

Convention Center and Hotel Bookings
Release of Information Policy

The Irving Convention and Visitors Bureau (ICVB) and the Irving Convention Center at Las Colinas (ICC) serve to support their customers' needs and requirements first and foremost. The release of any event information to the media, prospective attendees, prospective vendors, or the public in general **will be subject to the permission of the individual event organizer.**

It is important that industry partners (such as hotels, restaurants, transportation providers, attractions, etc.) are updated routinely as groups are anticipated in Irving. Providing sufficient detail so our industry partners may staff, feature targeted promotions and supply accordingly is critical to event success as well.

The ICVB will distribute a general information booking calendar of Definite meetings and events booked by the ICVB/ICC on a quarterly basis to its industry partners by request. Calendar details will be limited to Event Name, Event Dates, Estimated Attendance and a Location that will be noted as either Convention Center or Hotel/Area of City. If there is an "open night" known for the event, that information will be communicated with the client's authorization. Specific contact information will not be made available, unless the event organizer has indicated they wish to be contacted. Event-specific needs for additional services will be distributed via the ICVB MemberNet lead distribution system.

If an event organizer does not want event details made public, but does want to assure that industry partners may staff and supply accordingly to potentially accommodate their group's needs, that event may be listed by name as "PRIVATE EVENT," and may include a referencing Market Segment for the group (i.e., Multi Level Marketing, Pharmaceutical, etc.) so that basic demographic information about the group can be made available.

OPEN-TO-THE-PUBLIC EVENTS

Subject to the event organizer's permission, event details including event name, event dates, location, estimated attendance, ticket details, website and contact information may be made available as it is contracted, for as far in advance as information is available and dates are confirmed. This information may be published on the ICVB and ICC websites, within email blasts, newsletters, press releases, etc.

PRIVATE EVENTS

Subject to the event organizer's permission, event details including event name, event dates, location and estimated attendance may be made available on a quarterly basis. With the event organizer's specific permission, this information may be published on the ICVB and ICC websites, within email blasts, newsletters, press releases, etc.