



# Convention Services - Request for Proposal

Please fax form to: (515) 244-9757

or contact

**Paulette Lester, Director of Convention Services at**

**(800) 451-2625 or**

**plester@desmoinescvb.com**

The Greater Des Moines Convention & Visitors Bureau represents more than 400 businesses and organizations that supply products and services to Planners. To receive assistance with your planning, simply complete the form below and our members will respond to you with the appropriate group information on convention and event services, dining, shopping, speakers, transportation and visitor attractions.

Thanks you for choosing Des Moines!

Organization Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Hotel/Meeting Location: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Circle the items below you wish to receive more information about:

**Registration Assistance**

- Advertising
- Airlines
- Airport
- Attractions
- Audiovisual Companies
- Bike Rentals
- Campgrounds
- Catering
- Cellular & Mobile Telephones
- Computers
- Decorating & Exhibit Contractors
- Entertainment
- Fireworks

**Brochures/Maps**

- Florists
- Gifts & Specialties
- Golf Courses
- Graphic Art & Design
- Hotels
- Lighting & Sound Systems Rental
- Meeting & Event Planning Services
- Meeting, Banquet & Exhibit Facilities
- Office Equipment & Supplies
- Photographers
- Printers
- Promotional & Marketing Products

**Attendance Building**

- Rental Companies
- Restaurants
- Shopping Centers/Malls
- Signs, Banners & Show Cards
- Speakers
- Sports & Recreation
- Temporary Agency
- Transportation
- Trade Show Displays & Graphics
- Video Production Services