 - OTHER DIRECT CHARGE PRICE LIST.....9

V. DEFINITION OF LABOR CATEGORIES 13

Program Manager 13

Event Facilitator 13

Event Planner 14

Graphics/Admin Specialist: 14

Forward

Management Technology Associates (MTA), Incorporated is a **Veteran-owned Small Disadvantaged Business**, incorporated in the state of Alabama in 1984. Partnering with MTA will grant you access to their extensive experience in Tradeshows, Conferences, and Event Planning Services, in which MTA is known for bringing within cost and schedule targets.

MTA has conducted more than 30 workshops throughout the United States and Puerto Rico since January 1994 in support of the **National Aeronautics and Space Administration's** "Training and Development of Small Business in Advanced Technologies (TADSBAT) Program" [POC: Mr. Lamont Hames, Office of Small and Disadvantaged Business Utilization, (202) 358-2088]. MTA's five year follow-on contract, awarded in January 1999, is a testimony to our effectiveness in planning for and administering workshops. **Lockheed Martin Astronautics** placed MTA under contract in June of 1999 to plan and administer workshops and trade shows in fostering the participation of the small business community in support of their Atlas and Reusable Space Launch Systems Programs [POC: Betty Padilla, Program Manager, (303) 977-7131]. The **U.S. Army Engineering and Support Center, Huntsville** has utilized MTA's services in conducting Information Systems Planning, Programming, and Cost Estimation Workshops since May 2000. Twelve workshops were conducted within the United States, Korea, and Germany during Fiscal Year 2003 [POC: Connie Teague, (256) 895-539]. The award of a seven year follow-on delivery order in March 2003 to continue to support these workshops is yet another testimony highlighting our customer's satisfaction in services rendered.

Why partner with MTA, Incorporated?

- Recognized **Small Business** Community leader in providing **Event Planning Services**.
- **Full-service** event planning.
- **Cost-effective** support within budget and schedule.
- **Proven record** of performance.
- **Experienced and responsive** staff.
- Worldwide **customer service**.
- Documented **customer satisfaction**.
- **Easy access** to MTA services.

I. CUSTOMER INFORMATION

- 1a. **Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices by page numbers:**

SIN No.	Title	Page Number	
		Description	Prices
541-4D	Conference, Events and Tradeshow Planning Services	6	8
541-1000	Other Direct Costs	6	9

- 1b. **Lowest Unit Price:**

The prices listed herein are the Government prices based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. The unit prices are based upon the location at which the work shall be performed, on-site at the customer location or off-site at the contractor location, therefore, a range of the lowest prices are provided.

- 1c. **Defintion of Labor Categories:**

A description of job titles including experience and educational requirements, and functional responsibilities are provided at pages 13 through 14.

2. **Maximum Order:**

\$1,000,000.00



Seminar sessions provide instructional opportunities

3. **Minimum order:**

\$100.00

4. **Geographic Coverage (Delivery Area):**

Worldwide

5. **Point of Production:**

Planning and coordination for all tasks under this schedule will be originated at the MTA, Inc. main office in Huntsville, AL. Generally, some on-site coordination will be required

at the event site, and MTA will establish a support staff at the site for the event itself. The level of coordination and on-site event support will be determined by the particular size and scope of the individual event.

6. Discounts from Price List:

Prices are net, all discounts deducted.

7. Quantity Discounts:

\$ 50,000.00 - \$ 99,999.00	0.5%
\$100,000.00 - \$499,999.00	1.0%
\$500,000.00 and above	2.0%

8. Prompt Payment Terms

None

9. Government Purchase Cards

9a. Government Purchase Cards Up To Micropurchase Threshold:

Government purchase cards are accepted up to the micropurchase threshold.



9b. Government Purchase Cards Above Micropurchase Threshold:

Government purchase cards are accepted above the micropurchase threshold.

10. Foreign Items:

This section does not apply to this schedule.

11. Delivery:

11a. Time of Delivery:

Service delivery to be negotiated in each order.

11b. Expedited Delivery:

Not applicable to services.

11c. Overnight and 2-day Delivery:

Not applicable to services.

