



The Grapevine Convention & Visitors Bureau (CVB) is your resource for temporary staffing, entertainment, recreational and shopping suggestions as well as your unique needs or requests. We encourage you to seek our help for all needs including locating sources for printers, bus companies, tuxedo rental or making entertainment contacts for special events. There may be a nominal fee for some services.

The Burgundy Brigade - Registration Assistance: The Grapevine CVB has a highly regarded and award-winning team of trained and professional registration assistants called the Burgundy Brigade. They serve as your temporary employees and are knowledgeable about the hotels in Grapevine as well as our destination.

Easily identified by their uniform and cheerful attitude, our trained and professional registration personnel are available seven days a week. Our staff can assist with a wide variety of tasks such as:

- Collating and assembling convention packets - bag stuffing;
- Registering delegates (computerized or non) - data entry - 10-key;
- Door/room monitors - badge checkers/scanners and
- Greeting and directional assistance (human arrows).

Please ask us if the task you need is not listed.

The Grapevine CVB staff is bonded and can act as cashiers for your convention fees or ticketed events. To ensure staff availability, please be sure to discuss your needs with the Grapevine CVB convention services staff at least six weeks before your convention begins.

Rates:

1. The fee for Grapevine Registration Staff is \$18.00 per hour.
2. Overtime hours are billed at \$27.00. Overtime is applied when a staff member works over 40 hours in a week that commences on Sunday and concludes on Saturday. Overtime is scheduled when requested by the client for staffing consistency.
3. A minimum of four consecutive hours is required for each shift.
4. Cancellations made 48 hours or less prior to the start of the shift will be charged a 4-hour minimum for each scheduled person cancelled.

Micro-site: The Grapevine CVB can customize a micro-site for your convention. To qualify for these services, a convention must have at least **500** rooms booked on the peak night. In order to fully utilize the microsite, we recommend the site being completed and active at least 3 months prior to your group's arrival.

Web Site: We encourage you to link the Grapevine CVB official web site, www.GrapevineTexasUSA.com, to your conference web site. By doing so, you will educate your delegates about their host city. Delegates are able to explore and print a variety of brochures/maps before their visit. We are proud of our city and appreciate your partnership by promoting your conference as being held in Grapevine, Texas. May we suggest:

- Grapevine, Texas: located in the heart of the Dallas/Fort Worth area
- Grapevine, Texas: conveniently located between Dallas and Fort Worth
- Grapevine, Texas: just five minutes from Dallas/Fort Worth International Airport
- Grapevine, Texas: where Dallas and Fort Worth Meet

Promotional Materials: To promote your meeting in Grapevine, the Grapevine CVB offers:

- A “Welcome to Grapevine, Texas” rack card (digital option available) that may be used to build attendance or to supplement your pre-convention information. A quantity will be provided that is equal to the total number of rooms on your convention’s peak night plus 20% in Grapevine hotels. Additional rack cards may be purchased for 15 cents each;
- A Destination Grapevine Video may be obtained by visiting our website under Plan a Meeting – Services – Promotional Materials – A Destination Grapevine Video;
- Photos may be obtained by visiting our website under Plan a Meeting – Services – Promotional Materials – Media Gallery.

Concierge/Destination Information Booth: During your convention, the Grapevine CVB will provide a complimentary Grapevine Concierge/Destination Information Booth to help your delegates become acquainted with Grapevine and the Dallas/Fort Worth area. The booth allows your delegates to have easy access to information 24/7 about the many attractions, activities and restaurants in Grapevine and the surrounding area, so they may plan their free time. The concierge booth will be staffed during your expected peak registration times. The booth’s placement is in a highly visible location to ensure that your delegates see it.

Tourism Services/Spouse Programs: When your delegates are ready to step out on their own, they can stop by the Grapevine Concierge/Destination Information Booth to pick-up brochures and restaurant information. If you need assistance with planning programs for spouses, we have several options for your consideration.

Show Your Badge Program: The Show Your Badge program is exclusive to convention and leisure groups staying in Grapevine. This program provides your group with special offers for restaurants, shops, wineries and attractions so they can explore the city on a budget. The Grapevine CVB will provide your group with a personalized URL to access these great offers. This complimentary program is our way of extending a warm welcome to your group. To enroll your group, visit <http://www.grapevinetexasusa.com/SYB>

Social Media Welcome: Let us welcome your convention delegates to Grapevine! A welcome message would be posted on LinkedIn and Twitter and would include a link of Things to Do in Grapevine.

Logo Items: Attractive convention service bags with the Grapevine logo are available for attendees. Grapevine lapel pins are also available for your use. The Grapevine CVB will supply a quantity of bags and lapel pins equal to the total number of occupied rooms on your convention’s peak night plus 20%. Additional bags and lapel pins may be purchased for 30 cents each.

This is just a sampling of services we provide. We welcome the opportunity to work with you to help deliver an exceptional convention. Please call (817) 410-3185 and ask for the Destination Services team to discuss your needs and to customize a convention services program that best fits your program. It is our goal that you and your convention delegates experience Grapevine’s unique brand of Texas hospitality, ensuring your convention is a memorable one.