



Hampton Convention & Visitor Bureau

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Hampton Services Team

On behalf of the Hampton Convention & Visitor Bureau Group Services Team, we would like to extend a warm greeting and express our eagerness to work closely with you to ensure your event is an overwhelming success. The Hampton CVB Group Services Team is extremely dedicated to providing the level of first-class hospitality that your group deserves. Listed below are our complimentary services we are excited to offer to your group. Our remaining collection of services will be based on your request for proposal and ascertained needs applicable to your meeting specifications.

- **Mayor's Official Letter of Welcome or Congratulatory Letter deeming service**

Hampton Convention & Visitor Bureau will request an official welcome letter from our Mayor or a Hampton city official. Congratulatory letters tend to be done when we are congratulating someone or a group about something like a milestone anniversary, birthday or accomplishment. There is also potential for both. For example, if a group from out of town is hosting a celebration in honor of a milestone anniversary, then we could do a combined letter welcoming them to Hampton and also congratulating them on the milestone.

- **Vendor Referral**

To ease your worries and help fulfill any last-minute local needs, Hampton Convention & Visitor Bureau will refer you our many, varied local and specialized-service vendors. Quality florists, entertainers, transportation companies, caterers and others will be at your disposal to ensure the unbridled success of your meeting and/or event.

- **Name Badges**

We will provide Hampton name badge holders and inserts for all attendees, officials and/or executive board members. If names are provided two weeks in advance, we will gladly have them printed.

- **Visitor Welcome Table**

We will provide a staffed table where attendees can go to ask questions about Hampton. Our volunteer will be able to assist in recommending restaurants and attractions and help provide directions. In addition, brochures and maps of Hampton will be available for the attendees to take with them

We are extremely excited about the opportunity to host your event and rest assured one of us will be your personal services team member for the duration of your event. We look forward to working more closely with you in the future and providing Hampton's true level of first-class hospitality.

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visithampton.com