



PO Box 573, Magaliesburg, 1791
072 324 8448(m) (014) 577 0060(t) (086) 688 1344 (f)
Info@apexconferences.co.za
www.apexconferences.co.za /www.gautengconferencevenues.co.za

Company Registration Number: CK2007/088151/23
Errors and Omissions Excepted

Welcome to Apex Conferences

We are a professional conference organising (PCO) company and are here to assist you with finding a suitable venue for your Conference or Teambuilding getaway.

Our services to your Company extend right over South Africa, and include:

- Obtaining quotations from various suitable venues for you.
- Doing negotiations on your behalf.
- Arranging site visits for you to view the various venues before confirming.
- Obtaining the contract and pro forma invoice when a suitable venue has been identified.
- Processing the confirmation and assisting with all paper work in this regard.
- Assist you in sending the necessary details to the venue. (Rooming list etc.)
- We also arrange Teambuilding, Transport, and Décor for themed evenings, Gala Dinners and Year-end functions. This is done by obtaining quotes from recommended service providers.
- Post conference assistance – requesting all final invoices to enable speedy submission to client's accounts department.
- On-site assistance during the conference to make sure the event runs smoothly (**on request only**) – managing communications between client and venue – running with the agenda and requirements necessary for a smooth experience by both venue and client.
- RSVP and invitations are managed by specialized service providers and quotes for these companies can be obtained – FREE.

Our revenue is earned from the venues and service providers on a commission basis, when we confirm a booking with them, and this gives us an opportunity to offer a free service to you.

The benefit of using our service is that we have a vast knowledge of most venues and through our membership with the PCO Alliance Network are able to get honest feedback on experiences for venues we have not utilized ourselves. Our relationships built with venues over the years have also given us a great opportunity to be able to negotiate with them, thus saving our clients even more money.

All we need from you is to confirm the venue through us.
Let us be your personal assistant!!

We trust that with replying to our emails that you understand the terms and conditions by which we work and except that you are happy for us to assist you further.

Please do not hesitate to contact us if you have any queries.

Kind Regards

Alisna Visagie
Apex Conferences
072 324 8448 / 014 577 0060
086 529 2156 (f)
info@apexconferences.co.za
www.apexconferences.co.za

