



South Padre Island Convention & Visitors Bureau

# Event Calendar Policy



## EVENT CALENDAR POLICY

### PURPOSE

The purpose of the South Padre Island Convention and Visitors Bureau (SPICVB) Event Calendar is to feature events whose appeal is broad enough to attract out-of-area visitors, entice visitors to extend their stay or provide a tourism-related activity available to visitors and residents alike. The SPICVB Event Calendar is not meant to be a community calendar, and does not list non-tourism related events.

### EVENT SUBMISSION REQUIREMENTS

- Events must be submitted via the online [event submission form](#).
- Prior to submitting an event calendar submission, the event organizer must reserve the event location through the proper channels, and ensure that the times associated with the event are correct.  
**An event being published to the calendar does not reserve the location.**
- Event listings must include title, date/time, location, description and contact information. A website link for additional information is encouraged. For events without a URL, the default website will be the SPICVB website.
- Events should be of interest to the traveling public and open to the general public.
- Events may not be approved if they lack required information.
- Although two weeks is best for event promotion, calendar requests must be submitted **at least 5 business days before the event**.

### EVENT LOCATION

Only events within a 30-mile radius of South Padre Island, Texas will be considered for inclusion. This includes events in Port Isabel or the South Padre Island Golf Course.

### REGULATION & AUTHORITY

1. All event postings are moderated by the SPICVB who reviews and approves all event submissions.
2. The SPICVB reserves the right to edit event listing information for style and consistency and reserves the right to reject, delete and/or edit event listings if they do not meet appropriate criteria and/or space limitations.
3. All persons or entities submitting event calendar submissions hereby agree to indemnify, defend and hold harmless the SPICVB and its individual members, officials, committees, officers, agents, directors and employees from any and all third-party claims that the content violates a third-party's rights of privacy or contains any defamatory content or violates any state, federal or local law or regulation.
4. Event calendar submission constitutes agreement to all guidelines and information contained in this policy.
5. The SPICVB reserves the right to revise these guidelines at any time without any notice.



## LINKS TO EXTERNAL WEBSITES

For external websites linked from the SPICVB website, the specific page that is opened when a visitor goes to the URL provided (usually referred to as the “home” or “start” page) must meet the following technical requirements:

- The page must contain a valid HTML title tag that provides the name of the site or the organization that operates the site.
- The page must provide valid contact information available to any visitor on the site. This contact information may be in the form of an email address, postal address or telephone number.

Requests for links or listing information from the SPICVB website will not be granted automatically and are not guaranteed for website operator who provide the required information. The SPICVB reserves the right to:

- Deny an external link inclusion to any person, business or organization when it is determined, following, review, that the entity or organization does not meet the criteria set forth in this policy.
- Deny an external link inclusion to any person, business or organization, which fails to provide all required information, or fails to provide valid information.

The SPICVB, at its sole discretion, will determine whether external content meets the purpose of the SPICVB website. Generally, external content does not meet the purposes of the SPICVB website if the content contains, promotes, exhibits, suggests or overtly infers the following (this is a non-exclusive list):

- Content not suitable for personas of all ages.
- Promoting or inciting illegal, violent or socially undesirable conduct.
- Promotion or availability of illegal drugs, alcohol or tobacco products.
- Promotion or availability of adult, pornographic or sexually-oriented entertainment or materials.
- Promoting libelous or otherwise defamatory content.
- Content that exhibits hate, blasé, discriminatory or violating any of the City of South Padre Island affirmative action or equal opportunity policies.
- Promoting individual or personal websites and homepages
- Promotion of any religion or religious viewpoint
- Content that infringes on any trademark, copyright or patent rights of another

## COMMUNITY CENTER CALENDAR

Fundraisers and Community Events (i.e. garage sales, pet adoptions, etc.) will not be considered for inclusion unless they give the potential to draw tourists to South Padre Island, Texas. This is at the discretion of the South Padre Island CVB; however, these types of events are welcome on the City of South Padre Island Community Events Calendar. Only community events by the City of South Padre Island Parks & Recreation department are posted. For other community events, please contact the **City of South Padre Island Parks & Recreation Manager** for more information.



## ONGOING EVENTS

Ongoing events may be posted on the SPICVB Events Calendar up to a year out from the current date of the event submission. Any ongoing events submitted to the SPICVB Events Calendar that extend beyond a year from date of event submission will be edited by the SPICVB for only one year beyond the submission date.

## MEETINGS & GROUPS

Meetings not currently services by the SPICVB will not be considered for inclusion. For more information on how to utilize the SPICVB sales and servicing team, contact our **Business Development Manager, Michael Flores.**

## SPRING BREAK EVENTS & CONCERTS

Events submitted to the SPICVB specifically for Spring Break will be posted at the discretion of the Director. The SPICVB may edit event listing information for style and consistency.

## PROHIBITED CONTENT

Events submitted to the SPICVB containing any of the following forms of content shall not be allowed for posting:

- Profane language or content
- Content that promotes, foster or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, martial status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content
- Solicitations of commerce
- Conduct or encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party

The SPICVB shall allow posting of all events that are within the purpose of the limited public forum, with the exception of the prohibited content listed above.

## EVENT UPDATES & CANCELLATIONS

Update or cancellation requests from event organizers will be considered and managed in a timely manner (within 24 hours) whenever possible. Exceptions may include holidays and weekends.

