

Step Into The Real Texas AMARILLO

800-692-1338 www.visitAmarillo.com

Services

Each event is different. *We understand!*
Consider us an extension of your team, your “boots on the ground...”
ready to do what needs doing to insure a fun, successful event for all!
If you need something and its not listed, just ask.

Pre-Event Planning

From beginning to end, the ACVC will provide you with unlimited and complimentary consultation to ensure a fun and successful event. Our sales team will help you find the appropriate hotel accommodations and facilities provide you with a comprehensive proposal. Our servicing division will then assist you in finalizing the details.

Site Inspection Arrangements

To showcase all that Amarillo has to offer, the ACVC will arrange and join you on a tour of appropriate Amarillo facilities, hotels, and attractions.

Housing

ACVC offers centralized housing service for events using three or more Amarillo hotels. You can receive daily reports tracking your group's hotel pick up for a minimal cost to your organization.

Spouse & Youth Tours

ACVC will help arrange entertainment, theme parties and itineraries for spouse and youth activities/tours. With a variety of local venues and attractions, we can make suggestions and provide contacts.

Transportation Coordination

The ACVC will help coordinate your local transportation itinerary. Transportation costs will vary.

Registration Assistance

ACVC offers four complimentary hours of registration assistance to events using 300+ Amarillo hotel rooms. Additional hours may be provided for a minimal cost.

Name Badges

To help spread the word, the ACVC provides information and consultation regarding your publicity needs, including: local press contacts, press releases,

Publicity

ACVC offers complimentary computerized name badges, including an insert and pin-on sleeve, to groups using 300+ hotel rooms. Smaller groups may purchase name badges for a nominal fee per badge. Our attractive name badges feature a large type font, are easy to read, and may be customized with your logo.

Area Information & Promotional Items

We can provide a limited number of complimentary bags, Amarillo boot lapel pins, notepads, pens, city maps, Visitor Guides and other Amarillo-area brochures. The ACVC can also provide unlimited information on caterers, tour guides, restaurants and more!

Attendance Builders

To help promote your Amarillo event, the ACVC can supply complimentary postcards and electronic teasers to boost attendance. Ask us for more details.

Welcome Signs

The ACVC can provide complimentary welcome signs at the host hotels for larger city-wide events. ACVC may offer upgraded signage, airport welcome, etc.

