

# CONVENTION SERVICES GUIDE







We don't mind bragging. But we really love when our clients brag for us. Year after year, our customers tell us we're the gold standard.

Whether yours is a group or 10, 10,000, you won't find better attention and coordination. Our delighted clients consistently name us a Meetings and Conventions Gold Service Award winner for stellar customer service.

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Here are some of more popular services we offer. We'd be happy to create a customized program just for your budget and needs.

**SITE INSPECTIONS**

See our great offerings for yourself. We'd be happy to arrange personal visits to hotels, restaurants, off-site venues and attractions to make sure they're just right.

**GUEST ITINERARIES**

Looking for activities for spouses, families or VIP guests? We'll customize an itinerary for an afternoon, a day or a week. The Dallas/Fort Worth area offers an incredible variety of activities certain to please everyone.

**REGISTRATION ASSISTANCE**

Check out our check-in expertise. For groups of 10 or more, our seasoned personnel will make your group's registration seamless and painless, with up to four hours of complimentary assistance. Our Convention Services staff can also provide great local information for your attendees. Please contact us at least two weeks prior to your event so we may best coordinate your staffing needs.

**UNIQUE MEETING VENUES**

If for something different, think outside the hotel. We can help you coordinate meetings in a variety of venues. AT&T Stadium, the Irving Arts Center, Texas Motor Speedway and Toyota Music Factory are just a sampling of event possibilities.

**LANGUAGE SERVICES**

An international crossroads, DFW offers a wide range of linguistic and translation services; we'll provide you a list of resources to meet your group's communication needs.

**TRANSPORTATION**

Whether your group needs a fleet of limousines, a convoy of buses or a source for antique convertibles, we can provide customized resources to get you around.

**MEDIA ASSISTANCE**

Our staff of public relations professionals will help get the word out about your event, whether your goal is to increase awareness or attendance.

**NEED A SPEAKER?**

DFW is home to an extensive range of accessible subject matter experts. The National Speakers Association of North Texas is a great resource; visit [speaker.org](http://speaker.org) for listings. We can assist you in working with this organization and others.

**THE DETAILS THAT MAKE A DIFFERENCE**

Multimedia, photographers, florists, entertainers, trophies, medical assistance – whatever your event needs to be a success – we can help make it all come together.

It's all about the swag. And a lot of it is free. We can help promote your event through unique branded materials and literature customized just for you – at zero or minimal cost. Let the Irving and Convention and Visitors Bureau help you bolster attendance and market your event without busting your budget.



**PHOTOGRAPHY**

We are happy to provide you with complimentary photo assets. View our selection of downloadable images at [irvingtexas.com](http://irvingtexas.com), or we can provide you a flash drive filled with an array of files/formats.

**DIGITAL ART**

Digital versions of the Irving, Texas logo and the magnificent Mustangs of Las Colinas sculpture are available upon request. Images and graphics are available in high-resolution JPEG, TIFF and EPS formats.

**COMPLIMENTARY BROCHURES**

Printed materials include:

- ▶ **Traveler's Guide** to area attractions, dining, shopping, sports, etc.
- ▶ **Dallas/Fort Worth Area Visitors Guide**
- ▶ **Mustangs of Las Colinas Sculpture and Exhibit** brochure

**NAME BADGES/BADGE HOLDERS/LANYARDS**

Complimentary 3" x 4" inserts, imprinted with the Irving logo, as well as complimentary plastic clip-on badge holders and lanyards are available.

**PENS**

Complimentary, imprinted with Irving logo.

**LAPEL PINS**

Complimentary.

**REGISTRATION BAGS**

Complimentary 15" x 22" white plastic bags imprinted with Irving logo.

**WELCOME BANNER**

A special 8' x 3' welcome banner customized for your event and including the Irving logo, provided at our production cost. 10 working days are required, and pricing estimates will be provided in advance for your authorization.

