



**SPARTANBURG.
THERE'S ONLY ONE.**

MEETINGS INCENTIVE PROGRAM

Book a meeting with OneSpartanburg, Inc., and you will have the opportunity to receive up to \$5,000 for your organization.

BASIC PROGRAM GUIDELINES

- OneSpartanburg, Inc. must be informed of the meeting and have received the incentive submission **no less than 60 days** before the meeting has occurred.
- Meeting Incentive for organization will be paid only after the event occurs and the actual rooms picked up are verified by the contracted and approved hotel property.
- Meeting Incentive will be paid directly to the association or organization hosting the event *after room pick-up is recorded*.
- Minimum of 50 rooms on peak.
- Must utilize a minimum of 80 total room nights.

Total Room Nights	Organization Receives (\$5 per room night)
50	\$250
100	\$500
250	\$1,250
500	\$2,500
750	\$3,750
1000	\$5,000

\$5.00/room is available until a maximum of \$5,000.00 has been reached.

PROGRAM

TERMS & CONDITIONS

PROCEDURES FOR MEETING PLANNER

1. OneSpartanburg, Inc. accepts and verifies the qualifications of the meeting/event planner's registration for each specific meeting no less than 60 days prior to the meeting taking place and before the contract is finalized with the hotel/meeting facility.
2. If requested by the meeting/event planner, OneSpartanburg, Inc. sends RFP only to those properties specified.
3. OneSpartanburg, Inc. sales representative processes and sends RFP/lead to appropriate meeting properties, facilities, or venues in a timely manner, based on the needs expressed in the meeting planner's RFP or specifics provided to the OneSpartanburg, Inc. sales representative for consideration and availability.
4. When a booking is confirmed, and the contract is agreed to by the meeting property and the meeting/event planner, OneSpartanburg, Inc. Tourism 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.
5. Upon verification of the total room pick-up at the conclusion of the specified meeting from the meeting properties, facilities or venues involved – and verification that the meetings were held in Spartanburg County – OneSpartanburg, Inc. authorizes payments per the incentive earned to the business, association, or organization. Upon final verification payout will occur within 30 days.

GENERAL TERMS & CONDITIONS

1. OneSpartanburg, Inc. Meeting and Event Incentive Program can be discontinued at any time without prior notice.
2. Meeting/event planner must register and qualify with OneSpartanburg, Inc. for each specific meeting no less than 60 days prior to the meeting taking place and before the contract is finalized with the hotel/meeting facility.
3. A copy of your contract with each facility or hotel property must be included with your incentive program registration if a contract has been signed prior to contacting OneSpartanburg, Inc..
4. An incentive package cannot exceed \$5,000 no matter the total number of room nights actualized or the time of year the meeting is held.
5. OneSpartanburg, Inc. will serve as a facilitator in providing this incentive and must be given the total room pick-up and total attendees from the meeting property and/or the meeting/event planner. Only rooms booked within a block will be accepted towards total pick-up numbers.
6. Upon room night pick-up verification from the meeting property and the meeting/event planner, OneSpartanburg, Inc. will confirm the incentive earned, and that amount will be payable by OneSpartanburg, Inc. to the business, association, or organization that hosted the meeting.
7. OneSpartanburg, Inc. Chief Tourism Development Officer will have final determination and approval as to any questions regarding qualifications, the meeting of qualifications and the reward amount to be given.
8. Employees of OneSpartanburg, Inc. or marketing or advertising agencies or organizations associated directly with either entity are not eligible for the promotional incentive.
9. Liability: OneSpartanburg, Inc. and its employees will not be held liable for any action of the meeting facilities or venues or the meeting/event planner. Further, OneSpartanburg, Inc. and its employees will not be liable for any injury suffered by participation in the OneSpartanburg, Inc. Meeting and Event Incentive Program.

MEETING PLANNER REGISTRATION

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

MEETING/EVENT INFORMATION

Name of Company/Organization to meet _____

Organization Tax ID Number / W-9 (needed to process check) _____

Official Meeting Name _____

Meeting Dates _____

Estimated Number of Attendees _____

Estimated Number of Rooms _____

Estimated Number of Sleeping Rooms per Night

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Meeting space being utilized? Yes No

If Yes, Location: _____

Additional Comments _____

COMPLETED FORM MUST BE SUBMITTED 60 DAYS PRIOR TO THE EVENT.