



Management Services

Jenks Productions provides turn-key events and flexible, tailored services to meet show needs.

- Event Operations
- Marketing and Sales
- On-Site Management
- Media and Public Relations
- Art and Design
- Accounting and Financial
- Special Event, Marketing, and Travel Services



Event Operations

Jenks Productions sees the event through from start to finish.

Services include:

- Rate and date negotiations with the facility
- Bidding, review and selection of general contractor, carpet contractor and sub-contractors
- Development of floor plan, creation and mailing of an exhibitor manual
- Planning and coordination of VIP preview party and press day
- Insurance coverage of the show and association
- Attendee surveys
- Arrangement of VIP, factory and dealer lounge rooms and food requirements.

Jenks also specializes in unique decor packages for both the show as well as the VIP events, from preview parties to pre-show kick-off breakfasts.



Marketing & Sales

Jenks Productions recognizes that show revenues are comprised of many elements.

We dedicate time to:

- Market exhibit space
- Secure booth sales
- Actively solicit potential sponsors and promotional partners
- Sell program guide ads

Overall, we do everything we can to ensure the show's success.



On-Site Management

Jenks Productions is there every step of the way from move-in to move-out.

Services include:

- Set-up and operation of a Show Office, press room, and exhibitor registration
- Contracting and scheduling all on-site personnel, including security, box office, traffic control, catering and floor management
- Coordination with exhibit houses, contractors and dealers for a smooth move-in and move-out

We will also conduct a settlement of receipts and expenses with the facility as well as an audit of box office receipts and tickets.



Media & Public Relations

Jenks Productions handles all aspects of marketing the show from purchasing of media to securing local press coverage.

Services include:

- Negotiation of rates and placement of print, broadcast, interactive, direct and outdoor advertising.
- Development and execution of an advertising campaign covering all types of media.
- Collaboration with local media on promotional opportunities.
- Writing and distribution of press releases and marketing pieces.
- Mailing of press kits.
- Coordination with local media for both advance and on-site show coverage
- Web show site creation and maintenance
- Facebook fan club site creation and maintenance

We are continually seeking out new media contacts, as well as researching the latest marketing channels.

Art & Design

Jenks Productions takes great care in the bidding, review and selection of all agencies that work with various details of the Show.

We also design and execute:

- Show logos & letterhead
- Official Show Program
- Program guide advertising agreements
- Tickets, badges, posters, & discount coupons
- Sales and marketing pieces
- Newsletters
- TV and radio spots
- Web banner ads, print ads, & billboards
- VIP preview party invitation packages
- Exhibitor kits



And this is just a sampling of the many projects that we are more than able to handle.



Accounting & Financial

Jenks Productions knows how important a budget is to a Show and we are skilled in developing an operating budget and sticking to it.

We provide:

- Development of operating budget
- Projection of income/expense/profit
- Contracting and invoicing of all exhibit space
- Receipt of all space payments
- Banking activities
- Payment of vendor invoices
- Payment of building, city, state taxes on gate receipts



In the end, there is a detailed final financial statement and settlement of accounts.

Special Events & Meetings

Jenks Productions customizes each event to meet the show needs above and beyond the show floor.

Services include:

- Negotiate hotel room blocks
- Arrange show meetings, including room rental and catering order
- Research and contract features and entertainment, including arrangement of lodging and travel
- Recruit and contract speakers
- Set-up audiovisual requirements, room sets, registration, and ticket process
- Implement attendee survey studies

We also arrange all aspects of preview receptions, press days, VIP lounges and award banquets from music to catering to trophy ordering.