



# Corning & the Finger Lakes

STEBEN COUNTY  
*Conference & Visitors Bureau*

1 W. Market Street, Suite 301 • Corning, NY 14830

## Reunion Services

- **Familiarization Tours**  
Visit as our guests so you can see first-hand all that is unique to Corning and Steuben County: See the beauty, feel the history, drink the wine!
- **Bid Presentations**  
We will provide a complete package of print material, slides or PowerPoint presentation to share with your board, site committee and membership. If you would prefer, we will come along to help you with the presentation.
- **Site Inspections**  
We will arrange tours of all bidding venues. We will also point out unique venues for meetings, cocktail receptions, and meals.
- **Guest Itinerary Planning**  
Whether it's a morning making their own glass ornaments or a day of winery tours and tastings, we will help plan the right activities for your special guests.
- **Community Communications**  
We are the one number to call for referrals to: transportation companies, honor guards, photographers, media contacts, guest speakers and other entertainment options (bands, theater groups etc.) We will alert our community businesses that your group is coming to town so that all are prepared to extend our Steuben Hospitality to your guests.
- **Name Badges**  
Let us help you with your name badges. We can provide you with a supply of blank badges, or we can create the badges for your group from your registration list. Please allow a minimum of two weeks prior to the event start date for this service.
- **Support Materials**  
We provide Welcome Packets with visitor information on local attractions and Welcome Signs will greet your group as they stroll our historic downtown. Please provide 30 days advance notice.
- **Mailing Assistance**  
We will extend our bulk postage rate for uniform group mailings to your United States resident members. Mailing must be a minimum of 200 pieces to qualify.
- **Registration Assistance**  
Our knowledgeable and friendly local ambassadors are available to assist your staff.