GO Grand

Complimentary Services

Greater GRAND FORKS
simply grand

visitgrandforks.com

simply grand

Greater Grand Forks...where you'll find a warm welcome and everything you need to make your next meeting, conference, convention, athletic tournament or special event a spectacular success. Impressive facilities rarely found in communities our size, comfortable, convenient and affordable lodging, great food, courteous service and abundant assistance from our Convention and Visitors Bureau all await you!

Complimentary Services to Complement Any Event

At no additional cost to meeting and sports event planners, our team provides expert assistance plus selective meeting and tournament materials. We know the venues, on-site contacts, vendors, technologies, sports sites and other details for smooth, memorable events and tournaments. Get these outstanding services for your Greater Grand Forks meetings, events and sports tournaments at absolutely **NO COST** to you!

For these simply grand services please contact:
Nicole Blair, Sales and Services Coordinator
services@visitgrandforks.com - 701.746.0444

Bid Preparation and Presentation

Our sales staff will prepare and present formal bid proposals for conventions and events. The staff will also coordinate and host site visits and familiarization tours.

☐ Notes:

Event Planner Tool

This valuable feature allows your event attendees to register and/or pay online for your convention, conference or sporting event. As the planner, you can enter all the information yourself or have one of our qualified staff assist you.

Value: Event Planner Tool: $2,000, plus 4% of total credit card fees collected/planner tool

Deadline: One+ month prior to event

☐ Notes:

Housing

We will assist in coordinating lodging by setting up room blocks.

Value: $12/hour staff time

☐ Notes:

Entertainment or Transportation Contact Information

We can assist with arrangements for groups to tour various attractions and provide contact info for speakers and entertainment. We also can provide you with shuttle bus contact info to help get your group where it needs to go.
Value: $12/hour staff time

☐ Notes:

Equipment

We offer the use of our 2 LCD projectors at any Greater Grand Forks facility as well as a 8x8 projector screen. We also offer a WiFi Hot Spot (for up to 5 devices) and a Multi Purpose Battery Charger good for many devices (iPod, iPhone and LG to name a few) New to this category is a Portable PA System with Microphone and Stand, Safety Vests, 10'x10' EZ Pop Up Tent and a Bullhorn Megaphone.
Value: $50/day/device
Deadline: Two weeks prior to event

☐ Notes:

Public Relations/Publicity/Email Blasts

We can supply a contact list of our local and regional media and prepare and distribute news releases, along with pre-event promotion e-mail blasts. Senior staff members are available to give a welcome, during conventions, upon request. Letters of welcome from the Mayor of Grand Forks and East Grand Forks are also available.
Value: Public Relations- $15/hour staff time, plus E-Blast- $250/blast
Deadline: One month prior to event

☐ Notes:

Registration Assistance

Our professional personnel can assist with convention registration and provide on-site name badge printing for those groups that request our assistance.
Value: Registration Assistance: $12/hour, plus Laptop/printer: $50/day
Deadline: One month prior to event

☐ Notes:

Name Badges or Bag Tags

We can provide printed name badges with holders or bag tags with plastic loop.
Value: $150/100 name badges/bag tags
Deadline: Two weeks prior to event

☐ Notes:

Welcome Banners/Signage/Graphic Design

Events will receive a welcome banner and signs which may be displayed at the host facility. Vertical schedules of your event may also be available for your group; please inquire. Upon request, Welcome Signage can be distributed to the hotels. We also offer use of our sandwich sign boards.
Value: $10-$50/Banners & Signs, Graphic Design: $90/hr
Banner Deadline: Two weeks prior to event
Signage/E-blasts Deadline: One month prior to event

☐ Notes:

VIP Gifts

Based on event size, the CVB may be able to provide gift boxes/coolers for your event VIPs. These typically include popular locally-made food and beverage items, along with a variety of accompaniments. Upon request these gifts may be customizable.

Value: $30/each

Deadline: One month prior to event

☐ Notes:

Hospitality Packets

We offer information for registration packets, including a hospitality bag, Greater Grand Forks Visitors Guide, Visitor Bargain Brochure and other brochures based on availability.

Value: $17/100 packets

Deadline: Two weeks prior to event

☐ Notes:

Water Bottles

We offer water bottles for athletes/coaches/staff. These can also be filled with snack items.

Value: $500 + snacks

Deadline: One month prior to event

☐ Notes:

Summer Fun Recreation Gear

Make arrangements in advance with us to check out games and sports equipment free of charge for your group's use. Our recreational gear includes ladder golf, horse shoes, sports balls and more!

Deadline: Two weeks prior to event

☐ Notes:

Grand Getaway Lounge or Concession Vouchers

We'll provide eligible youth groups a safe space to hang out and relax. It will also be stocked with a variety of snack foods and beverages. As an alternative we may be able to issue each athlete a concession voucher for use toward purchasing food/beverage.

Value: Lounge $500 + snacks, $5-$7/concession voucher

Deadline: One month prior to event

☐ Notes:

Inflatable Arch

We can supply your event with a 22'x14' inflatable arch, as well as signage for the arch. (High wind restrictions apply)

Value: $300/day + signage

Deadline: One month prior to event

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