11d. Urgent Requirements:

When the Federal Supply Schedule contract delivery order does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. Point(s):

Destination.

13. Ordering

13a. Ordering Address(es):

Points of contact:

Sales & Marketing:

Mr. Roger A. Rhodes
Business Development
MTA, Incorporated
688 Discovery Drive
Huntsville, AL 35806
Phone: (256) 922-1110, Ext. 18
Facsimile: (256) 922-1888
E-mail: gsa-sales@mta-inc.com

Contract Administration:

Mr. Frank E. Brown
Vice President for Operations
MTA, Incorporated
688 Discovery Drive
Huntsville, AL 35806
Phone: (256) 922-1110, Ext. 12
Facsimile: (256) 922-1888
E-mail: gsa-sales@mta-inc.com

13b. Ordering Procedures:

Information on the ordering procedures for Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).

14. Payment Address(es):

MTA, Incorporated
Attn: Accounts Receivable
688 Discovery Drive
Huntsville, AL 35806

15. Warranty Provisions:

At any time during contract performance, but not later than 6 months after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. The cost of replacement or correction shall be determined under the Payments Under Time-and-Materials and Labor-Hour Contracts clause, but the “hourly rate” for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. MTA will not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, will disclose the corrective action taken.

16. Export Packing Charges:

Not Applicable.

**17. Terms and Conditions of Government Purchase Card
Acceptance:**

None.

18. Terms and Conditions of Rental, Maintenance, and Repair:

Not Applicable.

19. Terms and Conditions of Installation:

Not Applicable.

20. Other Terms and Conditions:

**20a. Terms and conditions of repair parts indicating date of parts
price lists and any discounts from list prices:**

Not Applicable.

20b. Terms and conditions for any other services:

Not Applicable.

21. List of Service and Distribution Points:

Not Applicable.

22. List of Participating Dealers:

Not Applicable.

23. Preventive Maintenance:

Not Applicable.

24a. Environmental Attributes (e.g., recycled content, energy efficient, and/or reduced pollutants):

Not Applicable.

24b. Section 508 Compliance:

Not Applicable.

25. Data Universal Number Systems (DUNS) Number:

MTA's DUNS number is 11-804-1268.

26. Notification regarding Registration in Central Contractor Registration (CCR) Database:

MTA has registered with the CCR Database.

II. DESCRIPTION OF SPECIAL ITEM NUMBERS (SINS)

541-4D CONFERENCE, EVENTS AND TRADESHOW PLANNING SERVICES

Services include making all necessary arrangements for conferences, seminars and trade shows. Event marketing services may include, but are not limited to, the following services: project management for a show or event; coordination and implementation of third party participation in a booth or event, collection management of third party payment for participation in a booth or event, liaison support for necessary show services paperwork, support and implementation of audio visual and information technology equipment for a show or event (including, but not limited to: video displays, accompanying music and sound effect, and other types of electronic displays). Pre-conference planning services may include: topic and speaker identification, research of site location, reservations of facilities, on-site meeting and registration support, editorial services, mailing and other communication with attendees including pre/post meeting mailings, travel support and computer database creation.

North American Industry Classification System (NAICS) Code: 561920

Size Standard: \$6.0 Million.

541-1000 OTHER DIRECT COSTS

Other Direct Costs (ODCs) are expenses *other than* labor hours, which may be handled in-house or through subcontracting that are necessary to complete a project.

To the extent possible, all anticipated ODCs associated with performance within the scope of the contract should be offered under the Schedule and can only be purchased in conjunction with the Schedule service. Possible ODCs may include such items as audiovisual equipment, facility rental, commercial production, media costs, booth space rental, promotional materials, etc. that are associated with the services to be performed under this contract. Specific brand or model numbers of ODC items may not be available at a given site, equivalent items will be provided in such cases.

NOTE: the category of “miscellaneous” is not an acceptable ODC and will not be awarded under this Special Item Number. ODCs not approved on schedule may not be included as part of GSA Schedule order.

III CONTRACT SCOPE OF WORK

The contractor shall be capable of providing services for ordering agencies with multiple organizational levels and geographic locations nationwide and/or worldwide. The contractor shall also be capable of handling multiple task orders simultaneously. The Contractor may be required to furnish measurable results of any service provided under this Statement of Work, such as demonstrating how a public service campaign improved knowledge of a subject.

