



BUSINESS DEVELOPMENT INCENTIVE PROGRAM

Mission Statement of the Irving Convention and Visitors Bureau

To market and promote Irving as a competitive meeting, corporate and leisure destination; to coalesce, develop and expand the hospitality industry and its products; and through these efforts, generate economic growth for the City of Irving.

Purpose of the Business Development Incentive Program

The Business Development Incentive Program (BizDIP) of the Irving Convention and Visitors Bureau is designed to assist Irving in securing and hosting meetings and events, as well as business and leisure transient travel, which generate visitor expenditures, thus generating positive economic impact for Irving citizens.

BizDIP for Economic Development Efforts

In support of the city's efforts to retain and recruit corporate residents, BizDIP may be used to preserve potentially lost business (should a corporation leave Irving) and/or to capture new business (should a corporation expand in Irving or move operations into the city). A BizDIP Application must be submitted and approved by the ICVB Executive Director for each request.

BizDIP support is neither retroactive nor regressive; it may only be used to support business efforts going forward, in conjunction with other abatements or offers presented by the City. In order to secure BizDIP support, the corporation must work through the Irving Convention and Visitors Bureau to procure its room night needs. BizDIP dollars may only be used to support hotel activity within the City of Irving.

BizDIP support will not begin until: 1), the Irving City Council has authorized an incentive package; and 2), the corporation has worked through the Irving Convention and Visitors Bureau to procure its room night needs, establish contracts with Irving hotels, etc.

FOR TRANSIENT ROOM NIGHT SUPPORT: Bureau staff must generate a Lead/Definite on a monthly basis for transient rooms. Reporting on room night consumption for transient rooms must be provided in writing on a monthly basis, directly from the participating Irving hotel/s. (Reports may be transmitted via fax, email or regular mail, but they must come directly from the hotel/s.) For transient room nights, checks will only be processed monthly or quarterly, based on agreement between the corporation and the ICVB, and only after reporting documents have been received. BizDIP dollars will not be used to support transient room contracts not facilitated through the ICVB.

FOR GROUP ROOM NIGHT SUPPORT: Bureau staff must generate a Lead/Definite for each group room night event (i.e. board meetings, training meetings, etc.). Reporting on room night consumption for group rooms must be provided in writing upon conclusion of the event, directly from the participating Irving hotel/s. (Reports may be transmitted via fax, email or regular mail, but they must come directly from the hotel/s.) For group room nights, checks will be processed within two weeks after receipt of the post-event rooms consumption report. BizDIP dollars will not be used to support group room contracts not facilitated through the ICVB.



BizDIP Application

Application Date:

Irving Representative (City or Chamber)

Name Title

Phone Fax Email

APPLICANT

Company Name

Address

City, State, Zip

Phone Fax URL

Contact Name

Phone Fax Email

COMPANY'S AGENT (IF APPROPRIATE)

Company Name

Address

City, State, Zip

Phone Fax URL

Contact Name

Phone Fax Email



Room Night Estimates

Annual Transient Room Night Volume

(Contracted directly by the applicant, or through a third-party agent)

Types/Brands of properties typically used: _____

Transient Room Nights Contact:

_____	_____	_____
Name	Company	
_____	_____	_____
Phone	Fax	Email

Annual Meetings Profile

(Contracted directly by the applicant, or through a third party agent)

Types/Brands of properties typically used: _____

Number of meetings held annually: _____ Average group size per meeting: _____

Annual Total Group Rooms:

Meetings Contact

_____	_____	_____
Name	Company	
_____	_____	_____
Phone	Fax	Email

When can the Irving CVB contact the client? _____

Who is Irving competing with? _____

Irving CVB Recommendation: _____

Authorized by:

Executive Director

Date

