



# TOUR/TRAVEL REWARDS PROGRAM

Book a GROUP with Visit Shreveport-Bossier, 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 planners may qualify for an additional 20 percent rewards if they book hotels during the market need times.

## BASIC REWARDS PROGRAM GUIDELINES

- Visit Shreveport-Bossier 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 pickup is recorded.
- Must utilize a minimum of 25 total room nights.
- Hotel contracts must be signed before **December 31, 2025**.
- Group must be held prior to **December 31, 2026**.

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

**Phone: 800-551-8682 • [dbradley@visitshreveportbossier.org](mailto:dbradley@visitshreveportbossier.org)**



[VisitShreveportBossier.org/Meetings](https://www.VisitShreveportBossier.org/Meetings)



# REWARDS PROGRAM

## TERMS & CONDITIONS

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### PROCEDURES FOR VISIT SHREVEPORT-BOSSIER MEETING PLANNER REWARDS:

1. Visit Shreveport-Bossier 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, Visit Shreveport-Bossier sends RFP only to those properties specified.
4. Visit Shreveport-Bossier 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 Visit Shreveport-Bossier sales representative for consideration and availability.
5. When a booking is confirmed and the contract is agreed to by the property and the planner, Visit Shreveport-Bossier 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 – Visit Shreveport-Bossier authorizes payments per the rewards earned to the business or organization.

### PROCEDUES FOR VISIT SHREVEPORT-BOSSIER PARTNER HOTEL OR FACILITY:

1. The hotel property or properties selected for the specific qualified group must notify Visit Shreveport-Bossier 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 Visit Shreveport-Bossier 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 Visit Shreveport-Bossier 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 Visit Shreveport-Bossier 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 Visit Shreveport-Bossier 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, Visit Shreveport-Bossier will pay to the company or organization that hosted the group the promotional rewards earned.





# REWARDS PROGRAM

## TERMS & CONDITIONS

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### GENERAL TERMS AND CONDITIONS:

1. Visit Shreveport-Bossier Rewards Program can be discontinued any time without prior notice.
2. Planner must register and qualify with Visit Shreveport-Bossier for each specific group prior to the group being contracted by the property.
3. The resulting contract will be between the group 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 Visit Shreveport-Bossier 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. Visit Shreveport-Bossier 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 planner, Visit Shreveport-Bossier will confirm the rewards earned, and that amount will be payable by Visit Shreveport-Bossier to the business or organization that hosted the group.
8. Visit Shreveport-Bossier 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 Visit Shreveport-Bossier or marketing or advertising agencies or organizations associated directly with either entity are not eligible for this promotional reward.
12. Liability: Visit Shreveport-Bossier and its employees will not be held liable for any action of the hotel facilities or venues or the planner. Further, Visit Shreveport-Bossier and its employees will not be liable for any injury suffered by participation in the Visit Shreveport-Bossier Rewards Program.
13. The rules and regulations, terms and conditions, and rewards payout breakdowns for this promotion have been modified as of October 2024.





# REWARDS PROGRAM

## GROUP 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: \_\_\_\_\_



[VisitShreveportBossier.org/Meetings](http://VisitShreveportBossier.org/Meetings)



# REWARDS PROGRAM

## HOTEL 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: \_\_\_\_\_