The Contractor shall provide services that support agencies in completing requirements set forth in the task order. These services include but are not limited to: the preparation of written text, artwork, graphics, and other creative work, as well as placing the creative work in magazines, newspapers, pamphlets, and brochures on radio and television and/or other media avenues. The Contractor may be required to assess the educational needs of a target audience, compare them to the needs addressed by current public information reports, and address any changes that must be made. In addition, the Contractor shall have the technical expertise to write about a variety of topics along with having an understanding of the highly complex technical, legal, and social issues inherent to Government policy and public awareness campaigns. These services may also include providing direct support for the writing and editing of materials, which may include video, radio, television, public service announcements, appropriate talent, pamphlets, brochures, leaflets and web pages/sites. The Contractor shall provide all actors/actresses as required, unless the Federal activity chooses otherwise for print work and/or videos.

The Contractor shall be responsible for obtaining all necessary permits and licenses and for complying with all applicable Federal, State, and Municipal laws. The Contractor may not retain or use any material produced under a Task Order for self-promotion, except by written permission of the ordering agency.

Upon termination or completion of all work under the Task Order, the Contractor shall comply with the agency's requirements for disposal. All materials produced or delivered under the Task Order will become and remain the property of the Government. See Clause 52.227-14 – Rights in Data – General (JUN 1987).

The Contractor shall provide all media in a format that is compatible with the ordering agency's requirements, including software. The Contractor shall be responsible for furnishing all items used in performing the Task Order unless otherwise specified or approved by the Contracting Officer. The Contractor will act independently and not as an agent of the Government. The Contractor shall furnish all services, experienced personnel, materials, equipment, and/or facilities in accordance with the specific requirements outlined in the Task Order issued by the individual agency. The Contractor shall initiate work only when directed by a Task Order, which has been signed by a Contracting Officer from the ordering agency.

IV. Pricing Tables

SIN 541-4D CONFERENCE, EVENTS AND TRADESHOW PLANNING SERVICES

2006 (1 April-31 Dec)	Off-Site (MTA Site)	Customer Site
Program Manager	\$90.32	\$74.93
Event Facilitator	\$93.53	\$77.59
Event Planner	\$76.24	\$63.25
Graphics/Admin Specialist	\$32.84	\$27.24
2007		
Program Manager	\$93.21	\$77.33
Event Facilitator	\$96.52	\$80.07
Event Planner	\$78.68	\$65.27
Graphics/Admin Specialist	\$33.89	\$28.11
2008		
Program Manager	\$96.19	\$79.80
Event Facilitator	\$99.61	\$82.63
Event Planner	\$81.20	\$67.36
Graphics/Admin Specialist	\$34.97	\$29.01
2009		
Program Manager	\$99.27	\$82.35
Event Facilitator	\$102.80	\$85.27
Event Planner	\$83.80	\$69.52
Graphics/Admin Specialist	\$36.09	\$29.94
2010		
Program Manager	\$102.45	\$84.99
Event Facilitator	\$106.09	\$88.00
Event Planner	\$86.48	\$71.74
Graphics/Admin Specialist	\$37.24	\$30.90

