

FMG

FESTIVAL MANAGEMENT GROUP, INC.

Festival Management Group, Inc. (FMG) is a full service event management, production and consulting company headquartered in Delray Beach, Florida. Founded by Nancy Stewart and Bern Ryan, the senior partners are responsible for the creation and production of the "Delray Beach Garlic Fest" as well as the management of a variety of festivals and events in south Florida. Our teams are often behind-the-scenes running the events. FMG is also involved in more than just the planning and execution of the event. Brand building, marketing and communication strategy, etc. . . FMG and our associates are experts at the creative, technical and logistical elements that help an event succeed. This includes event design, audiovisual production, scriptwriting, logistics, budgeting, negotiation and, above all, client service. It is a multidimensional profession.

Event management is considered one of the strategic marketing and communication tools by companies and municipalities of all sizes. ***We sell ourselves on our ability to make anything happen!*** FMG recognizes it's not always a big budget business and offers a range of packages to suit individual needs. The management of any event is a full-time challenge, and should be entrusted to a qualified professional staff. Our services cover a wide range of entertainment related areas, included but not limited to: Regional artists and entertainment, national touring headlining attractions, wedding entertainment coordination, corporate and special event management and talent buying for festivals, fairs, events and clubs. We cater to the needs of city and state government organizations for programming their theatres, venues, and amphitheatres with great entertainment. We book long and short term; one single performance to a full summer series of excellent community entertainment. Events and Festivals benefit by FMG's knowledge of festival event programming and planning.

At the very heart of how we work is a clear belief that working relationships are the make or break of a good and well run event.

We get involved in a project because we believe in it. Our clients have nearly always been referred to us because either they have an exciting project or idea, but are not equipped to properly deliver it, or because they have got into problems and need some independent advice as to how to move forward. There is another category of clients though who just like the way we work, and come to us because they want or need to outsource a service in a way where they feel in control of what's happening.

Once we're representing a client, we will agree to a fee for our services. Sometimes this is a simple one off fee, other times it may be an annual retainer or advanced deposit. We may also enter into a longer term arrangement that sees the delivery of the final product for multiple years.

Once we're on board a project, we will manage a budget for the client, acting as their agents to cost the job, discuss the options they have to approach ways of delivering it, involving the client as much or as little as they want. Once we're all happy that we have found the right suppliers, then we will appoint the suppliers, discuss and draw up specifications and schedules of work, ensure suppliers have appropriate insurance, risk assessments, method statements etc. and finally manage them on the ground through to the culmination of the project.

We find this a very attractive and efficient way of working. We preserve open and transparent accounting and reconciliation all the way through and our client has the contractual and financial relationship with the suppliers. We hold the project budget that is approved with our client and that is the budget we deliver. If, as sometimes inevitably happens, the budget needs to be altered, then that is only done on the client's direct authority.

Production & Management Services

Our production services are designed to help you organize and run your event or festival, in a professional, organized manner, and save you money.

Some of the areas we can provide help are;

Site Design - Budgets - Technical Services - Permits - Exhibitor Contracts - Logistics - Exhibitor Services - Sponsorship - Advertising-Staff and Volunteer Coordination - Site Management - Lighting, Audio, Visual, Staging and Entertainment

Site Design

Our site plans are created in-house and drawn to scale. They can be used for;

- Brochures & promotional material
- Permits
- Hand outs
- Exhibitor packets
- Work plans for booths, equipment & utilities
- Carnival attraction and rides
- On site storage
- Load in and load out

We can convert these site plans to many sizes and formats, so they can be printed, e-mailed and even posted on the internet, so your exhibitors or participants can view them. We will maintain these site plans from year to year, and update them as needed.

Budgets

We will work with you to help structure your booth prices, as well as other areas, so they make money.

We can provide help with;

- Arts & Crafts vendors
- Commercial advertising development
- Food
- Sponsors
- Non Profits
- Beer & Wine, and liquor bars and gardens
- Stages

We will help you determine booth sizes, costs & equipment, and suggest various ways to package your booths, both inside & outside, so that they will be attractive, economical and contain the basic equipment needed by your exhibitors and vendors.

Technical Services

We will work with you to help determine technical requirements and costs for things like;

- Electrical
- Water
- Refrigeration
- Waste & Sanitation
- Phone & Internet
- Communications
- Audio and video
- Sound and lights

Permits

We will work with you to help obtain required permits such as;

- Fire
- Building
- Health
- Electrical

Exhibitor Contracts

We will help develop exhibitor rules, regulations and policies, so they can be included in your exhibitor contracts.

Logistics

We will help determine and set up timeline schedules for contractors, volunteers, staff, rental companies and suppliers as well as for exhibitors & vendors.

Exhibitor Services

We will help determine the need for, and put together exhibitor/vendor kits that can include;

- Information on booth sizes and locations
- Rules & regulations
- Site maps
- Load in & out schedules
- Rental & service forms

Site Management

When its time to begin setting up for your festival, we will;

- Layout and mark your site as needed
- Be on site to coordinate setup with all suppliers, rental and service companies
- Audio and visual presentations
- Entertainment management
- Be on site to help coordinate setup with all exhibitors & vendors
- Remain on site to monitor the festival and troubleshoot during festival hours
- Cash Room Management

After the event, we will be there to make sure everything is loaded out in an efficient manner.

