

# GO GRAND

COMPLIMENTARY SERVICES





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## COMPLIMENTARY SERVICES

Greater Grand Forks...where you'll find a warm welcome and everything you need to make your next meeting, conference 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 Visit Greater Grand Forks all await you!

### Complimentary Services to Complement Any Event

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

To take advantage of these free simply grand services please contact Nicole Blair, Director of Visitor Services, by calling 701.746.0444 or emailing [nicole@visitgrandforks.com](mailto:nicole@visitgrandforks.com)



Nicole Blair, Director of Visitor Services  
[nicole@visitgrandforks.com](mailto:nicole@visitgrandforks.com) - 701.746.0444  
Office hours: Monday - Friday, 8am-1pm



### Bid Preparation and Presentation

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

☐ Notes: \_\_\_\_\_



### Eventbrite

We use the notable Eventbrite as our platform, which allows your event attendees to register and/or pay online for your meeting or conference. As the planner, you can enter all the information yourself or have one of our qualified staff assist you.

**Value: Eventbrite- \$2,000, plus 4% of total credit card fees collected**

**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 & entertainment. We also can supply you with shuttle bus contact info to help get your group where it needs to go.

**Value: \$12/hour staff time**

☐ Notes: \_\_\_\_\_



## Equipment

We have the following equipment available for use in any Greater Grand Forks facility: 2 LCD projectors (8'x8' projector screen available upon request), 2 portable PA systems (includes 1 microphone per system and speaker stand), 2 race clocks (includes stand), Safety vests, 2 10'x10' pop up tents (includes sand bag weights to secure structure), generator, easels and Bullhorn megaphone.

**Value: \$50/day // 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, 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 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 bag tags/name badges // Deadline: Two weeks prior to event**

☐ Notes: \_\_\_\_\_



## Welcome Banners/Signage/Graphic Design

We can design and print paper banners (ex. 5'x3'), vinyl banners (ex. 6'x3'), posters (ex. 11"x17"), foam core signage (ex. 2'x3'), vertical schedule banners (ex. 3'x4) and sandwich board (A-Frame) signage (22"x28").

We also offer use of our sandwich (a-frame) boards.

Upon request, we also offer design assistance.

**\*\*We do require our logo to be on all signage that we print.**

**Value: \$18-\$48/Banners, plus Graphic Design: \$90/hr**

**Banner & Graphic Design Deadline: Two weeks prior to event; we hold very firm on this two week deadline!**

**E-blasts Design Deadline: One month prior to event**

☐ Notes: \_\_\_\_\_





### VIP Gifts

Visit GGF 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, Coupon Book and other brochures based on request/availability.

**Value: \$17/100 packets // Deadline: Two weeks 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: \_\_\_\_\_



### Concession Vouchers

Each athlete will be issued a concession voucher for use toward purchasing food/beverage(s) at the event's onsite concessions. After the event, the organization which operates the concessions will invoice Visit Greater Grand Forks for the total value of all vouchers cashed in.

**Value: \$5-\$10/concession voucher // Deadline: One month prior to event**

☐ Notes: \_\_\_\_\_



### Inflatable Arch/ Start & Finish Flags/ Paddlewheel Arch

We can supply your event with a 22'x14' inflatable arch, as well as signage for the arch. (High wind restrictions apply.) We also have "start" and "finish" flags and an inflatable paddlewheel arch available.

**Value: \$300/day + signage // Deadline: One month prior**

☐ Notes: \_\_\_\_\_