SIN 541-1000 - OTHER DIRECT CHARGE PRICE LIST

Material Description	Per Unit	Government Rate
CD- ROM Audio-Visual Development System Fee	Day	\$305.13
Public Address System Fee	Day	\$11.98
Audio-Visual Display System Fee	Day	\$59.90
MEETING ROOM RENTAL		
10 people 360 sq. ft.	Day	\$389.21
15 people 410 sq. ft.	Day	\$389.21
15 people 766 sq. ft.	Day	\$454.04
25 people 675 sq. ft.	Day	\$454.04
25 people 1,350 sq. ft.	Day	\$778.36
50 people 4,571 sq. ft.	Day	\$1,102.67
Room Set Up 360 - 410 sq. ft	Day	\$97.30
Room Set Up 675 - 766 sq. ft	Day	\$129.73
Room Set Up 1,350 sq. ft	Day	\$194.59
Room Set Up 4,571 sq. ft	Day	\$259.45
Seminar Facility Fee	Day	\$599.01
CD- ROM Audio-Visual Development System Fee	Day	\$305.13
AUDIO - VISUAL		
Ovrh Proj. w/spare lamp changer	Day	\$38.92
Ovrh Proj. w/acetate roll attachment	Day	\$45.41
Ovrh Proj. high intensity	Day	\$90.81
Acetate roll for Ovrh Proj.	Day	\$19.46
Acetate sheets (8.5 x 11) 100/box	Day	\$51.89
Acetate pens, each	Day	\$2.59
16mm motion picture proj./optical sound	Day	\$64.87
35mm slide proj. w/auto focus, zoom lens, 80 slot slide tray, remote	Day	\$45.41
Extra slide tray 80 slot	Day	\$2.59
Navitar 2" rear projection lens	Day	\$25.95
Wireless remote control	Day	\$31.85
Navitar Bright Light module	Day	\$31.85
Buhl high power lens	Day	\$31.85
Laser pointer	Day	\$58.38
Flip Chart easel	Day	\$19.46
Flip Chart Pad	Day	\$19.46
Flip Chart Pen	Day	\$2.59
White Board w/easel 3'h x 4'w	Day	\$38.92
White Board w/easel 4'h x 6'w	Day	\$77.85
Dry erase markers, set of 4	Day	\$12.97
Safelock 425 extra wide proj. stand	Day	\$25.95
Flipchart Pkg. (pad, markers, masking tape)	Day	\$45.41

SIN 541-1000 - OTHER DIRECT CHARGE PRICE LIST (Continued)

Overhead Proj. Pkg. (wide-angle w/spare lamp & cart	Day	\$84.33
35 mm slide pkg (slide/proj wireless remote, lens)	Day	\$84.33
Slide Proj. with wireless remote, draped cart	Day	\$119.35
Elmo Slide to Video Converter	Day	\$356.75
Elmo Video Presenter	Day	\$227.03
PROJECTION SCREENS		
5' or 6' tripod screen	Day	\$25.95
8' tripod screen	Day	\$45.41
10' Model C screen with floorstand	Day	\$77.85
12' Model C screen with floorstand	Day	\$103.79
6'x 8' fast-fold screen, front or rear fabric	Day	\$97.30
7.5' x 10' fast-fold screen, front or rear fabric	Day	\$110.27
9'x 12' fast-fold screen, front or rear fabric	Day	\$129.73
10.5'x 14' fast-fold screen, front or rear fabric	Day	\$162.16
9'x 27' fast-fold screen, rear fabric	Day	\$259.45
VIDEO/DATA EQUIPMENT		
Hughes/JVC 320s light valve video Proj	Day	\$4,540.42
BARCO 9200LC Data/video Proj	Day	\$4,540.42
Sony Data Proj VPH 1271Q Data/Video Proj	Day	\$1,037.81
BARCO 2100, LCD Data Proj SVGA & MAC	Day	\$1,037.81
Sharp XG-3000 LCD Data/Video Proj.	Day	\$908.08
Sony SuperBright VPH 1042Q Video Proj	Day	\$778.36
Megapower 228 LCD Data/Video Proj SVGA	Day	\$551.34
Megapower 882 LCD Data/Video Proj SVGA	Day	\$551.34
Megapower 388 LCD Data/Video Proj SVGA	Day	\$454.04
Sanyo PLV20N LCD Video Proj 500 Lumens	Day	\$454.04
Sharp XG-1000 LCD Video Proj	Day	\$324.32
37" Video Monitor	Day	\$454.04
35" Mitsubishi multi-sync video/data monitor, VGA, S-video	Day	\$454.04
31" Hitachi color stereo monitor/S-video	Day	\$259.45
25" color monitor w/S-video	Day	\$129.73
27" color monitor	Day	\$194.59
27" Mitsubishi multi-sync, multi standard monitor	Day	\$324.32
1/2" VHS recorder/player	Day	\$110.27
1/2" Super VHS digital HiFi recorder with jog/shuttle	Day	\$129.73
PAL/NTSC/SECAM tri-standard VHS recorder	Day	\$129.73
Pioneer Laser Disk Player	Day	\$97.30
1/2" VHS Camcorder with tripod	Day	\$324.32
Sony DXC 325 3 chip color camera/tripod	Day	\$389.18
Sony DXC 637 3 chip camera	Day	\$583.77
SEG 2000A Special effects generator w/ wipe extender	Day	\$324.32
3/4" Umatic Sony VP7020 video player with auto repeat	Day	\$168.64
3/4" Sony VO9600 SP video recorder/jog shuttle	Day	\$227.03
Sony UVW-1800 Betacam recorder	Day	\$518.91
Sony PVW-2600 Betacam player	Day	\$518.91
Overhead Projector Stand 32"	Day	\$19.46
Monitor stand 47" (for 25" & 27" monitors)	Day	\$25.95
Monitor stand heavy duty (for 31" & 35" monitors)	Day	\$45.40

