



Irving Convention and Visitors Bureau

ICVB/LOCAL HOST ORGANIZATION CONVENTION SUPPORT POLICY

The Irving Convention and Visitors Bureau is committed to working closely with Irving-based organizations and community leaders to bring those connections “home” to Irving for their annual meetings and events.

In order to successfully host these events, additional concessions may be required on the part of each of the participating entities, including but not limited to: the CVB, the Convention Center, and the local host organization.

It is the policy of the Irving Convention and Visitors Bureau Board of Directors to document these commitments in conjunction with the submittal of proposals, itemizing which organization is responsible for each of the required commitments for the event. The document may serve as supplement to any documents required by the “parent” organization of the Local Host Organization as part of the bid. The signature of a designated and official representative authorized to act on behalf of each organization committing to the concessions is required.

Once the document has been signed by the appropriate parties, a file copy will be maintained in the ICVB Destination Business System (DBS) with the event lead. For any commitments on the part of the Convention Center, a file copy will also be retained by facility management.



Irving Convention and Visitors Bureau

222 W. Las Colinas Blvd., Suite 1550

Irving, Texas 75039

ICVB and Local Host Organization Convention Agreement

The Irving Convention and Visitors Bureau is committed to working closely with Irving organizations to bring the community's connections "home" to Irving for their annual meetings and events.

In order to successfully host these events, additional concessions may be required on the part of each of the participating agencies, including but not limited to the CVB, the Convention Center and the local host organization. This document itemizes responsibilities for each of the required event commitments. The signature of a designated and official representative authorized to act on behalf of each organization committing to the concessions is required on this document.

This document serves as supplement to any documents required by the Event Organization of the Local Host Organization as part of the bid.

EVENT "PARENT" ORGANIZATION: _____

EVENT NAME: _____ EVENT DATES: _____

LOCAL HOST ORGANIZATION: _____

LOCAL HOST CHIEF STAFF EXECUTIVE: _____

LOCAL HOST CHIEF VOLUNTEER EXECUTIVE: _____

LOCAL HOST ORGANIZATION ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____



Irving Convention and Visitors Bureau is responsible for:
(Examples only – details to be identified per event)

- _____ Site Visits
- Business Development Incentive (BizDIP) funds at \$__ per consumed room night based on pickup
- _____ VIP Welcome Gift for Board Chairman

Irving Convention Center is responsible for:
(Examples only – details to be identified per event)

- Complimentary meeting space for Exhibit Hall and Ballroom (based on \$_____ food and beverage minimum)
- _____ Complimentary parking spaces

Local Host Organization is responsible for:
(Examples only – details to be identified per event)

- \$_____ Cash Contribution
- \$_____ sponsorship or in-kind contributions
- Promo booth two years prior
- Welcome gift per attendee
- Citywide welcome banners

Accepted and understood, this date: _____

Maura Allen Gast, FCDME
ICVB Executive Director

Chief Staff and/or Volunteer Executive
Local Host Organization

Irving Convention Center General Manager

Attachments if/as needed

- BizDIP Agreement
- Fee Waiver Schedule
- Original Bid Requirements
- Bid Proposal

