



The Right People

The Right Place

The Right Time!

Convention & Visitors Bureau

[Visiting Odessa Home](#)

[Informational Videos](#)

[Meeting Planners](#)

[Sports & Recreation](#)

[Calendar of Events](#)

[About the Odessa CVB](#)

CVB Convention Services

[▶ Military Reunions](#)

[▶ Meeting Facilities](#)

[▶ Individual & Group Tours](#)

[▶ CVB Services](#)

The Odessa Convention & Visitors Bureau

We are here to assist your association with the site selection process. We will assign a sales representative to your group, this sales representative will act as liaison between the client and all hotels, create a bid proposal, provide an onsite inspection if needed and present a verbal bid presentation to your site selection committee highlighting details of the bid proposal.

From hot rates on group hotels to top meeting facilities and great attractions, we can satisfy your group's needs! And don't forget we are here to help you with the details of planning your meeting.



Convention Sales

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Convention Servicing

Once Odessa has been selected as the site for your convention, the Odessa Convention and Visitors Bureau staff will be ready to start planning.

Complimentary Services and promotional items are provided to groups with a minimum of 10 rooms blocked in the headquarter hotel. All services and materials are provided based on the number of rooms blocked and picked up. This number is determined by the Odessa CVB and information gathered by the headquarter hotel.

- **Provide Planning Services**
Help coordinate spouse/children activities, tours and meal functions .
Coordinate bus transportation.
- **Provide Promotion and Publicity**
Send a news release to all local and regional media concerning your conference.
Attend Excitement Builders; provide staff to attend your convention one-year prior to your Odessa convention in an effort to increase attendance.
- **Provide promotional material and mailings for your group in an effort to increase attendance.**
- **Provide Staffing and Event Assistance**
On site registration
Print custom name badges for your pre-registered attendees .
Coordinate a local dignitary and color guard for a "Welcome" at your opening ceremony.
- **Provide Collateral and Incentive Material**
Name badges and holders

Plastic bags
Visitor information- brochures, maps etc.
Goody items

All items are based on size of group, length of stay and number of rooms blocked.

Odessa Convention & Visitors Bureau
700 North Grant, Suite 200 | Odessa, Texas 79761
1-800-780-HOST (4678)

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