

# SERVICES

## SITE SELECTION

Identify and contract venues and destination

## VENDOR CONTRACTS

Negotiate rates and customizations

## REGISTRATION

Digital solutions to manage event registration and attendee information

## TRANSPORTATION

Coordinate attendee arrivals, departures and movements between locations.

## VENDOR MANAGEMENT

Source, contract and oversee suppliers, equipment rentals, and amenities.

## FINANCIAL MANAGEMENT

Monitor and reconcile accounts payable, account receivable and invoicing.

## TRAVEL LOGISTICS

Schedule group air and ground transportation.



# GREAT GETAWAYS

**FULL-SERVICE  
MEETING & EVENT  
MANAGEMENT**

**GGATRAVEL.COM**  
**313 CAMBRIDGE STREET, BOSTON, MA 02114**  
**617.720.6100**

# GGA EVENTS

GGA event specialists bring thirty years of building hospitality and travel industry relationships and knowledge to their clients' meetings, events and conference service plans.

GGA eliminates the guesswork and uncertainty of event planning and replaces it with knowledge and experience. We take the time to listen to our clients' event needs before we identify prospective venues, vendors and event solutions aligned with their budget and event vision.

GGA leverages our established worldwide vendor relationships, preferred rates, hotel partnerships and travel logistics expertise when representing our clients. We handle the "back of the house" activity -- contract negotiations, travel logistics, and ground transportation, etc... so our clients can maintain front and center visibility with their customers. Clients breathe easy knowing GGA is behind them going above and beyond ensuring a seamless event experience.

