

BIGWOOD
EVENT CENTER

Bigwood Event Center

PRINTERS
LUNDEEN'S
STATIONERS

FERGUS

Downtown Fergus Falls

Red Horse Ranch Arena

**FERGUS FALLS**
CONVENTION & VISITORS
BUREAU

*Find Us,
Lose Yourself*

Welcome

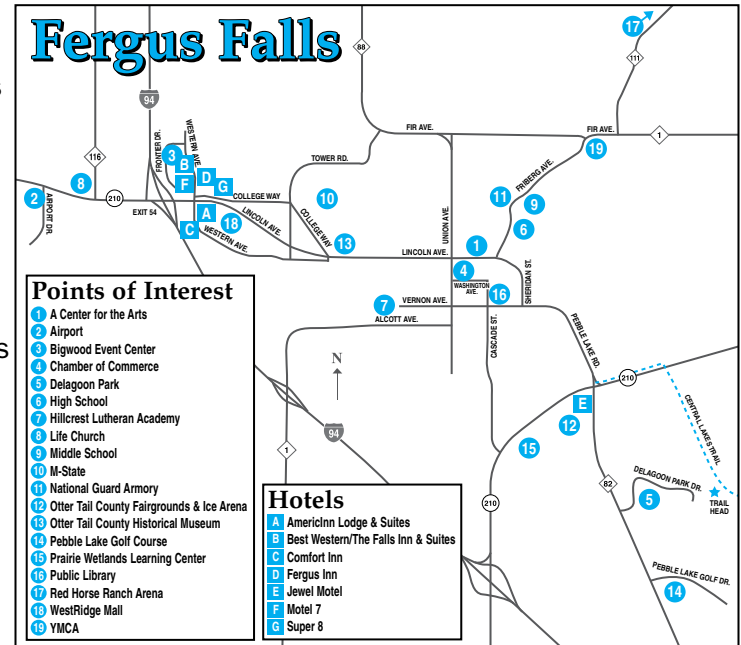


Fergus Falls, Minnesota is a beautiful community and ideally situated for meetings and events from four people up to 600 or more. Nestled in the rolling hills and tallgrass prairies of the northwest, Fergus Falls has the complete package for meeting planners:

- fabulous meeting facilities at the Bigwood Event Center
- convenient location just off I-94
- 300 hotel rooms and suites
- a variety of community amenities for tours and free-time
- a supportive business community that wants your business
- convention services and support of the convention and visitors bureau (CVB)

Details for your event and meeting planning ease are included in this guide. Additionally, please see our annual visitors guide for in-depth information about local attractions, restaurants and events.

Thank you for considering Fergus Falls for your next event. Contact the CVB at 1-800-726-8959, meetings@visitfergusfalls.com or visit our web site at www.VisitFergusFalls.com.



Convention Services



CVB Services

The benefits offered to your meeting, convention, or event by the Fergus Falls Convention & Visitors Bureau (CVB) are many. From hotel information and negotiations to area visitors guides, the Fergus Falls CVB staff will respond quickly to assist you.

The CVB will be glad to make presentations to your site selection committee or host them for a site visit. We can suggest suppliers of products and services to help make your job easier. We know the community and resources and will work hard to ensure your event is a success.

Here are some of the CVB meeting and event services offered:

- Make presentation at your location outlining Fergus Falls' resources and attractions.
- Host on-site inspections of prospective facilities.
- Assist with scheduling activities that match your group's interest.
- Refer qualified vendors that meet your meeting service needs.
- Distribute your meeting specifications and collect proposals for competitive hotel room rates.
- Recommend auxiliary programs.
- Help with on-site registration.
- Provide and host hospitality table during registration.
- Assist with transportation needs.
- Help arrange local publicity and advertising.

