



GROUP TOUR REWARDS PROGRAM

Book a GROUP TOUR with the Shreveport-Bossier Convention and Tourist Bureau, and you will have the opportunity to receive up to \$900 for your organization.

| TOTAL ROOM NIGHTS | NEW BUSINESS CLIENT RECEIVES | *NEED TIMES +20%* CLIENT RECEIVES |
|-------------------|------------------------------|-----------------------------------|
| 25-55 | \$250 | \$300 |
| 56-100 | \$500 | \$600 |
| 101-150 | \$750 | \$900 |

*Based upon peak needs time, group tour planners may qualify for an additional 20 percent rewards if they book hotels during the market need times.

BASIC REWARDS PROGRAM GUIDELINES

- Shreveport-Bossier Convention and Tourist Bureau will be included in the RFP process.
- Registration form needs to be completed by tour planner prior to contracts being signed with the hotel.
- To qualify as a new group, the specific group named on the registration form must not have been held in Shreveport or Bossier City in the past two years.
- Rewards for the client will be paid only after the event occurs and the actual rooms picked up are verified by the contracted and approved hotel property.
- Rewards will be paid directly to the tour planner organizing the event after room pick-up is recorded.
- Hotel contracts must be signed before December 31, 2022.
- Must utilize a minimum of 25 total room nights.
- Group tour must be held prior to December 31, 2023.

Call sales to book your next event in Shreveport-Bossier.

Phone: 800-551-8682 ext. 104 • etelsee@sbctb.org



REWARDS PROGRAM

TERMS & CONDITIONS

PROCEDURES FOR SHREVEPORT-BOSSIER MEETING PLANNER REWARDS:

1. Shreveport-Bossier Convention and Tourist Bureau accepts and verifies the qualifications of the registration.
2. A sales representative immediately contacts the planner and begins the RFP process.
3. If requested by the planner, Shreveport-Bossier Convention and Tourist Bureau sends RFP only to those properties specified.
4. Shreveport-Bossier Convention and Tourist Bureau sales representative processes and sends RFP/lead to appropriate properties, facilities or venues in a timely manner, based on the needs expressed in RFP or specifics provided to the Shreveport-Bossier Convention and Tourist Bureau sales representative for consideration and availability.
5. When a booking is confirmed and the contract is agreed to by the property and the planner, Shreveport-Bossier Convention and Tourist Bureau must be notified, and the booking must be confirmed in writing by the property and the planner as definite and include a copy of the final contract.
6. Upon verification of the total room pick-up at the conclusion of the specified group from the hotel properties, facilities or venues involved – and verification that the overnight rooms were in Shreveport or Bossier City – Shreveport-Bossier Convention and Tourist Bureau authorizes payments per the rewards earned to the local business or organization.

PROCEDUES FOR SHREVEPORT-BOSSIER CTB PARTNER HOTEL OR FACILITY:

1. The hotel property or properties selected for the specific qualified group must notify Shreveport-Bossier Convention and Tourist Bureau in writing when the group is contracted to confirm dates, anticipated total room pick-up, and anticipated total attendees. A copy of the contract should accompany this notification.
2. The industry partner registration form must be received by Shreveport-Bossier Convention and Tourist Bureau prior to contract, or the reward is null and void.
3. If an industry partner receives an RFP directly from a planner who is not registered with Shreveport-Bossier Convention and Tourist Bureau for this promotion, the industry partner may complete the partner application on behalf of his/her client for the rewards program.
4. If attendees stay at more than one lodging property, the planner or the participating properties must notify Shreveport-Bossier Convention and Tourist Bureau in advance, and the property or properties must agree to report the room nights booked for the qualified group.
5. Upon completion of the specified group, the hotel property, facility or venue must verify in writing to Shreveport-Bossier Convention and Tourist Bureau the total room pick-up associated with the specified group and must also verify that the group(s) was overnight in Shreveport or Bossier City.
6. Upon receipt of the room night validation, Shreveport-Bossier Convention and Tourist Bureau will pay to the local company or organization that hosted the group the promotional rewards earned.

REWARDS PROGRAM

TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS:

1. Shreveport-Bossier Convention and Tourist Bureau Rewards Program can be discontinued any time without prior notice.
2. Planner must register and qualify with Shreveport-Bossier Convention and Tourist Bureau for each specific group prior to the group being contracted by the property.
3. The resulting contract will be between the group tour planner and the hotel facility.
4. For the purpose of this promotion, "group" is defined as follows: The specific group named in the registration has not been in Shreveport or Bossier City during the previous two years.
5. A Shreveport-Bossier Convention and Tourist Bureau industry partner working with a client that has not registered for this rewards program may complete the partner registration form for the client for consideration and approval and must do so prior to contract in order for the client to be considered to receive the benefit earned for the group booked at the industry partner's property.
6. Shreveport-Bossier Convention and Tourist Bureau will serve as a facilitator in providing this reward and must be given the total room pick-up and total attendees from the hotel property and from the tour planner.
7. Upon room night pick-up verification from the hotel property and the tour planner, the Shreveport-Bossier Convention and Tourist Bureau will confirm the rewards earned, and that amount will be payable by the Shreveport-Bossier Convention and Tourist Bureau to the business or organization that hosted the group.
8. Shreveport-Bossier Convention and Tourist Bureau staff will have final determination and approval as to any questions regarding qualifications and the reward amount to be given.
9. Blackout and high demand dates are excluded. Please inquire with your sales representative.
10. All groups booked prior to the ending date will be fulfilled per the rewards schedule that is part of these rules.
11. Employees of Shreveport-Bossier Convention and Tourist Bureau or marketing or advertising agencies or organizations associated directly with either entity are not eligible for this promotional reward.
12. Liability: Shreveport-Bossier Convention and Tourist Bureau and its employees will not be held liable for any action of the hotel facilities or venues or the planner. Further, Shreveport-Bossier Convention and Tourist Bureau and its employees will not be liable for any injury suffered by participation in the Shreveport-Bossier Convention and Tourist Bureau Rewards Program.
13. The rules and regulations, terms and conditions, and rewards payout breakdowns for this promotion have been modified as of December 2017.

REWARDS PROGRAM

Group Tour Planner Registration

Company: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

Group Information

Name of Company/Organization: _____

Official Tour Group Name: _____

Dates: _____

History for the past three years, including location and year

| Location | Year |
|----------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Estimated number of attendees: _____

Estimated number of sleeping rooms required per night: _____

Total estimated number of room nights: _____

Comments

Submitted by: _____ Date: _____

Approved: _____ Date: _____



REWARDS PROGRAM

Hotel Partner Registration

Hotel Facility Name: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

Group Information

Name of Company/Organization: _____

Official Group Name: _____

Dates: _____

History for the past three years, including location and year

| Location | Year |
|----------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Estimated number of attendees: _____

Estimated number of sleeping rooms required per night: _____

Total estimated number of room nights: _____

Comments

Submitted by: _____ Date: _____

Approved: _____ Date: _____