

VisitGlendale

A R I Z O N A

MEETINGS INCENTIVE PROGRAM

PROGRAM GUIDELINES AND OVERVIEW

- Meeting planner or event producer must use hotels located within the City of Glendale.
- Groups must have a minimum of 50 actualized room nights to qualify.
- A maximum of up to \$15,000 per organization may be awarded.
- Event must be held on the date(s) listed in the application.
- Only one application can be submitted per fiscal year (July 1 – June 30). Repeat bookings within a fiscal year will not be considered for funding.
- A copy of the event contract with the hotel property must be included with program documentation if contract has been signed prior to submitting an application.

PROGRAM REQUIREMENTS

- Organization must register as a vendor with the City of Glendale. A W-9 tax form is required for vendor registration.
- Event must publicly acknowledge Visit Glendale, as well as clearly indicate the event will occur in Glendale, Arizona in all event advertising, collateral, publicity, and other activities before, during and after the event.
- Use of the Visit Glendale logo will be at the discretion of the CVB in all aforementioned activities. No use of the city's and/or CVB's name/logo is allowed in any form of advertising or promotion without the prior written approval by the city.
- The meeting planner or event producer must provide supporting documentation, including but not limited to; a final room block pick-up report, proof of payment, and complete a brief survey for Visit Glendale.
- The meeting planner or event producer must provide an invoice, including vendor ID number, made out to the City of Glendale within 30 days of receiving program award notification.
- Groups with contracted room blocks must meet the contracted attrition minimum to qualify.
- Visit Glendale reserves the right to change, modify or discontinue the Meetings Incentive Program at any time without prior notice.

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ORGANIZATION DETAILS

Organization/Company Name:

Contact/Planner Name:

City/State/Zip Code:

Email Address:

Phone Number:

EVENT DETAILS

Event Name:

Event Dates:

Event Description:

Estimated/Contracted Room Nights:

Number of Rooms on Peak:

Number of Attendees:

Contracted Room Rate:

APPLICATION



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EVENT HISTORY

Group Pickup History:

Is this a first-time event? YES NO

Will this be an annual event? YES NO

Other destinations under consideration:

Has a site tour been scheduled with property?

Event decision date:

Hotel Contact Name/Email:

Signature: _____

Date:

Print Name:

Title:

Contact/Planner

Signature: _____

Date:

Print Name:

Title:

Administrator, Glendale CVB

APPLICATION