***Contact the Fergus Falls CVB for assistance with your meeting
by e-mailing meetings@visitfergusfalls.com or call 800-726-8959.***

Lodging



Fergus Falls has nearly 300 hotel rooms. They are located on the west end of town - all within a two block radius of the Bigwood Event Center.

| | Number of total rooms (includes suites) | Number of suites | Free continental breakfast | Free high speed wireless internet | Copy and fax service | Meeting room(s) | Indoor pool | Whirlpool | Sauna | Fitness center | Restaurant on-site/room service | Restaurant nearby | Guest laundry | Cable TV | Handicapped accessible rooms | Winter plug-ins | Non-smoking rooms available | Pets allowed (hotel policies vary) |
|---|---|------------------|----------------------------|-----------------------------------|----------------------|-----------------|-------------|-----------|-------|----------------|---------------------------------|-------------------|---------------|----------|------------------------------|-----------------|-----------------------------|------------------------------------|
| AmericInn Lodge & Suites 526 Western Ave. N., Fergus Falls, MN 56537 218-739-3900 • Reservation 866-736-5454 www.americinnfergusfalls.com E-Mail: manager@americinnfergusfalls.com | 59 | 14 | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X |
| Best Western The Falls Inn & Suites 925 Western Avenue, I-94 & Hwy. 210, Fergus Falls, MN 56537 218-739-2211 • 800-293-2216 www.bestwestern.com/thefallsinnandsuites E-Mail: bigwood@prtcl.com | 96 | 24 | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | |
| Comfort Inn 425 Western Ave., Fergus Falls, MN 56537 218-736-5787 • 800-228-5150 | 45 | 4 | X | X | X | X | X | X | | X | | X | X | X | X | X | X | X |
| Fergus Inn 610 Western Ave., Fergus Falls, MN 56537 218-739-3311 | 57 | | | X | | | | | | | | X | | X | | X | | |
| Motel 7 616 Frontier Drive, Fergus Falls, MN 56537 218-736-2554 E-mail: motel7fergusfalls@yahoo.com | 17 | | X | X | X | | | | | | | X | | X | X | X | X | |
| Super 8 Motel 2454 College Way, Fergus Falls, MN 56537 218-739-3261 • 800-800-8000 | 15 | | X | X | | | | | | | | X | | X | X | X | X | X |

Community Event & Meeting Facilities



American Legion Post #30

The American Legion Post 30 provides several options for your meeting and banquet needs. There are four spacious, private rooms available. Full banquet and bar service is available in each room. The lounge features a stage – perfect for a head table, entertainment or featured speaker. Additionally, a dividing wall can be extended, creating a private room.

2010 S. Pebble Lake Road
Fergus Falls, MN 56537

218-739-4633
218-736-2708 (office)
218-736-2708 fax

post30@prtcl.com

| Room Name | Room Dimension | | Room Capacities | | | |
|-------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Lounge | 1,800' | 10'4" | 140 | 60 | 96 | 200 |
| Bingo Area | 800' | 8'4" | 80 | 30 | 60 | 100 |
| Lower Level | 665' | 7'3" | 72 | 32 | 64 | 80 |

AmericInn Hotel

For groups up to 100 the AmericInn is a great choice for social and business meetings. Discounts are available with sleeping room reservations. Free wireless and wired high speed internet access is available. Food may be catered in or guest may bring their own. Break items are available at reasonable prices.

526 Western Ave.
Fergus Falls, MN 56537

866-736-5452
218-739-3900
218-736-0742 fax

manager@americinnfergusfalls.com

www.americinn.com

| Room Name | Room Dimension | | Room Capacities | | | |
|-----------------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Fergus and Falls Room | 1,300' | 11' | 100 | 63 | 90 | 100 |
| Fergus Room | 650' | 11' | 45 | 27 | 36 | 45 |
| Falls Room | 650' | 11' | 45 | 27 | 36 | 45 |
| Board Room | 420' | 8' | 40 | 21 | - | 40 |

Best Western the Falls Inn & Suites

This 96 room hotel and adjacent Bigwood Event Center provides professional and flexible meeting space for a variety of occasions. (Please see separate insert for Bigwood Event Center details and floorplans). Stewart Hall is part of the hotel itself and offers all the amenities and services of a large conference space in a small, private area. It is ideal for board retreats, small meetings and dinner parties.

925 Western Avenue
Fergus Falls, MN 56537

800-293-2216
218-739-2211
218-736-2533 fax

www.bestwestern.com/
thefallsinnandsuites

bwsales@prtcl.com

| Room Name | Room Dimension | | Room Capacities | | | |
|--------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Stewart Hall | 1,054' | 9' | 60 | 40 | 56 | 100 |

Community Event & Meeting Facilities Continued

Comfort Inn Hotel

Two meeting rooms in the Comfort Inn offer private and flexible space for events. The Monarch Room is situated adjacent to the hotel lobby and seats up to 25 people at small round tables. This space is perfect for small meetings, showers, and parties. The Oasis Room is situated off of the pool deck and seats up to 15 people. It is a great area for pool parties. Guests may bring their own food, or the hotel can provide refreshments.

