



COMPANY FACT SHEET

July 2010

FOUNDED

2007 in San Francisco, California.

MYTHOS

Polaris is the North Star and for centuries, it has guided people to their destination. As an African-American run company, the name was chosen for its significance to the African-American story when the star came to symbolize freedom and stability.

MISSION STATEMENT

Polaris Meetings Group, LLC exists to facilitate and create exceptional meetings for corporate companies, particularly the life-science industries.

GUIDING PRINCIPLES

- Treat everyone with respect and dignity.
- Provide a positive, creative and fair work environment.
- Respect, acknowledge, and appreciate differences and diversity.
- Remain invested in our local and global communities.
- Understand profitability is vital to our success.

SERVICES

- RFP (Request For Proposal) Creation
- Theme and Content Development
- Budget Planning and Management
- Site Selection
- Contract Negotiations
- Vendor Coordination
- On-site & On-line Registration
- Audio / Visual Management
- Food & Beverage Planning Services
- Function Space Arrangement
- Print and Material Services
- Translation Services
- VIP Services
- Travel Planning and Management
- Special Event Planning
- Spend Capture and Meeting Audit
- Global Travel Management and Security Services
- Shipping Management

WEBSITE

www.polarismeetings.com

LOCATION

175 Flood Avenue
San Francisco, California 94131

CONTACT INFORMATION

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For more information contact Polaris Meetings Group at (415) 524-7711 or visit us online at www.polarismeetings.com