

WE'VE GOT YOU COVERED

We are at your service to ensure that your Fargo-Moorhead-West Fargo event is memorable for you and your attendees! We provide complimentary services based upon the number of attendees staying in Fargo-Moorhead-West Fargo hotels during the nights of your event. An event must have a minimum of 50 room nights to qualify for any services.

NORTH OF NORMAL
FARGO
MOORHEAD | WEST FARGO

Meetings & Conventions

Room Nights	Badges	Banners	Signs	Registration Assistance*
50-149	✓	2	2	8 total hours
150-299	✓	3	4	16 total hours
300-499	✓	5	8	24 total hours
500+	✓	7	10	32 total hours

*Subject to staff availability

Contact your services manager **1 month** prior to the event in order to coordinate deadlines for the service materials including name badge lists, logos, agendas and additional special requests. If we do not receive the information before the two-week deadline, we cannot guarantee we will be able to provide the requested materials.

BADGES

Name badges are:

- 3"x4" plastic badge
- Lanyards provided
- Can be double-sided
- Customizable

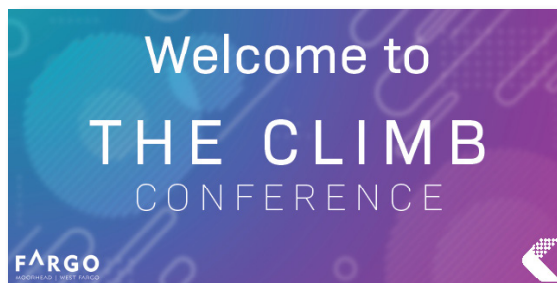
Name Badge customization includes:

- Convention Logo
- Convention Theme
- Attendee's Name
- Business
- Organization
- City
- Custom Designation Bar



BANNERS

- 8'x3' or 6'x3'
- Paper
- Examples include: welcome banners, directional banners, sponsor banners



SIGNAGE

- 20"x30" or 24"x36"

SUGGESTED STYLES:

- Directional
- Admission
- Sponsor
- Brackets



ASK US FOR RECOMMENDATIONS ON:

- Digital Save the Dates
- Customized Digital Maps
- Media Assistance
- Speakers & Entertainment
- Visitor Information Packets
- Spouse & Family Programs
- Online Registration Assistance
- Corporate Social Responsibility
- Transportation
- Onsite Video Production

ASSISTANCE IN
planning

FOR EVERYTHING
services



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