**IRVING CVB HONORED**

*With consecutive Gold Service Awards from Meetings & Conventions, consecutive Awards of Excellence from Corporate & Incentive Travel, and multiple Pinnacle Awards from Successful Meetings, the Irving CVB is poised to make your next meeting a success.*



**DELIVERY OPTIONS**

*Fulfillment of all materials may be handled via first class mail or courier delivery to your headquarters hotel, unless you prefer to pick up materials in person at the ICVB offices. Please allow at least 10 working days for mail delivery, or two working days for courier service.*





A work of art in itself, this innovative, soaring space takes meetings, conferences, weddings and gatherings to a new level.

With expansive and diverse spaces, state-of-the-art technology and sleek architectural elements, the Irving Convention Center provides a one-of-a-kind convention facility to meet your needs.



Ideally situated in the heart of Irving's Las Colinas Urban Center, the Irving Convention Center cornerstones the new mixed-use entertainment district, which includes the 350-room Westin Convention Center Hotel and the Toyota Music Factory – a \$173 million entertainment complex anchored by an 8,000-seat indoor/outdoor amphitheater operated by Live Nation.

Irving Convention Center at Las Colinas is divided into three main levels:

#### EXHIBITION HALL LEVEL

The 50,000-square-foot, column-free exhibition hall is on the first floor. The mezzanine level features a relaxing café and covered, outdoor terrace with access from both inside and outside the facility.

#### MEETING ROOMS LEVEL

The meeting and junior ballroom level provides 20,000 square feet of meeting space in up to 20 different breakout rooms, each averaging about 1,000 square feet. The space is divided into 11 dedicated conference rooms, one dedicated board room and a junior ballroom that can be divided into a variety of flexible configurations, including up to 8 individual meeting rooms. The unique layout of the prefunction space on this level is highly flexible and can accommodate multiple groups or provide several staging areas for the same group.

#### BALLROOM LEVEL

An exceptionally well-appointed 20,000-square-foot grand ballroom and pre-function area is located on the top level of the convention center. This flexible space can be divided into an array of meeting rooms or smaller event rooms.

The Dallas/Fort Worth Metroplex offers endless unique activities and attractions sure to please everyone in your group: parks & ranches, shopping & restaurants, entertainment, museums, and more. We offer complimentary assistance in arranging off-site venues, tours and even ways to tag an extra getaway to the end of your event.

**THE ARTS**

- ▶ Amon Carter Museum
- ▶ Bass Performance Hall
- ▶ Casa Mañana
- ▶ Dallas Museum of Art
- ▶ Dee and Charles Wylie Theater
- ▶ Irving Arts Center
- ▶ Jaycee Park Center for the Arts
- ▶ Kimbell Art Museum
- ▶ Margot and Bill Winspear Opera House
- ▶ Modern Art Museum of Fort Worth
- ▶ Morton H. Meyerson Symphony Center
- ▶ Music Hall at Fair Park
- ▶ Nasher Sculpture Center
- ▶ Verizon Theatre at Grand Prairie

**TOURS**

- ▶ American Airlines C.R. Smith Museum
- ▶ American Airlines Flight Academy
- ▶ Dallas Arboretum and Botanical Garden
- ▶ Dallas World Aquarium
- ▶ Gondola Adventures
- ▶ Grapevine & Dallas Wine Tours
- ▶ National Cowgirl Museum and Hall of Fame
- ▶ Ruth Paine House Museum

**HISTORY/SCIENCE**

- ▶ African American Museum
- ▶ American Airlines C.R. Smith Museum
- ▶ Cavanaugh Flight Museum
- ▶ Commemorative Air Force, Dallas/Fort Worth Wing
- ▶ Dallas Heritage Village
- ▶ Dallas Holocaust Museum/Center for Education and Tolerance
- ▶ Fair Park
- ▶ Fort Worth Museum of Science and History
- ▶ Fort Worth Stockyards Historic District
- ▶ Frontiers of Flight Museum
- ▶ George W. Bush Presidential Library and Museum
- ▶ Irving Heritage District
- ▶ Jackie Townsell Bear Creek Heritage Center
- ▶ Latino Cultural Center
- ▶ National Cowgirl Museum and Hall of Fame
- ▶ Perot Museum of Nature and Science
- ▶ Sixth Floor Museum at Dealey Plaza
- ▶ Texas Civil War Museum