425 Western Ave.
 Fergus Falls, MN 56537
 218-736-5787
 218-736-2640 fax
www.choicehotels.com/hotel/mn032

Don Pablo's Mexican Restaurant

Private banquet room is available for up to 80 people. A big screen television with VHS and DVD is available. There is no charge for the space provided reservations and food is ordered. Chips and salsa are free with food orders and there is a full bar available.

108 E. Lincoln Ave.
 Fergus Falls, MN 56537
 218-998-6394

Eagles 2339

Two floors are available in this unique ship-shaped building. Seating and stage set up are available on both levels as are service bars and foodservice. This is a unique space conducive to meetings, banquets, wedding receptions and dances. The upper level is rentable private space and the lower level is semi-private and shared with bar patrons.

120 S. Peck Street
 Fergus Falls, MN 56537
 218-739-2523
eagles@prtcl.com

| Room Name | Room Dimension | | Room Capacities | | | |
|-------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Upper Level | | | 300 | 200 | 250 | 300 |
| Main Level | | | 350 | 250 | 375 | 375 |

Fergus Falls Public Library

The Jean Dahling Room at the Fergus Falls Public Library is available for non-commercial reservations with priority given to educational events that are open to the public. Space is rented as available surrounding library-related programming. The Library is handicapped accessible with level entry and power entry doors. A laptop computer, digital projector, video player and large screen monitor are available. Customers must do their own set-up and return room to as-found condition. Library days/hours only unless other arrangements are made.

205 E. Hampden
 Fergus Falls, MN 56537
 218-739-9387
 218-739-5131 fax
www.fergusfalls.lib.mn.us
library@fergusfalls.lib.mn.us

| Room Name | Room Dimension | | Room Capacities | | | |
|-------------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Jean Dahling Room | 816 | 10' | 50 | 30 | | |

Community Event & Meeting Facilities Continued

Fergus Theatre

This beautiful 450-seat theater is available for meetings, conferences, performances, parties and special events. Built in 1921 as a vaudeville house, the former Orpheum Theatre eventually became a movie house and was renamed the Fergus Theatre. Today it serves as a venue for live performances and movies. One of the theatre's unique features is its Mighty Wurlitzer Theatre Organ, reminiscent of the organs used during the silent movie era.

124 W. Lincoln Ave.
Fergus Falls, MN 56537

218-736-5453
218-739-5713

www.fergusarts.org
ac4ta@prtcl.com

Fergus Falls Area Family YMCA

The community room at the Fergus Falls Area YMCA is a spacious, comfortable, carpeted and well-lit room with windows all along the north wall. It has good acoustics with a built-in PA system. There is plenty of on-site parking and the facility is handicap accessible. Commercial kitchen, gymnasium and pool are also available.

1164 N. Friberg Ave.
Fergus Falls, MN 56537

218-739-4489
218-739-5403

www.fergusfallsymca.org
ffymca@prtcl.com

| Room Name | Room Dimension | | Room Capacities | | | |
|----------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Community Room | 2,700' | 10' | 135 | 80 | 98 | 150 |

Fergus Falls Parks/Pebble Lake Picnic Shelter - Delagoon park

The Fergus Falls Pebble Lake Picnic Shelter is a fully-enclosed shelter with full kitchen and restrooms. On the shores of Pebble Lake, guests may bring in their own food and beverages. This facility is available mid-May through September. The City parks offer covered shelters, restrooms, grilling facilities and picnic tables. Perfect for family reunions and summer parties, these seasonal green spaces should be reserved to ensure availability. Warming houses can also be rented for private skating and sledding functions.

218-739-3205

www.ci.fergus-falls.mn.us

Community Event & Meeting Facilities Continued

Kaddatz Hotel

The newly renovated Kaddatz Hotel has rentable space in the lower level. Street and upper levels are home to resident artists and commercial tenants. The basement space is ideal for smaller meetings, classes and exhibits. Receptions for up to 70 people are perfect for this historic space.