Consulting

We offer consulting services for both new and established festivals & events.

Some of these services include;

- Site evaluation
- Site layout
- Technical requirements and services
- Budgets
- Exhibitor contracts, rules & regulations
- Suppliers
- Festival evaluations and surveys

As an event contractor, we provide one stop shopping for your event. We will procure and coordinate most of the equipment and services that are required to put on a successful event.

We provide & coordinate;

- Decorator Services
 - Exhibit Booths
 - Exhibit Signs
 - Pipe & Drape
 - AstroTurf
 - Decorations
- Rental Equipment
 - Tents & Canopies
 - Tables & Chairs
 - Staging
 - Sound & Lighting
 - Fencing
 - Sani-Cans
 - Sinks
 - Communications Equipment
- Electrical Services
 - Generators
 - Distribution Equipment
 - Extension Cords
- Site Plans
- Exhibitor/Vendor Services
 - Rentals
 - Electrical

As well as other services designed to help you run a professional and well organized event.

Electrical

Depending on the site, facility, and your events needs, we can;

- Bring in a complete electrical distribution system, tie into a facilities service panel/s, if available, and run electrical outlets to each booth or area.
- Set up an electrical exhibitor/vendor service package, so exhibitors can order their electrical outlets directly through us.
- Manage existing facility outlets, and work with extension cords and power strips, to provide outlets to booths. (This is an economical way to go, if your power needs are light to moderate, and the facility is equipped with sufficient outlets. It also prevents exhibitors from just plugging into outlets and overloading breakers.)
- Bring in generators if your facility does not have an adequate power source.

If you are unfamiliar with electrical, or are not sure of your needs, we can do a site inspection, and determine what will work best for your event.

Our temporary electrical services can be included in our event contractor services, or used as a stand alone service.

Rental Equipment

If you just want to rent equipment, we do that too. As a rental contractor we use a wide variety of rental companies and suppliers, which enable us to offer almost any type of festival related equipment, at the best rates in the market. Because of our numerous suppliers, and the volume of business that we do with them, we can offer equipment ranging from inexpensive basic equipment, to expensive top of the line equipment, at rates equal to or better than if you went directly to the source.

Many festivals and non profit organizations do table top and scaled down events, and use equipment from the facility or get some of it donated. Our rental service provides additional equipment that your facility may not offer. We can have the equipment delivered and installed, at your event, when and where you need it, or just dropped off & picked up. It depends on your budget.

Equipment we can provide includes;

- Booths
- Tables & Chairs
- Skirting & Table Covers
- Tents & Canopies
- Cooking Equipment
- Stages
- Sound & Lighting
- Fencing & Barricades
- Waste management equipment & Sinks
- Communication Equipment
- Venues and entertainment

As well as many other specialty items.

FMG Audio / Visual Services

FMG Audio / Visual Services offers complete audio and video recording, production, and editing and transfer services. Utilizing the latest in digital recording technologies, FMG can provide multi-rack audio recording capabilities as well as multi-camera digital video recording to suit any situation, at affordable rates with quick turnaround times.

PRO AUDIO SERVICES

D&B AudioTechnik systems

FMG is particularly proud of an unblemished record of satisfactory system installations, exemplified by a large customer reference list. This is accomplished by:

- Thoughtful design
- Superior equipments
- Quality installation, testing and training
- Punctual project management
- Ability to provide audio, video and other low voltage systems
- Fair pricing

We encourage prospective customers to consider and verify our unequaled references. We will be pleased to provide you contact information on any reference.

AUDIO / VIDEO PRODUCTION

Sound Reinforcement

- Bands / Performers
- Main Stage / clear span, tent
- Public Address
- Background Music

Video

- IMAG (Image Magnification)
- Video and audio documentation
- Projection Systems for Movies, DVD, Video Games

Lighting

- Stage
- Theatrical
- Intelligent

Plus Peripheral Services such as Technical Labor, Delivery & Set Up

EVENT SPECIALTY LIGHTING

FMG provides Air Star lighting balloons for many types of events. These 5 and 1/2 ft balloons are used to provide an extremely even, non glare light which covers 360 degrees from the source. They are excellent for lighting tents, dark areas and supplementing existing lighting decor. These units are not only extremely attractive for the decor of your event, but when you consider that 3 units can illuminate a 160ft X 80ft tent, or about 20,000 square feet of open other options with our Air Star balloons are covering the balloon in either a custom colored envelope or your custom logo. We can hang as above, or supply on a 16ft grip type skirted stand.

STAGING

We have a large inventory of the Stage Right brand featuring the recently introduced Aluminum Frame deck, which are all covered with the Tech Stage fiberglass surface. Our equipment is maintained in excellent shape and we rotate stock so we can always supply a deck in excellent shape for your private or social event. We supply Stage Right staging systems with handrails and guard rails, as well as rolling risers for stage applications.

