



Visitor Services

SIoux FALLS IS READY TO GO TO WORK FOR YOU

The Sioux Falls Convention and Visitors Bureau prides itself on exceeding your expectations. It's our pleasure to make sure your meeting, event or group tour is a success. We work for you – and with you – to make sure you have a pleasant and rewarding experience. Our services include the following:

■ CONVENTION REGISTRATION

Efficient registration service for your attendees is imperative to the success of your meeting. We will assist you with trained and experienced registration personnel. Our registration assistants may act as greeters, registrars, cashiers or ticket takers. The number of free registration hours is based on the number of room nights reserved by your group in Sioux Falls. A nominal fee is charged for additional hours.

■ NAME BADGES

Name badges are a great way for your attendees to get to know one another. We provide clip-on, necklace (elastic cord) and/or adhesive badges for your group, with the number of free badges based on the number of room nights reserved by your group in Sioux Falls. Name badges can be pre-printed for groups reserving a minimum of 100 room nights. Registration names must be submitted no later than two weeks prior to your event.

■ INFORMATION DESKS

Help your guests find their way around Sioux Falls. We provide information desks that offer free resources regarding Sioux Falls and its attractions and services. Our friendly and knowledgeable staff can be on-hand to answer questions. Free staff hours are based on room nights.

■ HOUSING BUREAU

Our expert staff operates an internet-based housing service to coordinate the assignment of hotel rooms for conventions or events using three or more hotels and 400 or more rooms on peak night. All hotel accommodation requests are processed through the Bureau and confirmations are sent by the hotels. Meeting planners have access to view reservations and other database reports through the internet.

■ PROMOTIONAL & PRINTED MATERIAL

We want your group to get to know Sioux Falls. We will provide you with the following promotional and printed material to be distributed to your participants at registration areas, information booths and convention hospitality rooms.

- **Official Visitors Guide**

This definitive guide to Sioux Falls provides a full range of information on restaurants, calendar of events, hotels, attractions and coupons.

- **City Map**

City maps help you find your way around town with ease. Printed visitor maps and customized digital maps are available upon request.

- **Folders**

Folders are a convenient way to distribute your convention materials or city brochures. The number of free folders is based on the number of room nights reserved by your group in Sioux Falls.



■ **RESOURCE LISTING**

Our experienced staff is highly skilled at networking with local suppliers. We will help you find any vendor, from bus companies to caterers.

■ **ENTERTAINMENT, SPOUSE PROGRAMS AND YOUTH ACTIVITIES**

The Convention and Visitors Bureau will provide you with a local entertainment guide, featuring talent in several areas including musicians, speakers, magicians, dance performances and much more! We are available to assist you in planning additional activities, including theme events, city tours, speakers, spouse programs, youth activities and more. If you have something special in mind, please let us know in advance. We will do our best to make it happen.

■ **STEP-ON GUIDES**

Your step-on guide will give you a personalized tour of the city, ranging from a two-hour driving tour to an all day excursion. Advanced reservations are required. Nominal fee, \$15 per hour.

■ **ITINERARY PLANNING**

Whether you are planning a motorcoach tour or a group program, we can help plan your route, timing and give contact names. Sample itineraries are available.

■ **PUBLIC RELATIONS ASSISTANCE**

The Convention and Visitors Bureau can assist you with public relations surrounding your event. This includes:

- Media Releases
- Official Welcomes
- Media Lists
- Digital Images

■ **ATTENDANCE BUILDERS**

Before your attendees arrive in Sioux Falls, get them excited by promoting your event and the city. The Sioux Falls Convention and Visitors Bureau will partner with you by providing potential attendees with a variety of materials.

- Sioux Falls Visitors Guides
- Customized Brochures
- Maps
- Promotional DVD/CD or PowerPoint Presentations
- Web Site Links/Web Page

Please contact the Sioux Falls Convention and Visitors Bureau for your service needs. High resolution images are available on the web site www.siouxfallscvb.com.