113 Lincoln Ave. W.
Fergus Falls, MN 56537

218-736-5453
218-739-5713 fax

www.fergusarts.org
ac4ta@prtel.com

Mabel Murphy's Restaurant

Old world charm awaits your next reception or meeting in the private dining space of Mabel Murphy's. The cozy atmosphere, fine dining and services are available in this Tudor-style restaurant just off I-94.

Hwy. 210 & I-94
Fergus Falls, MN

218-739-4406

www.mabelmurphysmn.com
mabel1@prtel.com

National Guard Armory

The full main floor of the armory, the space is ideal for weddings, receptions, graduation parties, craft shows and small sporting events. A classroom on-site is also available and seats 45 people.

421 E. Cecil Ave.
Fergus Falls, MN 56537

218-739-7581
651-268-8281 fax

| Room Name | Room Dimension | | Room Capacities | | | |
|------------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| Main Floor | 700' | 25' | | | 450 | |

Pebble Lake Golf Course – Putters Grill

Overlook the beautiful Pebble Lake Golf Course during your private party or meeting. Seating 125 for banquets, Putters provides on-site catering, full bar and ample parking. Open deck accommodates 100 for banquets. Putters is open seasonally and coincides with the golf season.

1918 Pebble Lake Golf Drive
Fergus Falls, MN 56537

218-739-4014

www.playpebblelake.com

Community Event & Meeting Facilities Continued

Red Horse Ranch Arena

The Red Horse Ranch Arena (RHRA) is a beautiful new equine and event center in the rolling hills outside of Fergus Falls. The arena space is perfect for equine events, trade shows, concerts, tractor/horse pulls and motorcycle jumps. The 66,000 sq. ft. indoor arena includes a 54,000 sq. ft. dirt floor and 10,000 sq. feet of bleachers and concession areas. The adjacent side-building offers 14,400 sq. ft and has a concrete floor. Bleachers are available on site. The space is very flexible and staff is creative in making it work for your unique event needs. There are 220 acres of trees and hills for picnicking and camping options (with hook-ups) for weekends and event activities.

22671 County Highway 10
Fergus Falls, MN 56537
218-736-3000
218-736-3232 fax
www.redhorserancharena.com
rhra@prtcl.com

| Room Name | Room Dimensions | | Capacities |
|---------------|-----------------|----------------|---|
| | Sq. Ft | | |
| Indoor Arena | 54,000 | | Unlimited terraced hillside seating bleachers |
| Side Barn | 14,400 | | |
| Outdoor Arena | | | |
| Event Stalls | | 10' x 12' each | 250 stalls |

VFW Post 612

Beautiful, spacious downtown facility with ample parking. The VFW offers a modern, clean ballroom and meeting rooms to accommodate up to 300 people. Meals are offered "buffet style" and there is a full bar and gaming facilities.

420 E. Washington Ave.
Fergus Falls, MN 56537
218-739-2697

| Room Name | Room Dimension | | Room Capacities | | | |
|-----------|----------------|----------------|-----------------|-----------|---------|-----------|
| | Sq. Ft | Ceiling Height | Theatre | Classroom | Banquet | Reception |
| North | 598 | 10.8' | | | | |
| South | 2,500 | 9.8' | | | | |
| Middle | 1,328 | 9.8' | | | | |
| TOTAL | | | 300 | 150 | 300 | 400 |

Westridge Mall

Various spaces in the Westridge Mall are available for receptions, recitals, meetings, and classes. From 1,000 – 8,800 square feet, this flexible space provides on-site parking and power access, and offers tables and chairs to rent. Catering from outside vendors is allowed.

2001 W. Lincoln Ave.
Fergus Falls, MN 56537

218-739-4439
218-739-4430 fax

www.westridgemallff.com

jeannieanderson@westridgemallff.com

Business Resources



Businesses are all in Fergus Falls unless otherwise noted. In those cases, the community is listed and is not more than 20 minutes from Fergus Falls.

