



Visit
Evansville

I N D I A N A

Convention Services Guide

 **OLD NATIONAL**
Events Plaza

Welcome Program

The Visit Evansville destination services team provides services for booked meetings, conventions, trade shows, and events. We are ready to assist you in all phases of destination support to ensure you have a very successful and productive meeting.

SIGNAGE

Custom door clings incorporating your show logo and dates will be produced and installed for all Old National Events Plaza shows. These door clings are available and an excellent way to welcome your attendees to your event.

RESTAURANT & INFORMATION BOOTH

Visit Evansville will staff an onsite booth located in the convention center's Main Lobby during your show's peak hours. The Visitor Services Representatives can assist attendees with area information, discounts, and sample menus to our vast array of restaurants here in Evansville.

WELCOME BADGES

Select shows hosting events in the Old National Events Plaza will be eligible for customized welcome buttons. All Convention Center staff shall wear these buttons during your show days.

Some events require a minimum room block. Ask your Visit Evansville representative for details.

WELCOME BANNERS

Welcome banners can be placed on light poles up and down Main Street. These custom banners can be displayed during the dates of your meeting, convention or event. The welcome banners are a great way to build interest and excitement about your convention. It also alerts merchants that your event is in town.

CONCIERGE BOOTH

Visit Evansville will staff a concierge booth located in the lobby of the Old National Events Plaza. The Visitor Service Representatives will provide city information.



Steps To A Successful Show

Visit Evansville's Convention Services Team is here to ensure you have a successful event while in Evansville, IN. Please take a moment to review our suggested steps and do not hesitate to inquire about additional services.

STEP 1 SITE TOUR

During your site tour of Evansville, you will be introduced to your Convention Services Team and presented information on offerings for your event.

STEP 2 CHECK YOUR EMAIL

Following your introduction to our Convention Services Team, you will receive an email, including a digital version of the kit. Our team will then request your digital and print logo that we use to welcome you to Evansville, Indiana.

STEP 3 LET'S TALK

A and email or telephone call will be placed from the Convention Services Manager to answer questions in addition to going over details that will enhance your upcoming show.

STEP 4 COMMUNICATION

Visit Evansville's Marketing & Communications Manager will reach out via email to discuss the PR and marketing support we offer such as press releases, social media and website placement.

STEP 5 PROVIDE PROMOTION

- Promotional Materials
- Transportation Information
- Signage
- Convention Services Leads
- Local information and itineraries

STEP 6 ONSITE SUPPORT

- Registration Services
- Restaurant Cart
- Show Me Your Badge Program



Attendance Building Tools

One year before your show at the Old National Events Plaza, qualified groups will have the opportunity to have a Visit Evansville staff member attend their show or provide information for you to pre-promote your event and build attendance.

PROMOTION BOOTH:

Visit Evansville provides you with an Evansville themed booth to use in the space. We will place posters around your show and our booth to help promote Evansville as your next convention spot.



PROMOTIONAL MATERIALS:

Our Convention Services Staff member will offer Visit Evansville Visitor Guides along with small promotional items to your attendees during your show's peak hours.

PERSONALIZED FACT SHEET:

You will receive an Evansville fact sheet that will include a map of the city, the distance of hotels available to your convention, and information for your attendees provided by management.

This customized fact sheet will have "seasonal" things to do in the city during your convention dates.



Resources

Visit Evansville is eager to assist you in your planning efforts from beginning to end.

Your Visit Evansville Convention Services Team is happy to provide you and your attendees' information on leisure time activities, spousal programs, exquisite receptions, and dinner locations.

ATTENDANCE PROMOTION:

- Customized Promotions
- On-site promotional materials
- City proclamation
- Public Relations support

SUPPLIER - VENDOR RESOURCES:

- Attractions
- Special Event Venues

ATTRACTIONS - UP TO DATE INFORMATION:

- Free Attractions
- Family Friendly Attractions
- Nightlife
- News/Facts about Evansville

CITY LOGISTICS - ON-SITE INFORMATION & SERVICES:

- Restaurants
- Transportation
- Registration Services
- Special Event Venues
- Welcome Program

MULTIMEDIA - RESOURCES:

- Maps
- Photos
- Videos



Transportation

Within a two day drive, Evansville's location is near over one-third of its population. Several transportation options are available for your delegates to get here.

Evansville Regional Airport:

The winner of the 2020 Best Indiana Airport of Indiana, Evansville Regional Airport has 35 flights daily.

TRANSPORTATION TO AND FROM EVANSVILLE REGIONAL AIRPORT

DRIVING:

If you are driving, Evansville can be reached by taking I-64 to I-69



Digital Services

PUBLIC RELATIONS SUPPORT:

The Marketing and Communications Department works to distribute press releases and pitches stories to local and trade media. We are your one-stop resource for direct access to local and broad Evansville Visitor's Guide, Meeting Planner Guide, Event Planning Guide, and Planner's Notebook are available digitally or print media.

EVANSVILLE PUBLICATIONS:

Evansville Visitor's Guide, Meeting Planner Guide, Event Planning Guide, and Planner's Notebook are available digitally or in print.

WEBSITE:

If you are holding an event in Evansville, visit our web site for Evansville specific information, including things to do, places to see, upcoming events. Your event can either get featured on our website via press release or calendar events.

SOCIAL MEDIA:

Visit Evansville will use social media to promote local events, group tours, conventions, attractions, contests, and other special events.

SHOW US YOUR BADGE PROGRAM:

Visit Evansville offers all convention attendees and exhibitors a unique discount program. When an Old National Events Plaza attendee presents their exhibitor badge, the delegate will receive deals at participating restaurants, attractions, shops, and more.

EVANSVILLE VIDEO LIBRARY:

Visit our YouTube channel and subscribe to view the latest videos on all things Evansville! Video podcasts, testimonials, time-lapses, and site visits are just some of the content you will find.





OLD NATIONAL
Events Plaza

Visit
Evansville
INDIANA

Brooks
Exhibit Hall

OLD NATIONAL
Events Plaza

