

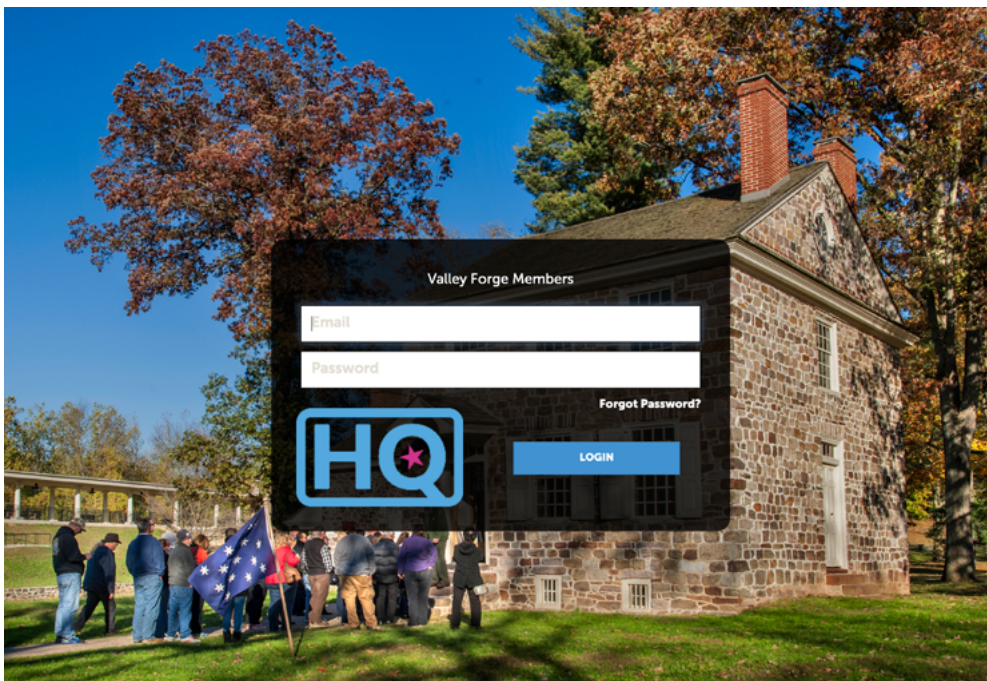


# HOW TO

## Accessing the Convention Calendar

**INTRODUCTION:** The Conventions Held Report is often underutilized by VFTCB members and provides a great sales tool. This report outlines pieces of business coming to Montgomery County. The event organizers have given the VFTCB permission to share their contact information with our members. You can reach out to organizers to offer restaurant discounts, transportation, etc. Exact event locations are not disclosed to protect our hotel partners.

1. Log into **HQ** at [valleyforge.org/hq](https://valleyforge.org/hq)



- Bookmark this page for easy access! For assistance with accessing your login information please email [cramer@valleyforge.org](mailto:cramer@valleyforge.org).



# HOW TO

## Accessing the Convention Calendar

2. Once on the home page, [click Reports](#)

Logout Valley Forge Tourism & Convention Board

**REPORTS**

**Partner Bulletins**

**Advertising Opportunities: 2023 Visitors Guide** (Not Read)  
Increase your visibility in the Visitors Guide! The guide provides potential travelers and in-market visitors with an all-encompassing guide to where to stay, where to go, and what to do in Montgomery County.  
[View Full](#)

**Montco Meetup: Ardmore - Jan 26th** (Not Read)  
📅📍 we're excited to invite you to the next stop in our county-wide networking series: Montco Meetups! Join us in Ardmore on January 26th and catch up with our team over complimentary food, drinks, and fun - plus learn about all we have planned for the future and how we can support you and your local business. We can't wait to see you there -

**Post Board**

**Vitality Bowls**  
Sweta Patel  
01/20/2023  
Vitality Bowls TownCenter KOP  
hello everyone.  
We are looking for energetic, friendly and attentive faces for employment. If anyone has in mind, if you could kindly share.  
[Read More...](#)

3. Complete [Conventions Held](#) report

Logout Valley Forge Tourism & Convention Board

**Reports**

**Accounts**

[Member Directory](#)

**Leads**

**CONVENTIONS HELD**  
List of conventions held by date range.



# HOW TO

## Accessing the Convention Calendar

4. Filter by **Date Range**, once complete, select **Print**

Account	Lead ID	Mtg Name	Hotel City	Contract Mtg Dates	Overnight Guests	Total RNs	Contacts Full Name	Contacts Title	Contacts Email
Back Bay Adventures	503093	Philadelphia Fishing Show 2023	Phoenixville	02/16/2023 - 02/20/2023	10	248	Dave DeGennaro		hiflierfishing@verizon.net
Clarion Events Ltd	503173	2023 Philadelphia Gift Show (Non-Oaks Hotels)	King of Prussia	02/05/2023 - 02/07/2023	75	188	Akilah Armand	Sr. Account Manager	aarmand@connectionshousing.com
Clarion Events Ltd	503080	2023 Philadelphia Gift Show (Winter) MAIN	Phoenixville	02/03/2023 - 02/09/2023	75	613	April Holinek	Show Director	april.holinek@clarionevents.com

For help, contact:

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