



Meetings & Conferences

Florence, South Carolina

Early planning helps to ensure a successful event and the Florence Convention & Visitors Bureau (CVB) can assist you in contacting hotels and facilities by requesting proposals. Some of our additional services include:

Distribution of Meeting Specifications:

The Florence CVB can distribute information directly to area hotels, meeting facilities, and appropriate venues.

Site Inspection Arrangements:

Upon request, the Florence CVB can escort tours of appropriate hotels and meeting facilities.

Support for Site Selection:

The Florence CVB can assist you in developing a strong presentation to persuade decision makers to choose Florence, SC for your event.

Official Welcome:

The Florence CVB can request that community leaders welcome your group and/or appear at certain events.

Publicity:

Upon request, the Florence CVB will prepare and send targeted news releases on your behalf to generate awareness of your event and organization.

Visitor Packets:

We respectfully request 15 days notice if you are requesting visitor bags. Complimentary plastic bags with die-cut handles include a Florence Visitors Guide.

Welcome Letters:

Upon request, the Florence CVB can provide a welcome letter for your special event signed by our mayor and/or elected officials.

Photo and Copy Inventory:

For your meeting registration and programs, photos and editorial copy about Florence are available for your use, free of charge.

Spousal Itinerary:

The Florence CVB is happy to assist with coordinating special activities for spouses attending your event.

Visitor Information Booth:

Let the Florence CVB set up a 6 or 8 foot table top display offering information on all there is to do in Florence County and the surrounding region. Please make this request at least 2 weeks prior to your conference.

If you would like Florence to host your conference or other special event, please contact the Florence CVB at 800.325.9005 or 843.664.0330.

Looking for some unique Florence promo items? Let us know 4 weeks in advance what you would like to purchase, and we'll be happy to assist you.

Promo Item	Cost PP
Pens	\$0.30
Notepads	\$1.00
Hand Sanitizer	\$0.90
Cloth Tote	\$2.00
Flashlight Keychain	\$1.00
Lip Balm	\$1.50
Silicone Wallets	\$2.00

