



SUFKA & ASSOCIATES

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POINT OF CONTACT

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SERVICE-DISABLED VETERAN- OWNED SMALL BUSINESS (SDVOB)

FOUNDED IN 1984

GSA CONTRACT

AIMS Schedule Contract # 541-4D
**Conference, Events & Tradeshow
Planning Services**



DUNS#: 939625190

CAGE CODE: 4TFM2

NAICS CODE: 561920 –
Convention and Trade Show
Organizers

CLIENTS

- National Oceanic & Atmospheric Administration (NOAA)
- Associated Air Balance Council
- National Air Duct Cleaners Association (NADCA)
- AABC Commissioning Group

FULL SERVICE CONFERENCE & EVENT MANAGEMENT

Sufka & Associates (S&A) provides a wide array of management solutions for conferences, tradeshow, seminars, workshops and other special events. Our services include:

- ★ Site Selection & Contract Negotiations
- ★ Attendee Recruitment
- ★ Marketing & Promotion
- ★ Program Development
- ★ Registration Services
- ★ On-site Facilitation
- ★ Logistical Support
- ★ Creative Design
- ★ Speaker Arrangements
- ★ Financial Management
- ★ Post-Conference Evaluation & Reporting

STRATEGIC PLANNING

We plan with you to map a course that meets your needs and objectives. The planning and implementation are carried out with precision and in close cooperation with you to ensure that the event meets or exceeds your expectations.

ATTENTION TO DETAIL

Attention to detail can make or break an event. So, regardless of the meeting size, we focus on the details and always keep an eye on the big picture to ensure the event is successful in every respect. With over 27 years of experience, S&A knows how to provide the dynamic solutions for your next event.

HIGH STANDARDS OF PRACTICE

Our goal is to make a lasting impression on meeting attendees through hard work, strategic planning, attention to detail, and by using a professional approach to providing all conference and event management services. By adhering to high standards of practice, we guarantee that your ultimate goals and objectives will be achieved – **on time, on budget, and on target.**

SUFKA & ASSOCIATES

Providing Professional Management Solutions Since 1984