



## Hospitality Performance Network National Site Selection & Consulting Company

Hospitality Performance Network is a high level site selection and full service Meeting Management Company. We work with our clients in many different ways- from complimentary site selection and contract negotiation services to fee based full meeting management or a la carte services.

- **Searches are confidential**, giving you more time to concentrate on the logistics of your program.
- There are **no out-of-pocket costs**.
- Risk-free – **we do not require you to sign a contract** for our services.
- **Standard Hotel contracts** with the major chain hotels offering favorable terms and conditions.
- **HPN's Centralized Purchasing** allows us to maximize your purchasing power and receive discounted volume pricing.

Please know our site selection services are no cost to you, we simply strive to save you time and money. The majority of our clients have well established meetings and conventions departments. They use us as a resource as we serve as a one stop shop. The dollar savings off guest room rates, contracted concessions and additional services are unmatched due to our experience in the industry. We handled more than 300 meetings per month for our clients in 2008. This leverage allows us to obtain significant volume discounts on room rates, concessions, and extra protection on contract terms.

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## **Our Services**

### **Site Searches**

We conduct extensive national, confidential hotel searches, multiple cities if needed, gathering details of hotels that fit your needs and returning the results in days. You will have rates, dates, basic catering cost and more so you can get started planning your meeting.

### **Rate Negotiations**

We negotiate on your behalf for the best deal available addressing rate, comps and upgrades. We do this utilizing our volume purchasing power and our knowledge of the industry.

### **Site Tours Arrangements**

If you plan to visit the properties prior to making a decision, we will make all the necessary arrangements and prepare your itinerary.

### **Contract Review**

We review all contracts to ensure proper verbiage, comps, upgrades, discounts and “extras” are included per previous negotiations. We’ll establish meeting requirements, breakouts, set-up times and we ensure meeting room names are included on the contract. If needed, we will have your organizations addendums included in the hotel agreement. We strive to minimize your organizations financial exposure.

### **Vendor Assistance**

We will help locate and negotiate with DMC’s, transportation companies, audio-visual companies, entertainment and more.

### **On-Site Coordination**

HPN has experts in registration, database management, theme and menu planning, logistics, signage and any other aspect of your on-site needs.

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## **Benefits**

- **No Out of Pocket Cost.** Our services are complimentary to you; we are paid a placement fee by hotels chosen and your rates are not inflated by this fee.
- **No Commitment.** There are no contracts or agreements for you to sign. Our assistance is in good faith and you can discontinue at any point.
- **No Retainers.** HPN does not collect retainers from hotels, which ensures that our research is thorough and complete. We find the right facility for you – not us!
- **Time Savings.** We will search any market, or multiple cities, and return the results in approximately 5 days; this eliminates the time consuming calls, e-mails and mailers resulting from calling hotels directly. If the city or dates change, we conduct a new search.
- **Rate Savings.** We will negotiate the best rates available due to the volume of meetings we place and our knowledge of the hospitality industry.
- **Reduced contract exposure to your company.** We carefully review every hotel contract in order to revise any provision that may be ambiguous or biased toward the hotel thus exposing your company to undue damages.
- **No Limits.** HPN will search any area of the country and beyond.
- **Increased Productivity.** Using HPN reduces your workload in planning your program while still allowing you full control in placing the program. You now have more time to concentrate on the content of your program along with the peace of mind knowing you will get the information you need in a timely manner.



In closing, HPN realizes the importance your company places on its off-site events and the investment of time and money involved. HPN uses hospitality expert's to act on your behalf in order to save you valuable time and to keep you on budget in every step of creating memorable events. HPN prides itself on honesty, integrity, and strong customer service to both our clients and the hotels we work with and we will never compromise these principles. All of our work is in good faith. HPN believes good relationships are the key to a successful business. Relationships must be built on trust, integrity, and good timely customer service. You can count on this from the associates at HPN. Our services will save you time and money. We look forward to making your next program a success.

Thank you for your time and consideration.

Best Regards,

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