Advertising and Design

| | | | |
|---------------------------------|------------------------|--------------|--|
| Creative Partnerships | 402 W. Vernon Ave. | 218-736-7300 | |
| Eggen Group Marketing, Inc. | 23672 Diversion Street | 218-736-5232 | www.eggengroup.com |
| Fifth Generation Communications | 118 S. Vine St. | 218-998-9996 | |
| J&M Companies | 1220 N. Tower Rd. | 218-998-4062 | www.jmcompanies.com |
| Live Wire Graphic Design | 1325 Linwood Court | 218-998-4296 | www.livewiregd.com |
| On the Brink of Advertising | 26898 Riverside Dr. | 218-736-4044 | |
| Pinnacle Black Signs | 514 W. Vasa Ave. | 218-205-4319 | www.blacksigns.com |

Ad Specialty Items

| | | | |
|--------------------------------|---------------------------|---------------------------|--|
| JK Sports | 1801 W. Lincoln Ave. | 218-739-5299 | www.jksports.com |
| Nice Threads Custom Embroidery | 218 W. Lincoln Ave. | 218-736-7501 | www.nice-threads.com |
| Tag Up | 831 Industrial Park Blvd. | 800-528-0828/218-739-3251 | |
| Victor Lundeen Company | 126 W. Lincoln Ave. | 218-736-5433 | www.victorlundeens.com |
| Cooper's Technology Group | 102 E. Lincoln Ave. | 218-739-5294 | www.coopersinc.com |

AV Equipment Rental

| | | | |
|------------------|----------------------|--------------|--|
| The Rental Store | 2010 St. Hwy. 210 E. | 218-739-2294 | |
|------------------|----------------------|--------------|--|

Catering

| | | | |
|------------------------------|---------------------------|--------------|--|
| Applebees | 605 N. Kennedy Park Rd. | 218-998-4745 | www.applebees.com |
| Arby's | 2622 Cenex Dr. | 218-739-1111 | |
| Bello Cucina | 106 W. Lincoln Ave. | 218-998-2221 | www.bellocucina.com |
| Bigwood Event Center | 925 Western Ave. | 218-739-2211 | www.bestwesternminnesota.com |
| Cafe 116 | 116 S. Union Ave. | 218-998-3780 | www.cafe116.com |
| City Bakery & Coffee Shop | 218 W. Lincoln Ave. | 218-739-1100 | |
| Dairyland (seasonal) | 1330 N. Union Ave. | 218-736-3491 | |
| Debbie's Home Style Catering | 2524 College Way | 218-739-2288 | |
| Elmer's Bar-B-Que | Battle Lake | 218-864-8436 | |
| Kentucky Fried Chicken | 2445 College Way | 218-739-3201 | |
| Lakeway Market | 1810 E. Fir Ave. | 218-736-7977 | |
| Prante's on the Lake | Battle Lake | 218-495-2995 | |
| Mabel Murphy's | Hwy 210 W. | 218-739-4406 | |
| Putter's Bar & Grill | 1918 Pebble Lake Golf Dr. | 218-739-4014 | www.playpebblegc.com |
| Service Food Market | 321 W. Lincoln Ave. | 218-998-9000 | |
| Subway | 2000 College Way | 218-736-3138 | |
| Somethin's Brewin' | 401 S. Cascade | 218-998-3102 | www.havefaithinyourcoffee.com |
| SunMart | 1205 W. Lincoln Ave. | 218-739-5272 | |
| Zens Creative Catering | 24026 Co. Hwy. 27 | 218-998-2979 | |

Cellular Phone

| | | | |
|---------------------------|----------------------|--------------|--|
| All State Wireless-Sprint | 1105 W. Lincoln Ave. | 218-739-1000 | |
| AT&T | 2609 Cenex Dr. | 218-739-7000 | www.att.com |
| Ottertail Telcom-Sprint | 224 W. Lincoln Ave. | 218-998-2000 | www.parkregion.com |
| Verizon Wireless | 409 W. Lincoln Ave. | 218-998-7600 | |
| Radio Shack-Verizon | 1628 College Way | 218-998-4304 | www.desrs.com |

Business Resources Continued . . .

DJ's

Steve's Audio Plus 735 Melody Lane 218-739-9314
Tim Torkelson 642 W. Cavour Ave. 218-736-6344

Florists

The Flower Mill 205 W. Lincoln Ave. 218-736-7877/800-936-7877 www.theflowermillonline.com
Sunmart Floral 1205 W. Lincoln Ave. 218-739-5272
Wild Rose Floral & Gifts 304 E. Lincoln Ave. 218-736-6996

Formal Wear/Tux Rental

Rainbow Cleaners 427 W. Lincoln Ave. 218-736-6647
Sew Perfect Bridal 1304 W. Lincoln Ave. 218-739-3916

