

## CONVENTION SERVICES

The Quincy Area Convention & Visitors Bureau (QACVB) and the Oakley Lindsay Center offer a variety of convention services at no cost to event planners in order to help make convention registrants' stay in Quincy more enjoyable.

### Assistance & Guidance

- Visitor Guides and area information
- Coordination of volunteers & tours to sites and attractions
- Assistance in planning spousal activities
- Reservations of hotel rooms & blocks
- 800 number available for visitor information
- Aid and support in writing state grants

### Convention Needs

The QACVB staff can assist you in determining your convention site needs, and locating an appropriate local vendor who can meet those needs.

### Promotion & Publicity

Let the QACVB publicize your event with our Media Connections including press releases, e-newsletters, and faxing services. We also announce events on the center marquee, visitor guides, area calendars, and CVB website.

### Literature

The Bureau can create Customized Brochures for events.

### Welcome

The use of welcome banners is accessible during events.

### Oakley Lindsay Center

The Oakley-Lindsay Center features a 30,000 square-foot clear-span exhibition hall, spacious conference rooms, and a state-of-the-art auditorium.

### Supplies

Name badges are offered for all registrants. Door Prizes along with Goodie Bags containing discount coupons for restaurants and retail shops can also be provided.