CLEAR SPAN ROOFS AND TENTS

As the festival industry grows and fairs become better entertainment value, space becomes a premium. Whether your venue is a park, a field, fairgrounds or an events center, indoor space is limited.

Tents not only provide you with revenue generating exhibiting space, but stage covers and aesthetic space delineators, entry ways, rest areas, livestock pavilions and sponsor VIP pavilions.

We know that budgets are a concern. We have sizes and styles to fit every budget. Over the years we have provided structures for the largest and most unique festivals and fairs in south Florida!

PROFESSIONAL EVENT SECURITY SERVICES

FMG can assist you in creating a safe and enjoyable event for your spectators, performers and guests. With years of experience at major events and festivals, FMG Management Team has the knowledge necessary to design a safe and secure environment. From your first

moment of planning to the very end of your event, FMG will consider and address all of your operational concerns.

FMG can supply the security management team for your event. We work with your existing local security suppliers and supervise their personnel. This management approach ensures that trained professionals are overseeing your event rather than part-time employees or just recently hired staff. The FMG Management Team consists of active professionals from the fields of Federal and state Law Enforcement, Corrections, Emergency Management, Fire-Rescue, Public Safety and Event Specialists. They are all chosen for their prior experiences with major events but more importantly for their customer service traits and professional management styles.

ENTERTAINMENT

FMG is a full-service special and corporate event booking agency, providing the most successful names in music, comedy and variety entertainment, for functions, fundraisers, casinos and festivals all over the world.

Our experienced event management staff and booking agents can produce professional events of all sizes ranging from gala receptions and fundraisers to intimate dinners and cocktail parties with live music.

- The best celebrity talent
- The best bands and musicians
- The best comedians
- The best celebrity look-a-likes
- The best in variety entertainment

One company, one source... for all you need to stay one step ahead of the competition.

ADVERTISING AND GRAPHIC DESIGN

FMG founding partner Nancy Stewart has also been the president and owner of Avenue Creative Group for the last 20 years. Nancy is the recipient of "2007 Chamber of Commerce Small Business Person of the Year". Avenue Creative Group is a full service Graphic Design and Advertising Agency. Nancy Stewart's group Specializes in sales and marketing, computer graphic design, illustration, web development and in house production. We provide advertising and marketing campaigns from concept through completion.

Services

Comprehensive Advertising and Marketing Services encompass marketing plan development and budgeting, motivational campaigns, event management, media consultation, art direction and production for collateral print advertising and printed materials, logo development, identity building, website development and procurement of promotional products.

Media Relations including development and trafficking of print advertising, development and distribution of press releases, cultivation of media contacts, content formulation and promotion of feature articles and interviews.

Promotional Products are an important part of any marketing campaign. FMG has access to thousands of suppliers across the nation with preferred customer relationships and discounted pricing. Our attention to the details—pre-production samples, graphics support, methods of imprinting, split shipments, quality inspection and meeting tight deadlines—will ensure the hassle-free production that you are looking for from a vendor.

Festival and Event Wearable's featuring embroidery and screen printing with discounted volume pricing without having to purchase large quantities.

Print Management of the entire range of your printing and graphics needs, including digital, offset and screen printing - black and white, spot color and process color. FMG has the ability to manage all of your print production needs without your having to work with multiple vendors. Our relationships with local, regional and national printers and binderies allow us to choose the best production house based on each project's specifications. And, with a keen eye toward quality control, we will coordinate proofing, press inspections and delivery to free your valuable time.

Graphics and Web Design for all components of your marketing plan. Our state-of-the-art color proofing techniques, attention to detail, transmission of documents online, and storage of files for future use will save you time and money!

Email Blast Develop and share cause specific e-mail contact lists from business owner's city officials and other market targets.

Commercials

FMG has a full service studio and production crew to meet your specific needs when launching your radio advertising campaign FMG studios are equipped with the most advanced recording and editing equipment in the industry today.

Mixing Console: Mackie 24 4

Monitors and Power amp: Alesis Monitor 1 and RA-100 amp

Recorders: 2 ADATs 1 xt 1 lx, Digidesign Interface

Effects: Digitech Dsp 25, Studio 100 , Genesis, Legend GTR Processors

Outboard Gear: Alesis Dual Compressor/Gate

Microphones: Audio Technica 4050 AKG c3000 and D1/12 kick mic, 2 Oktava MC 1201, 3 Shure sm57's, 2 Shure Beta 58's 2 Samson condenser mic's

Keyboards and Accesories: Alesis quadra synth plus, Oberheim organ drawbar module, Motion Pro rotating horn Leslie simulator

Drums & Percussion: DW 5 piece maple kit with Sabian cymbals assorted congas and bongos

GTR Amps: Mesa Boogie Quad Preamp, Carvin, Peavey, Fender

DAW: Digidesign Digi 00, and 882 Audio Interface

Video: Apple 17" Flat Screen

Software: Pro Tools , Sound Forge, Wave Lab, T Rax Mastering, Toast