

# 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.



## Meetings & Conventions

Room Nights	Badges	Banners	Signs	Registration Assistance*
50-149	√	2	2	4 hours/day
150-299	√	3	4	6 hours/day
300-499	√	5	8	10 hours/day
500+	√	7	10	12 hours/day

\*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*



**MALLARI ACKERMAN**  
Director of Sales  
701.365.4562  
mallari@fargomoorhead.org



**JORDAN CASPERS**  
Print Services Designer  
701.365.4566  
jordan@fargomoorhead.org