SIN 541-1000 - OTHER DIRECT CHARGE PRICE LIST (Continued)

VHS Pkg. (27" color mon/rcvr, 1/2" vcr/remote and cart	Day	\$291.89
VHS Video (21" color with built in VCR)	Day	\$97.30
32" TV Monitor / Cart / Drape	Day	\$168.64
32" TV / VCR / Draped cart	Day	\$259.45
MULTI-IMAGE		
AVL Genesis	Day	\$389.18
AVL Dove X2	Day	\$149.19
Chief MSU-3 stackers	Day	\$32.44
Navitar 50mm XY PC lenses	Day	\$38.92
Navitar 2" matched rear proj lenses	Day	\$25.95
Kodak Ektagraphic III E projectors	Day	\$25.95
Navitar BrightLight module	Day	\$32.44
Tascam 34B 4 channel reel-to-reel recorder	Day	\$129.73
Tascam 133B cassette sync recorder	Day	\$129.73
Sharp RD-685AV cassette sync. dissolve recorder	Day	\$84.33
AUDIO EQUIPMENT		
Microphone(handheld, lectern, desk, floor, boom)	Day	\$38.92
Lavalier microphone	Day	\$38.92
Wireless microphone, handheld or lavalier	Day	\$129.73
Wireless combo system, UHF, Samson	Day	\$162.16
PZM omni-directional microphones	Day	\$45.41
Tascam M208 8 in/4 out stereo mixing console	Day	\$97.30
EV 12 channel mixing console	Day	\$162.16
Yamaha 16 channel mixing console	Day	\$259.45
4 channel mixer (Shure M68)	Day	\$51.89
6 channel mixer	Day	\$77.84
8 channel mixer	Day	\$110.27
Audio patch into house sound system	Day	\$38.92
Direct Box	Day	\$38.92
CD player (multi play)	Day	\$51.89
ClearCom intercom base station w/ 2 headsets	Day	\$64.86
ClearCom beltpack/Beyer dynamic headset	Day	\$32.44
Marantz PMD221 3-head cassette recorder	Day	\$45.41
Audio cassette player	Day	\$45.41
SOUND SYSTEMS		
COMPUTERS		
RGBS I/F for Mac II, IBM VGA & SVGA	Day	\$64.86
VGA Switcher 4 in / 1 out	Day	\$45.41
VGA Distribution Amplifier 1 in / 4 out	Day	\$64.86

SIN 541-1000 - OTHER DIRECT CHARGE PRICE LIST (Continued)

2006 (1 April – 31 December)			
Event Support			
Labor/Task	Per	Off-Site (MTA Site)	Government (Site)
Category	Unit	Rate	Rate
Event Coordinator	Hr	\$45.53	\$35.41
Registration/Admin Clerk II	Hr	\$38.77	\$29.23

2007			
Event Support			
Labor/Task	Per	Off-Site (MTA Site)	Government (Site)
Category	Unit	Rate	Rate
Event Coordinator	Hr	\$46.99	\$36.54
Registration/Admin Clerk II	Hr	\$40.01	\$30.17

2008			
Event Support			
Labor/Task	Per	Off-Site (MTA Site)	Government (Site)
Category	Unit	Rate	Rate
Event Coordinator	Hr	\$48.49	\$37.71
Registration/Admin Clerk II	Hr	\$41.29	\$31.14

