



POTHOS™

*Meetings, Events & Travel Services*

Strategic Meeting & Event Management

- Corporate Travel Management
- Logistics-Freight & People
- Staffing

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# POTHOS Expertise

Full Service Strategic Meeting, Event, Travel  
and Logistics Management Services



## Strategic Meeting Management

*A partial list of our services*

- Meeting Planning
- Conference/Trade Show Management  
Event Planning
  - Site & Venue Selection
  - Contract Negotiation
  - Food & Beverage
  - Audio Visual, Décor & Entertainment
  - Room Block Management
  - Past Program Evaluation; point out improvement opportunities
  - Online & Onsite Registration
  - Event Marketing Materials & Web Page Design
  - Keynote Speaker Selection
  - and more...

“Integrity, clarity, and reliability are the foundation of our existence.”



## Corporate Travel Management

*A partial list of our services*

- Air/Flight Arrangements (commercial and private aircraft)
- Accommodations
- Rental Cars
- Group Travel
- e-Travel Management
- Travel Insurance
- Complete Ground Transportation
- Private Tours
- T&E payment services
- Extensive Reporting
- and more...

## Freight & People

Our logistic services include the movement of goods and/or people via trucking, rail, ocean, and air.

Through our strategic partners and affiliations POTHOS has access to chartered and scheduled transportation services of all kind.

*A partial list of our services*

- Ground freight shipment (truck, rail, ocean)
- Air Cargo
- Relocation
- and more...

## Staffing

“Our team helping your team”; we provide world-wide technical & non-technical fields on call, temporary or dedicated project staffing.

# POTHOS– experience, capability, dependability

## THINK STRATEGIC

POTHOS adds value to every customer relationship by working closely with executive management to identify the higher level objectives and achieve them through detailed planning

We are not just "order takers." We focus in both the satisfaction of the stakeholders (ROI/ROO) and the experience along the way.

Integrity, Clarity, and Reliability are the foundation of our existence. POTHOS works in a forthright manner that considers communication as the cornerstone to a successful relationship with our guests and travel partners.

## POTHOS' USP

POTHOS helps to achieve procurement goals through our supplier diversity, socioeconomic certifications: DVBE/SDVOSB, SBE

Our staff holds the highest industry certifications; CMM & CMP

POTHOS provides personalized service to each and every customer

We are available to our clients 24/7

POTHOS staff is involved in education as professor/speaker/instructor and student. This diversified involvement guarantees that POTHOS is always on the cutting edge of industry education

The President & CEO of POTHOS is a subject matter expert (SME)

POTHOS has strategic offices in 35+ countries across the globe

Affiliation & Leadership roles with industry organizations

Our client is our partner. POTHOS will always suggest cost reduction and operational efficiency opportunities



## FOR BUSINESS ON THE GO



POTHOS is headquartered in San Diego, CA with remote offices in Southern & Northern California, Commonwealth of Pennsylvania and strategic affiliations throughout the U.S. and many countries around the world. Our first hand familiarity with hundreds of destinations, strategic partnerships, unique experiential approach, commitment & inspiration culminate to our success in meeting and exceeding the expectations of our customers.

**With POTHOS on your side, event planning has never been simpler!**



## COST SAVING OPPORTUNITIES

POTHOS is a boutique agency, providing an extraordinary service level at much lower costs than mega agencies. Unlike our competitors we do not require a management retention fee.

POTHOS will realize significant cost savings for any fully managed programs. Typically, POTHOS shows a 10% to 30% net savings for any volume contract.

## POTHOS Work Ethics

All POTHOS programs to date have achieved a 100% compliance rate with fiduciary expectations from our client's procurement departments and achieved strategic objectives as outlined by our clients.

- POTHOS embraces diversity which is reflected by our diverse work environment and supplier/customer base
- POTHOS is proud to comply with transparency legislation and corporate standards of fiscal responsibility. POTHOS follows the code of professional organizations in our industry.
- We strongly believe in integrity, reliability, dependability and clarity.

## WHAT OUR CLIENTS & SUPPLIERS HAVE TO SAY

- Professional, personalized and committed service
- Proactive
- Dependable follow up
- Unquestionable ethics & fiduciary responsibility
- Appreciation for our strategic involvement
- Solution oriented thinking

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**Strategic Meeting Management**  
[sales@pothos.us](mailto:sales@pothos.us)

**Corporate / VIP Travel Management**  
[travel@pothos.us](mailto:travel@pothos.us)

**General Info, Logistics — Freight & People**  
[info@pothos.us](mailto:info@pothos.us)

**Support for Supplier Diversity, State and Federal Government Contracting**  
[dvbe@pothos.us](mailto:dvbe@pothos.us)  
[sdvosb@pothos.us](mailto:sdvosb@pothos.us)

All of our services can be done as turnkey— complete project services — or à la carte based on your objectives..

DVBE/SDVOSB, SBE certified / CA SOT #2077205



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