MEETING & CONFERENCE INCENTIVE PROGRAM APPLICATION

The following information must be provided to Visit Yolo at least **45 days prior to a meeting or event.**

Incentive funds are subject to availability and will be awarded on a first-come-first-served basis.

Incentive Program Guidelines:

- Consumed room nights must be from qualifying hotels in Yolo County. See qualifying hotels on page 2.
- Incentive Structure: Reimbursement of $10 per consumed room night – based on 10 room night minimum.

TOTAL ROOM NIGHTS	BASE INCENTIVE $10 / ROOM NIGHT
10–20	$100–$200
21–50	$200–$500
51–100	$500–$1,000
101–250	$1,000–$2,500

- Contract minimum 10 to 250 maximum with maximum payout $2,500.
- Visit Yolo executive director must be informed of the meeting/event, whether sent RFP directly or planner referred to by a Yolo County property, and have received the incentive submission no less than **45 days before the meeting occurs and before contract is finalized with a hotel.**

- Incentives will be paid after the event occurs and the actual room night pick up report is verified. Reimbursement checks will be paid upon completion of each event during the contract year.
- Terms & conditions: incentive funds are subject to availability and will be awarded on a first-come-first-served basis. Final decisions on incentives are the sole discretion of Visit Yolo. No refund or credit for unused services. This group promotion may end at any time.

ADDITIONAL BENEFITS:

- Assistance with marketing and promoting the event through Visit Yolo channels.
- Complimentary planning and logistics support from Visit Yolo's experienced team including site inspection coordination, RFP distribution and response collection, brochures, photos and videos to be used for promotion, team building experiences, other.
- Access to a network of local vendors, venues, and services.

Application Process: Submit an application to express interest and provide details of the planned event. Visit Yolo will review the application for eligibility and potential economic impact. Upon approval, a formal agreement will be established outlining terms and conditions.

QUALIFYING LODGING PROPERTIES:

Yolo County Hotels that qualify for the incentive program are as follows:

Winters: Hotel Winters, Fairfield Inn & Suites, Abbey House Inn

Davis: Aggie Inn, Best Western Palm Court, Best Western University Lodge, Hyatt Place UC Davis, Hyatt House Davis, Hilton Garden Inn, Hi-Wheel Flats, Holiday Inn Express, La Quinta Inn & Suites, Prodigy Hotel, Residence Inn, The Vine Inn, University Park Inn & Suites

Countryside: Park Winters, America's Best Value Inn Dunnigan, Super 8 by Wyndham Dunnigan

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Please review eligibility requirements prior to submitting application. A completed application must be received 45 days in advance of meeting/event and before a contract is finalized with a hotel.

Send completed application via email to **Tiffany@visityolo.com**

GROUP INFORMATION

Organization/Company Name: _____

Official Meeting Name: _____

Contact First and Last Name: _____

Contact Email: _____

Contact Phone: _____

EVENT INFORMATION

Have you secured an event venue? ____ Yes ____ No

Do you need assistance with RFP? ____ Yes ____ No

Arrival Date: _____

Departure Date: _____

Are your dates flexible? ____ Yes ____ No

Estimated Number of Attendees: _____

Event Type: _____

Peak Room Nights: _____

Total Room Nights: _____

Daily Room Rate: _____

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Space Rental Costs: _____

Comps: _____

HOTEL INFORMATION:

Are you currently in conversation with a lodging property?

_____ Yes _____ No

If yes, please list: _____

Additional Information:

_____ _____

Contact Signature Date