Office Supplies

Cooper's Technology Group 102 E. Lincoln Ave. 218-739-5294 www.coopersinc.com
Victor Lundeen Company 126 W. Lincoln Ave. 218-736-5433 www.victorlundeens.com

Photographers

Janssen Photography 120 S. Vine 218-739-4887/ 888-739-4887
Strom Studios 1223 N. Union Ave. 218-998-3336

Printers/Copy Services

Cooper's Technology Group 102 E. Lincoln Ave. 218-739-5295 www.coopersinc.com
J&M Companies 1220 N. Tower Rd. 218-998-4062 www.jmcompanies.com
Midwest Printing 110 Washington Ave. E. 218-736-2364 www.midwestprintingfergusfalls.com
Nelson Bros 417 W. Stanton 218-739-3207
Victor Lundeen Company 126 W. Lincoln Ave. 218-736-5433 www.victorlundeens.com

Rental Stores

The Rental Store 2010 St. Hwy. 210 E. 218-739-2294

Signs

M-R Sign 1706 1st Ave N. 218-736-5681
Pinnacle Black Signs 514 W. Vasa Ave. 218-205-4319 www.blacksigns.com
Signworks Signs & Banners 1878 College Way 218-739-5333 www.signsupnorth.com

Sound & Lighting

Fergus Music 123 E. Lincoln Ave. 218-736-5541
Team Electronics 2066 College Way 218-739-4443

Transporation

City Cab 714 E. Summit Ave. 218-736-3520
Crystal Carriage Limousines Pelican Rapids 218-863-1852
Drivers On-Call 923 Park St. N. 218-736-2100
Jefferson Lines 1425 W. Lincoln Ave. 218-736-3292/800-451-5333 www.jeffersonlines.com
Keepers Limousine Foxhome 218- 643-9307
Ottertail MinnDakota Coaches P.O. Box 402/1116 N. Tower Rd. 800-726-3586
Toyota Rent-a-Car 1125 W. Lincoln Ave. 218-739-3247

Travel Agencies/Tours

Magical Memories Tours 14714 195th Ave. 218-739-3773

Bigwood Event Center

925 Western Ave.
Exit 54 off I-94
Fergus Falls, MN 56537

800-293-2216 • 218-739-2211
bwsales@prtcl.com



The Bigwood Event Center has over 12,000 square feet of flexible meeting and banquet space to accommodate groups of up to 600 people. Smaller groups are welcomed and can be accommodated in the Oxley Room, Stewart Hall or by dividing the Wright Ballroom. The Fergus Boardroom features teleconferencing with executive seating for up to 16 people.

Our bright and spacious Pre-function Area provides ample room for socializing, registration and exhibits.

Our welcoming hospitality staff and convenience of first class accommodations within the facility guarantee the success of your event.

Our professional catering staff can provide a wide variety of delicious food and beverages for the Bigwood Event Center.

The Bigwood Event Center is the perfect location for your next meeting, convention, wedding, reception, tradeshow, banquet, reunion or event. Catering menus are available or our event planners will custom design a menu specifically for you.

| Meeting Room | Theatre | Class Room | Rectangle Banquet | Rounds Banquet | Length and Width | Sq. Ft. | Ceiling | |
|--|--|------------|-------------------|----------------|------------------|---------|---------|------|
| George B. Wright | 800 | 400 | 600 | 368 | 69 x 104 | 7,176 | 14' | |
| Hannah Kempfer | 250 | 120 | 200 | 144 | 69 x 35 | 2,415 | 14' | |
| Elmer Adams | 250 | 120 | 200 | 144 | 69 x 35 | 2,415 | 14' | |
| Henry G. Page | 100 | 50 | 96 | 72 | 34 x 34 | 1,156 | 14' | |
| Joe Whitford | 100 | 50 | 96 | 72 | 34 x 34 | 1,156 | 14' | |
| W.T. Oxley | 80 | 40 | 80 | 48 | 28 x 38 | 1,064 | 13' | |
| Stewart Hall | 60 | 40 | 60 | 56 | 34 x 31 | 1,054 | 9' | |
| Pre-function | This area used for receptions and exhibits | | | | | 64 x 35 | 2,240 | 15' |
| Fergus Boardroom | Conference seating for 16 | | | | | 20 x 24 | 480 | 9'6" |
| Overhead door entrance permits easy access for loading and unloading | | | | | | | | |

Pre-function Area



Fergus Board Room

