



Explore Fairbanks/Sherman Hogue

# MEETING & CONVENTION SERVICES

As a meeting planner, your first step to success is contacting the experts at Explore Fairbanks. The Meetings and Conventions staff has already established relationships, gathered information and ordered supplies. They will be your partner and go the extra mile to offer assistance before, during and after your event. Their goal is to make it easy for you to meet in Fairbanks so you'll come back again and again.

Explore Fairbanks is a not-for-profit corporation so many services are offered to event planners free of charge.

**Free!**  
**Requests for Proposals (RFP)**

- You make one call to us or fill in a form online at [www.meetfairbanks.com](http://www.meetfairbanks.com).
- We distribute the information and gather the responses.
- You receive an easy-to-read, customized bid packet.
- This means that you don't have to make all of those phone calls to check availability and pricing.

**Familiarization Trips (FAMs) and Site Visits**

- We will show your decision makers the highlights of Fairbanks.
- Full itinerary planning for your decision makers includes: accommodations, meeting facilities, dining options, activities and attractions.
- Are you a local planner? This service is available to you as well!
- We want all planners to have an opportunity to see everything that Fairbanks has to offer their event.
- Some costs may be associated with FAM activities and transportation.

**Free!**  
**Bid Presentation Assistance**

- We are here to help you market Fairbanks as the perfect spot for your event.
- We can provide multiple bid packets and create customized PowerPoint presentations.
- In some cases, we will even accompany you and assist with the bid presentation.

**Free!**  
**Promotional and Welcome Materials**

- We will help gather welcome letters from Fairbanks area officials.
- We will provide Visitors Guides and Winter Guides.
- We will provide a link to our award-winning destination video featuring the beauty and grandeur of Fairbanks.
- We can customize a virtual or print promotional postcard for your meeting to send to potential attendees.
- Explore Fairbanks will provide a link to our website, [www.explorefairbanks.com](http://www.explorefairbanks.com).
- We maintain an online photo bank for your promotional materials.
- In some instances, our staff may travel to the prior year's event to promote attendance.

**Free!**  
**Convention Support Services**

- Explore Fairbanks works with you to make planning a Fairbanks meeting easier!
- We will provide you with contact information for whatever additional services you may need.
- We will assist with requesting rail and air transportation discounts.
- We will produce and distribute Welcome Signs that are posted around town to greet your attendees.

**Free!**  
**Golden Heart Greeter Volunteers**

- These community volunteers are the embodiment of Fairbanks' warm welcome.
- They will greet people upon arrival at the airport.
- They can be scheduled to stuff delegate bags.
- They will assist with distribution of materials at registration.
- They can staff an information booth at your event to answer all Fairbanks-related questions.