



clover
conferences

Providing Virtual Tradeshow and Administrative Services... **Saving You Time and Your Company Dollars!**

Bogged Down with Tradeshow Details? Let Clover Help!

File all contracts and paperwork associated with exhibiting

Arrange shipping and drayage logistics

Manage speakers

Work with internal shipping department to ensure accuracy and timeliness of tradeshow deliveries

Make suggestions on booth locations and advocate for the best possible location

Maintain tradeshow schedule and database

Track expenses and ROI

Research tradeshow information for future conference opportunities

Order show services

Create timeline for all show related activities

Coordinate with marketing department for samples, graphic requirements, literature needs, and more

On-site management of high-priority trade shows and on-site meetings at company headquarters

Additional services are available including administrative services provided directly to Speakers, consulting and support for Organizations and Associations for conferences and seminars, and Virtual Assistant services.

Contact Clover today to learn more about the ways we help...
and the ways we save!



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