

C A P P A & G R A H A M
MEETING, EVENT & DESTINATION PARTNERS

Our Programs

Below is a sample list of programs showing the scope and size of our experience and management capabilities:

American Bar Association 2007 – All Destination Service Requirements for the ABA Program:

- **Transportation** – VIP Transportation Services, Hotel Shuttle System – 12,000
- **Special Events** – Designed and managed the President's Gala,
- **Custom Tour Program** – VIP Spouse Program and attendee program

American Thoracic Society 2007 – All Destination Service Requirements for the ATS Program:

- **Transportation** - VIP Transportation Services, Hotel Shuttle System – 15,000
- **Executive Board Retreat and Event** - Sonoma
- **Off-site Meeting Management** - managed sub group meetings
- **Custom Tour Program**

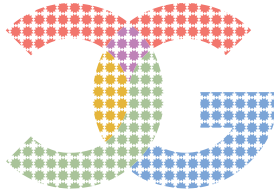
BP International Incentive Program 2008 – All VIP Incentive & Destination Service Requirements for BP for 150 International Incentive Winners

- **VIP Services** – Hotel amenities, meet and greet, hospitality area, on-site manager
- **Transportation** – VIP Transportation Services
- **Design exclusive incentive program** – in-house lounge with internet cafe and interactive game area, VIP off-site activities
- **Evening Activities**

Coca Cola International Interactive Marketing Forum 2006 – All Meeting & Destination Service Requirements for Coca Cola for 150 international and 500 local attendees

- **Strategic Planning** – Pre-program educational design with international internet teambuilding, concurrent program management with host sites at **YAHOO** and **Google** campuses
- **Transportation** – VIP Transportation Services, Campus and Evening Shuttle Systems
- **Meeting Management** – media and document archive filming production, event production, logistic service management, housing, food and beverage, amenities, office and registration staffing,
- **Tradeshow Management** – Partner Tradeshow Management
- **Special Events** – Designed and managed the evening events and parties,
- **Post Board Retreat and After Action Review** – Off-Site VIP Program in Napa all logistics and management

RTC Group – ARM Developer Conference 2007- Recommended and negotiated vendor contracts for General Service Contractor and Electrical services resulting in an over all savings of 25% on previous year budget spend. Conducted audit services for final spend. – 800 attendees



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Virgin America Airlines 2006 – Airplane Dedication and Media Blitz at SFO Private Airport – 500 plus attendees

- **Event Design and Management** – Transformed an airplane hanger into a sleek cutting edge event space, handled all aspects of design, media and guest registration and VIP services, food and beverage and decor
- **VVIP Coordination** – this event involved the Governor, Mayor and Grace Slick all in the dedication party. Tight security and VVIP movement/guest clearance
- **Employee Shuttle** – designed and managed a shuttle for employees **Virgin America Airlines 2007** – Company Launch Party 2007 – 1500 attendees.
- **Event Design and Management** – Designed and managed every phase of a cutting edge party including media and guest registration and VIP services, food and beverage, entertainment, a/v and décor
- **VVIP Coordination** – Richard Branson and other VIPs in attendance, designed and managed a special area for VIPs

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VMWare – Preferred In House Partner for Meeting, Event and Destination Services

- **Master Service Agreement**
- **2007 - IPO Green Event** – 3,000 attendees on campus
- **2007 & 2008 Halloween Celebration for families** – 1,000 attendees on campus
- **2008 International Sales Conference** – 2,200 attendees SF Hilton
- **2008 Partner Alliance Conference ICW above** – 150 attendees JW Marriott
- **2008 R & D Company Holiday Party** – 2,000 attendees
- **2008 Philanthropic Team Building Activity** – 210 attendees