

# Convention Services



America's Center - Information and Restaurant Reservation Desk

At the St. Louis Convention & Visitors Commission (CVC), we pride ourselves on providing great services. In fact, our services staff promises to deliver the best care to you and your group – and everyone gets a warm welcome to St. Louis. The readers of *Meetings & Conventions*, *Successful Meetings* and *Corporate Meetings & Incentives* consistently recognize our excellence in meeting and convention services. But meeting planners who work with us say it best: service in St. Louis is a specialty.

## Convention Assistance

After you've selected St. Louis, discover how easy it is to take advantage of our services. The CVC's friendly, professional staff offers an extensive menu of options and attendance-building tools to help you make the most of your St. Louis meeting.

We make finding St. Louis-based suppliers and customized program ideas easy. Our detailed Services Directory is filled with information on companies, individuals and organizations that are ready to fill your hospitality and services needs. The information is available online at [www.explorestlouis.com/meetings/membership.asp](http://www.explorestlouis.com/meetings/membership.asp). We can also send leads for products and services to our member businesses at your request, and our staff can recommend guest and evening programs, pre- and post-convention tours and professional tour guides. The bottom line is this: if you need something in St. Louis, we can find it.

Looking for a unique setting for your meeting or special event? We've got everything from sports stadiums and historic theaters to riverboats and stunning gardens. We'll even close down the streets and give you the run of one of St. Louis' lively entertainment districts. Re-create the 1904 World's Fair, relive the days of Mark Twain, or replenish your soul with the St. Louis blues – our unique place in American history lends itself to great theme parties.

## Convention Assistance

- Arrange site inspections to view convention, meeting and special event facilities
- Produce and distribute Event Specification Guide to participating hotels and industry suppliers
- Coordinate pre-convention meetings with America's Center staff, hotels and suppliers
- Produce post-convention reports with details of your group's complete history and financial impact



Convention Volunteers

## A Warm St. Louis Welcome

- Signs and banners welcoming your citywide group to the airport & downtown
- Convention Volunteer Team and airport meet-and-greets
- Professionally trained, friendly personnel to handle your on-site registration needs
- A restaurant reservation service at America's Center
- *The Official St. Louis Visitors Guide* and quick-reference *Official Visitor Map* for distribution to your group

## Promotional Assistance

- E-postcards to promote St. Louis to your attendees
- Attendance-building promotional fliers and shell brochures you can personalize
- Electronic images and a promotional video
- Custom landing page on [www.explorestlouis.com](http://www.explorestlouis.com) tailored to your group
- A St. Louis media kit with pre-written editorial copy for use in newsletters and publications
- Local media contacts and inclusion in a St. Louis convention capsule news release
- Personalized welcomes from local officials

## Housing Assistance

- By booking through the CVC Housing Bureau, attendees are guaranteed the special rates contracted by your group
- Make one phone call to book a hotel room at any of the participating hotels for the event
- Make room reservations online through the event site
- Individual hard copy acknowledgement verifying hotel assignment
- Special room blocks can be set aside and controlled by the meeting planner
- Reports showing pick-up are available for the meeting planner 24/7
- A weekly report showing pick-up is automatically sent to the meeting planner

## A Warm St. Louis Welcome

Your meeting is important to St. Louis and the CVC is your partner in making it a success. We want your attendees to feel welcome and to have a satisfying experience in our “home.”

## Promotional Assistance

We'll also help you boost your meeting attendance with “show-and-tell” items that explain exactly what your group can see and do in St. Louis.

Call us at 800-325-7962 for more information. Or, point, click and explore St. Louis through our web site at [www.explorestlouis.com/meetings](http://www.explorestlouis.com/meetings). You'll find detailed facility and hotel information on the site along with an online RFP and much more. Your next meeting in St. Louis is all within reach!

## Housing Assistance

Groups can connect their attendees with St. Louis hotels online or with one simple phone call. The CVC operates Internet-based and toll free telephone housing programs with on-going computerized inventory and a final pick-up.

