

Client: PPG
 Event: Trade Elite 2024 - UK
 Number of attendees: 135 40 customers
 Version: 1
 Date coded: 2.12.24

NYC - March 2024				
ITEM	Units	No.	Unit Quote £	Total Quote £
FLIGHTS				
Economy flight allowance (hold luggage pp)	125	1	800.00	100,000.00
AP Party: Business Class	4	1	3,500.00	21,000.00
Sub total				121,000.00
ACCOMMODATION & DOR COSTS				
Edison Times Square				
R&B accommodation - room only	71	3	429.22	91,423.86
Full American Breakfast (1 less as included in conference)	131	2	48.91	12,815.29
Porterage allowance	131	1	10.32	1,352.14
Gift drop allowance	131	1	3.21	420.29
Sub total				106,011.58
PROGRAMME				
Advance Party				
Airport Transfer - based on 1 flight arrival	1	1	733.33	733.33
Extra Night Accommodation	6	1	429.22	2,575.32
Full American Breakfast	6	1	48.91	293.48
Dinner Allowance (includes up to x 5 couples early arrivals)	16	1	183.33	2,933.33
Drinks allowance (includes up to x 5 couples early arrivals)	16	1	64.17	1,026.67
DAY 1				
Airport Transfers - based on 3 airports	3	1	1,191.67	3,575.00
Water	131	1	4.58	600.42
Airport Staff	1	1	343.75	343.75
Buffet Dinner at Hotel				
Room hire	1	1	5,289.52	5,289.52
Minimum F&B allowance	1	1	22,366.67	22,366.67
DAY 2				
Welcome conference breakfast at Hotel				
Minimum F&B allowance	131	1	48.91	6,407.65
Room Hire	1	1	3,702.66	3,702.66
NY Sightseeing Pass - includes access to 2 attractions	135	1	69.30	9,355.50
Night on Broadway				
Includes 3-course pre-theater plated dinner in private event space in Times Square with 2 hour beer & wine bar. Additional beverages on consumption. Open bar available to Select Broadway Show.				
The Ordered Drink and snack - 1 per person	131	1	27.50	3,602.50
No transfer as would walk from Times Square Hotel				
Staff	3	1	412.50	1,237.50
DAY 3				
Optional Activity Day				
Skyline Helicopter Tour	131	1	229.17	30,020.83
Evening				
Dinner onboard a private yacht	135	1	453.75	41,256.25
INCLUDES PRIVATE YACHT CHARTER FOR 3 HOURS INCLUDING FULL OPEN BAR, ONE HR PASSED HORS D'OEUVRES, AND DELUXE BUFFET MENU; TRANSPORTATION & STAFFING ADDITIONAL (TOTAL R/T TIME SHRS)				
Return transfers - 5 hours round	3	1	1,691.25	5,073.75
Staff	3	1	412.50	1,237.50
DAY 4				
Lunch allowance	135	1	137.50	18,562.50
Drinks allowance	131	1	45.83	6,004.17
Airport Transfers - based on 3 airports	3	1	1,191.67	3,575.00
Airport Staff	1	1	343.75	343.75
Water	131	1	4.58	600.42
Sub total				252,972.45
AV, PRINT & BRANDING				
AV & Registration				
Website and Registration	1	1	2,450.00	2,450.00
App build and population	1	1	3,000.00	3,000.00
AV allowance for conference	1	1	14,466.67	14,466.67
Pre Event Mailouts				
Allowance per mailout for print/creation, postage	1	1	3,885.00	3,885.00
Final 2 week Mailout				
Allowance including print, luggage tag and postage	1	1	2,250.00	2,250.00
Onsite Gift Allowance				
Gift	71	1	56.50	4,011.50
Additional print allowance - letters, packaging etc	1	1	400.00	400.00
Onsite Branding Allowance				
Key card holder	1	1	100.00	100.00
Menus	1	1	343.75	343.75
Uniform allowance	1	1	2,000.00	2,000.00
Sub total				33,106.92
STAFF & EXPENSES				
Flight allowance (hold luggage pp)	4	1	800.00	3,200.00
Accommodation - single occupancy - 2 people 5 nights	2	5	429.22	4,292.20
Accommodation - single occupancy - 2 people 3 nights	2	3	429.22	2,575.32
Full American Breakfast	1	16	48.91	782.61
UK travel expenses - mileage / parking	4	1	110.00	440.00
Onsite expenses	12	1	55.00	660.00
In-destination transfer	1	1	550.00	550.00
Sub total				12,900.13
SITE VISIT				
Flight allowance (hold luggage pp)	2	1	800.00	1,600.00
Accommodation - single occupancy	2	2	429.22	1,716.88

Full American Breakfast	2	2	48.91	195.65
UK travel expenses - mileage / parking	2	1	110.00	220.00
Gratele expenses	2	2	110.00	440.00
In-destination expenses	2	1	110.00	220.00
Sub total				4,392.33
MISC				
Gala dinner prize	5	1	10.00	50.00
Photographer allowance	1	1	4,583.33	4,583.33
Contingency	1	1	15,000.00	15,000.00
Sub total				19,633.33

MANAGEMENT FEES					
PRE-EVENT					
Account Director	10	1	450.00	4,500.00	
Project Manager	15	1	400.00	6,000.00	
Account Executive	20	1	350.00	7,000.00	
Health & safety and crisis management	1	1	450.00	450.00	
SITE VISIT					
XSEM site visit - Offered complimentary (ASAP)					
ONSITE					
Managing Director	6	1	500.00	3,000.00	
Senior Account Manager	4	1	500.00	2,000.00	
Project Manager	6	1	450.00	2,700.00	
Project Manager	4	1	450.00	1,800.00	
DESIGN TIME					
Creative time (List items the time includes)	7	1	500.00	3,500.00	
Launch Video	2	1	500.00	1,000.00	
Motion Graphics	3	1	500.00	1,500.00	
Email Campaigns - monthly	10	1	500.00	5,000.00	
Congratulations Video	1	1	500.00	500.00	
Sub total					39,150.00
TOTAL				588,386.95	
TOTAL PER CUSTOMER				4,903.22	

All costs are subject to change/availability at time of booking