2009			
Event Support			
Labor/Task	Per	Off-Site (MTA Site)	Government (Site)
Category	Unit	Rate	Rate
Event Coordinator	Hr	\$50.04	\$38.92
Registration/Admin Clerk II	Hr	\$42.61	\$32.14

2010			
Event Support			
Labor/Task	Per	Off-Site (MTA Site)	Government (Site)
Category	Unit	Rate	Rate
Event Coordinator	Hr	\$51.64	\$40.17
Registration/Admin Clerk II	Hr	\$43.97	\$33.17

V. DEFINITION OF LABOR CATEGORIES

Program Manager

Duties: Manages the execution of large complex projects. Supervises two or more Tasks in support of the project. Assigns personnel to each Task as required by the execution schedule. Reviews the work of Task employees to ensure compliance to task specifications and project requirements. Serves as the company's primary interface with the Government Contracting Officer/Specialist, Contracting Officer's Representative and the Contracting Officer's Technical Representative in resolving contractual/technical related issues. Negotiate and award subcontracts as required. Ensures deliverables are prepared within schedule, reviewed for accuracy and completeness prior to release to the Government.

Experience/Education: Ten years of experience in directing large professional efforts in support of Government programs. Degrees and experience must be in acquisition, logistics, business, management, or the appropriate field of expertise relative to the project and awarded by an accredited university/college.

<u>Experience</u>	<u>Education</u>
6 years	PhD
8 years	MS
10 years	BS/BA

Event Facilitator

Duties: Assists in the development of scheduled activities to ensure activities follow a logical sequence, sufficient time is allocated in covering subject matters to be presented, and sufficient breaks are incorporated in order to retain attendees' attention. May be called upon in making introductory remarks, introduce presenters or subject matters to be presented, assist in the transition between subject matters, and keep presentations on track in accordance with the published itinerary. May orchestrate question and answer periods and/or round table/panel discussions. Provide a summary of the day's activities, set the stage for the next day and/or future activities, and administer attendee evaluations if desired.

Experience/Education: Ten years of experience in orchestrating the execution of conferences, events and/or tradeshows. Accustomed to public speaking and the control of related activities. Degrees and experience in mass communication, business management/administration, marketing or the appropriate field of expertise relative to the project and awarded by an accredited university/college.

<u>Experience</u>	<u>Education</u>
6 years	PhD
8 years	MA
10 years	BA

Event Planner

Duties: Responsible for planning all logistical and administrative services required in support of events per guidance provided by the Program Manager. Planning may include but not be limited to arranging for venues in support of events (e.g., general session rooms, breakout rooms, attendees' accommodations, catering), audio-visual support, tradeshow booths, registration area, advertisement, pre-event registration, janitorial support, facility security, gathering materials for welcome packages, etc. Deploy to event facility and oversee set-up/tear-down, and staff registration/welcome/help desk. Assist Program Manager in developing after action reports.

Experience/Education: Five years experience in planning for administrative and logistical services in support of conferences, events and tradeshows. Degrees in business management/administration or appropriate field of expertise relative to the project and awarded by an accredited university/college. Eight years of experience may be substituted for a degree.

<u>Experience</u>	<u>Education</u>
5 years	BA
8 years	HS

Graphics/Admin Specialist:

Duties: Provide project graphics and word processing support as required. Reproduce and assemble materials as directed. Assist in pre-event registration and maintenance of registration database. Distribute materials as directed. Deploy to event facility and assist in staffing registration/welcome/help desk as well as escorting dignitaries.

Experience/Education: High school/trade school graduate and three years experience.

This Page Intentionally Left Blank

mta, inc

MARKETING, MEDIA AND PUBLIC INFORMATION

SC CLASS: 738 PART 1

CONTRACT NUMBER: GS-23F-0107L

CONTRACT PERIOD: April 1, 2006 through 31 December, 2010

OPTIONS: First Option Period of 5 Years Each



Trade Show Setup

Authorized CONFERENCE, EVENTS AND TRADESHOW PLANNING SERVICES Schedule Price List