

Meet Charleston

CONVENTION SERVICES

Assistance from the Charleston Area Convention & Visitors Bureau (CACVB) does not end once you book your accommodations. The Convention Services Department acts as a liaison between the event planner and the companies that provide services and products in the Charleston area.

We are committed to excellence, ensuring that every detail of your convention, meeting, reunion or escorted tour is a first rate experience from beginning to end!

ATTENDANCE BUILDING

We offer a variety of full-color promotional materials such as online images and pre-mailer postcards to help boost attendance for your upcoming event.

PROMOTIONAL ITEMS

Our staff can assist you with a variety of novelty items for your attendees' registration bags or as special souvenir gifts.

COMPLIMENTARY WEB LINK

Your attendees can easily find out all they need to know about the Charleston area with a simple "click" to our award-winning website. A quick link can be set up at no cost to you.

OFF-SITE ACTIVITIES & SPOUSE PROGRAMS

We can arrange for proposals to be sent to you for spouse programs, organized tours for the entire group, historic tours, plantation tours, golf, sailing, off-site parties, dinners or other special events that interest you.

ENTERTAINMENT

We can recommend entertainers as well as speakers to welcome your delegates, speak on specific topics or entertain your group at a luncheon or dinner.

MAYOR'S WELCOME LETTER

Let your attendees know how welcome they are to this historic community with a personal letter from a Charleston area Mayor. The CACVB will be happy to facilitate this special service for you. Please inquire at least three weeks in advance.

PROMOTIONAL IMAGES

Images are available online to assist with the production of brochures, slide presentations and other promotional needs. To request photos, visit meetcharleston.com.

Contact the Sales Department at conventionservices@explorecharleston.com or 843.853.8000 with any questions.

ATTENDEE GIFTS



Ball Point Pen (A)



Black Metal Gel Pen (B)



Lapel/hat pin (C)



Magnet (D)



Bag (E)



Key ring #1 (F)

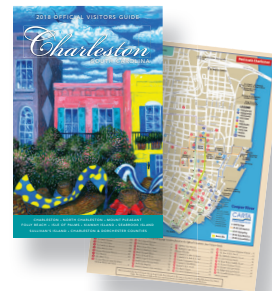


Key ring #2 (G)



Koozie (H)

ATTENDANCE BOOSTERS



Official Charleston Area Visitors Guide with area maps (I)



Postcards/Reminders (J)

ORDER FORM

Item	Description	Price per unit	Quantity	Total
A	Ball Point Pens	\$.40		\$
B	Charleston Black Metal Gel Pens	\$6.50		\$
C	Lapel/Hat Pin	\$2.25		\$
D	Magnet	\$.50		\$
E	Plastic Bag (16" x 13")	\$.60		\$
F	Key Ring #1	\$1.00		\$
G	Key Ring #2	\$1.00		\$
H	Koozie Beverage Insulator	\$1.75		\$
I	<i>Official Charleston Area Visitors Guide with map</i>	FREE		\$
J	Postcards/Reminders	\$.25		\$
K	Charleston Convention Packet (not shown) <small>Includes plastic bag, koozie, pen, magnet, postcard and <i>Visitor Guide</i> with map</small>	\$3.75		\$
Note: Prices and availability subject to change.				Total Amount Due \$

Name: _____

Shipping address: _____

City/State/Zip: _____

E-mail: _____

Phone: _____

Fax: _____

Payment Method:

☐ Visa ☐ MasterCard ☐ Check Enclosed

Card #: _____

Expiration date: _____ Security code: _____

Name on card: _____

Billing address: _____

City/State/Zip: _____

Signature: _____

Date: _____

RETURN ORDER FORM

MAIL Charleston Area CVB
 Attn: Convention Services
 423 King Street
 Charleston, SC 29403

FAX 843.853.0444
 Attn: Serge Polyachenko

QUESTIONS?

Serge Polyachenko
spolyachenko@explorecharleston.com
 843.805.3066