



2011 Business Services Agreement and Request for Services Form

Cost Category	US\$	Scope of services
Please check which service(s) you are interested in:		
<input type="checkbox"/> On-site Committee Meeting	\$0	Marketing event to Partnership regional committee membership only (audience of 15-30), creating and distributing email/fax invitations, program development and speaker requests (if applicable), registration, audio-visual equipment, on-site staffing and beverage service. However, any actual cost incurred will be paid by guest.
<input type="checkbox"/> On-site Business Program	\$1,500 - \$3,000	Setting one-on-one business meetings, creating and distributing email/fax invitations, program development and speaker requests (if applicable), registration, audio-visual equipment, on-site staffing and beverage service. MAXIMUM 75 persons.
<input type="checkbox"/> Off-site Business Program/Conference	\$5,000 - \$10,000	Creating and distributing invitations, marketing event, program development and speaker requests (if applicable), setting one-on-one business meetings, registration and off-site staffing. This fee is not inclusive of food, technical/ audio-visual, translation or off-site meeting room costs. The Partnership will not sign the off-site venue contract. MAXIMUM 500 persons.
<input type="checkbox"/> Off-site Luncheon	\$2,000 - \$5,000	Creating and distributing invitations, marketing event, program development and speaker requests (if applicable), registration and off-site staffing. This fee is not inclusive of food, technical/ audio-visual, or off-site meeting room costs. The Partnership will not sign the off-site venue contract. Fee varies with expected attendance.
<input type="checkbox"/> On-site Room Rental	\$500 - \$1,000	Per room. Partnership room, layout, beverage and technical/audio-visual equipment. Capacity 75.
<input type="checkbox"/> Co-sponsored business events	Case-by-Case Basis	Assist with marketing a program and providing Partnership name and/or logo to event. Please review co-sponsorship form. Please contact the Partnership to discuss further.
<input type="checkbox"/> International Business Briefing	\$0	There is no charge for a presentation on Greater Houston Partnership services and International Houston overview by a member of the Greater Houston Partnership World Trade Division staff.
<input type="checkbox"/> Miscellaneous	\$0	Greater Houston Partnership may suggest company members to assist visiting delegation with these services. Please indicate specific needs: <input type="checkbox"/> Transportation <input type="checkbox"/> Hotel <input type="checkbox"/> Translator <input type="checkbox"/> Travel logistics <input type="checkbox"/> Tours <input type="checkbox"/> Other (indicate):

Please return via fax/email to: Bojan Vukovic at 713-844-0236 or bvukovic@houston.org

GREATER HOUSTON PARTNERSHIP

houston.org

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