**RANCHES**

- ▶ Austin Ranch
- ▶ Circle R Ranch
- ▶ Double D Ranch
- ▶ The Ranch of Lonesome Dove
- ▶ River Ranch – Fort Worth Stockyards Historic District
- ▶ Southfork Ranch

**SIGHTSEEING**

- ▶ Fort Worth Stockyards Cattle Drive
- ▶ Founders Plaza at DFW Airport
- ▶ Mustangs of Las Colinas Sculpture and Exhibit
- ▶ Pioneer Plaza
- ▶ Sixth Floor Museum at Dealey Plaza

**SHOPPING**

- ▶ Bass Pro Shops Outdoor World
- ▶ Cabela's
- ▶ Galleria Dallas
- ▶ Grapevine Mills
- ▶ Highland Park Village
- ▶ IKEA
- ▶ Irving Mall
- ▶ Neiman Marcus Flagship Store
- ▶ North East Mall
- ▶ NorthPark Center
- ▶ Southlake Town Square
- ▶ Stockyards Station
- ▶ Stonebriar Centre
- ▶ Sundance Square

**NIGHTLIFE**

- ▶ Bishop Arts District
- ▶ Dos Equis Pavilion
- ▶ Fort Worth Stockyards
- ▶ Lower Greenville Avenue
- ▶ Sundance Square
- ▶ Victory Park
- ▶ West Village

**PROFESSIONAL SPORTS**

- ▶ Dallas Cowboys football and AT&T Stadium tours
- ▶ Dallas Mavericks basketball
- ▶ Dallas Stars hockey
- ▶ FC Dallas soccer (outdoors)
- ▶ AT&T Byron Nelson Championship golf
- ▶ Lone Star Park at Grand Prairie horse racing
- ▶ Mesquite ProRodeo at Mesquite Arena
- ▶ Texas Motor Speedway
- ▶ Texas Rangers baseball and Globe Life Park in Arlington tours
- ▶ Fort Worth Invitational golf

**RECREATION/THEME PARKS**

- ▶ NRH<sub>2</sub>O Family Water Park
- ▶ The Palace of Wax/Ripley's Believe It Or Not!
- ▶ Six Flags Hurricane Harbor
- ▶ Six Flags Over Texas
- ▶ SpeedZone Dallas

**IRVING FAST FACTS**

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*Founded* ..... 1903  
*Incorporated* ..... 1914  
*Population* ..... 225,427  
*Land Area* ..... 69.3 sq. miles  
*Elevation* ..... 470 feet  
*Area Codes* ..... 214, 469, 817, 972

For more Irving info, visit [cityofirving.org](http://cityofirving.org)

## *Close to everywhere. Far above the rest.*

*Irving, Texas is located right in the center of the United States, a popular hub easily accessible from both coasts. Irving is also centered right between Dallas and Fort Worth. Just minutes from DFW International Airport and with a great selection of accommodations and venues, Irving is central to your needs.*

## *Irving has staying power.*

*Home to 85+ hotels and more than 12,000 rooms, Irving offers everything from resort and luxury accommodations to all-suite and value properties, with rates to suit any budget.*

Visit Irving

Irving Convention Center at Las Colinas  
500 W Las Colinas Boulevard  
Irving, Texas 75039

(800) 2-IRVING or (800) 247-8464 *toll-free*

(972) 252-7476 *main*

(972) 401-7729 *fax*

[irvingconventioncenter.com](http://irvingconventioncenter.com)

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