

Event Assistance Qualifications

As an appreciation for booking your meeting or convention business with us, Visit Fargo-Moorhead can offer financial support to help reduce costs that are incurred during event planning or execution. To qualify for these funds, the host organization must meet certain requirements, complete an application, and track overnight hotel stays in the community. **Applying does not guarantee awarded payment.**

Qualifications

Event assistance amount is calculated based on the total number of sleeping rooms entered as picked up. A minimum of 250 room nights must be contracted at your choice of hotel(s) to qualify.

Bonuses are award based on the following criteria:

- Attendee reach (i.e. regional, national, international)
- Multiple year contracts
- Exposure value

How to Apply

At least six (6) months prior to the event, an application must be submitted via email. Applications submitted after the 6-month period will be reviewed but are not guaranteed to be accepted.

If awarded, an agreement letter will be digitally sent to the planner or organization and should be signed by him/her and the Visit Fargo-Moorhead sales representative. The contribution made by Visit Fargo-Moorhead should be recognized at the sponsorship level designated by the host organization criteria. The Visit Fargo-Moorhead logo and other marketing collateral is available upon request.

Notify contracted hotels that room pick up must be tracked in order to meet the required minimum.

A block or group rate is the best way to guarantee pick up reports are accurate. If the contracted minimum is not met, Visit Fargo-Moorhead reserves the right to prorate the assistance dollars in relation to picked up rooms recorded by the host hotel and any sub-block overflow hotel(s).

Payment

This assistance offer will be paid by Visit Fargo-Moorhead directly to a host organization after pick up reports have been submitted from the host hotel(s). Prior to mailing payment, Visit Fargo-Moorhead will contact the agreement signee to verify the total amount. Any discrepancies in reporting can be adjusted at this time.

Please submit applications to:

Lisa Vedder, Director of Convention Sales
via email: lisav@fargomoorhead.org

Event Assistance Application

Name of Event _____

Contact Name _____

Phone Number _____ Email _____

Event Dates _____

Expected # of attendees _____ Total Number of Contracted Rooms _____

Host Hotel(s) _____

Venue name (if not hotel) _____

Is this event new to Fargo??

☐ Yes

☐ No

From where are most of your attendees traveling?

☐ North Dakota

☐ Minnesota

☐ Midwest Region

☐ Nationally

☐ Internationally

☐ Local/FM Area

Are you contracting more than one year?

☐ Yes Years _____

☐ No

How will these funds help enhance your experience in Fargo?

Are you considering other locations to host this conference?

☐ Yes

Please list: _____

☐ No, only Fargo-Moorhead is being considered