

City of Fairfax

2026

Welcome Packet Program

- ◆ We are now accepting applications for 2026.
- ◆ This is a great way to promote your business or organization while welcoming new residents to town.

How the program works: When a new resident signs up for city utility service at Fairfax City Hall, they receive a Welcome Packet. This packet consists of an insulated bag imprinted with the logos of our Welcome Packet Partners, a Fairfax Area Directory, an information filled folder helpful to those who are new to the Fairfax area, plus literature and promotional items provided by area businesses and organizations.

Three levels of participation are available:

Level 1: *Free!*

- ◆ Your business or organization will be listed in the Fairfax Area Directory.

Level 2: *\$75 Annual Fee (No charge - Nonprofit Organizations with papers)*

- ◆ Your business or organization will be listed in the Fairfax Area Directory. Literature you provide (flyer, brochure, coupon, business card, etc.) and/or other promotional items you provide will be included in the Welcome bags.

Level 3: Welcome Packet Partner - *\$200 Annual Fee (\$100 - Nonprofit Organizations with papers)*

- ◆ Your company logo will be printed on the Welcome bags.
- ◆ Your company name and logo will be “spotlighted” at the beginning of the Fairfax Area Directory along with being listed in the directory.
- ◆ Promotional items and literature you provide will be included in the Welcome bags.
- ◆ Each month we feature a Welcome Packet Partner in our Fairfax Facts monthly newsletter (this Feature is equal to a half-page newsletter ad, a \$50 value – for FREE).
- ◆ Free advertisement on the City of Fairfax Facebook and Twitter page for the month of your FREE feature page.
- ◆ Spotlighted on our Official City of Fairfax website during the month of your FREE feature page.
- ◆ One minute video ad on our Social Media sites (you create & send to me).
- ◆ “Business of the Month” – You can bring something to place on our corner counter in the lobby.

Included with this letter is the enrollment form. Please fill it out (even if you are renewing), indicating the level you would like

City of Fairfax 2026 Welcome Packet Enrollment Form

Please complete and return this form, even if you currently participate in the program, so we can be sure your information is accurate and up-to-date.

Which Level do you prefer?

_____ Level 3: Welcome Packet Partner \$200 Annual Fee (\$100 for Nonprofit Organizations with papers):
You provide Promotional Items and Literature

LOGOS: Email your company logo in Vector, PDF & JPEG format to
trosekrans@cityoffairfax.org no later than December 1, 2025 so we can order the new
Welcome Packet bags.

_____ Level 2: \$75 Annual Fee (No charge for Nonprofit Organizations with papers):
You provide literature and promotional items.

_____ Level 1: FREE: Your business or organization will be included in the Fairfax Area Directory.

Completed enrollment forms may be mailed to:

City of Fairfax, PO Box 337, Fairfax, IA 52228 (Attn: Tina)
Or – dropped off at City Hall, 300 80th Street Court (Attn: Tina)
Or – scanned and emailed to trosekrans@cityoffairfax.org

Make checks payable to: City of Fairfax

- ◆ **Level 2 and 3**, please enclose the appropriate fee with your form. We accept check, cash, or credit card payments at City Hall (there is a credit card convenience fee).
- ◆ **Please bring a supply of 75-100 of your literature and/or promotional items to City Hall to start.**
- ◆ If you have questions, call Tina at 319-846-2204 ext. 3 or email trosekrans@cityoffairfax.org

INFORMATION TO BE PRINTED IN THE FAIRFAX AREA DIRECTORY

Name of Business or Organization _____

Business Address _____

Phone _____ Cell Phone _____ Fax# _____

Website _____

Hours _____

Contact Person _____

Contact Person's Email _____

What should customers know about your business or organization? (use additional sheet if needed)
