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**

<table>
<thead>
<tr>
<th>Room Nights</th>
<th>Badges</th>
<th>Banners</th>
<th>Signs</th>
<th>Registration Assistance*</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-149</td>
<td>✓</td>
<td>2</td>
<td>2</td>
<td>4 hours/day</td>
</tr>
<tr>
<td>150-299</td>
<td>✓</td>
<td>3</td>
<td>4</td>
<td>6 hours/day</td>
</tr>
<tr>
<td>300-499</td>
<td>✓</td>
<td>5</td>
<td>8</td>
<td>10 hours/day</td>
</tr>
<tr>
<td>500+</td>
<td>✓</td>
<td>7</td>
<td>10</td>
<td>12 hours/day</td>
</tr>
</tbody>
</table>

*Subject to staff availability

**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

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.
**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

**Monday Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Opening Keynote</td>
<td>Scott Belsky</td>
</tr>
<tr>
<td>11:00</td>
<td>Marketing Operations</td>
<td>Zipeng Zhu</td>
</tr>
<tr>
<td>1:45</td>
<td>Channel Marketing</td>
<td>Aaron Grimes</td>
</tr>
<tr>
<td>2:45</td>
<td>Storytelling</td>
<td>Aaron Draplin</td>
</tr>
<tr>
<td>4:00</td>
<td>Leading Hybrid Teams</td>
<td>Gerg Glaser</td>
</tr>
</tbody>
</table>

**Tuesday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Leading Through Shared Values</td>
<td>Zipeng Zhu</td>
</tr>
<tr>
<td>2:45</td>
<td>Creating Collaborations</td>
<td>Aaron Grimes</td>
</tr>
<tr>
<td>4:15</td>
<td>Calming the Chaos</td>
<td>Aaron Draplin</td>
</tr>
</tbody>
</table>

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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