



# MEETING & EVENT PLANNER REWARDS PROGRAM

Book a NEW meeting with the Shreveport-Bossier Convention and Tourist Bureau, and you will have the opportunity to receive up to \$3,000 for your organization.

TOTAL ROOM NIGHTS	NEW BUSINESS CLIENT RECEIVES	*NEED TIMES +20%* CLIENT RECEIVES
50-100	\$250	\$300
101-150	\$500	\$600
151-200	\$750	\$900
201-250	\$1,000	\$1,200
251-500	\$1,250	\$1,500
500-750	\$1,750	\$2,100
750+	\$2,500	\$3,000

\*Based upon peak needs time, meeting/event 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 meeting/event planner prior to contracts being signed with the hotel.
- To qualify as a new meeting, the specific meeting named on the registration form must not have been held in Shreveport or Bossier City in the past two years.
- Meeting 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.
- Meeting rewards will be paid directly to the association or organization hosting the event after room pick-up is recorded.
- Hotel contracts must be signed before December 31, 2017.
- Minimum of 10 rooms on peak.
- Must utilize a minimum of 50 total room nights.
- Meeting must be held prior to December 31, 2017.

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

Phone: 800-551-8682 • [meetings@sbctb.org](mailto:meetings@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 meeting/event planner's registration.
2. A sales representative immediately contacts the meeting/event planner and begins the RFP process.
3. If requested by the meeting/event 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 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 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 meeting property and the meeting/event 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 meeting from the meeting properties, facilities or venues involved – and verification that the meetings were held in Shreveport or Bossier City – Shreveport-Bossier Convention and Tourist Bureau authorizes payments per the rewards earned to the local business, association or organization.

### PROCEDUES FOR SHREVEPORT-BOSSIER CTB PARTNER HOTEL OR MEETING FACILITY:

1. The meeting property or properties selected for the specific qualified meeting must notify Shreveport-Bossier Convention and Tourist Bureau in writing when the meeting 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 meeting/event 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 meeting/event 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 meeting.
5. Upon completion of the specified meeting, the meeting property, facility or venue must verify in writing to Shreveport-Bossier Convention and Tourist Bureau the total room pick-up associated with the specified meeting and must also verify that the meeting(s) were held 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, association or organization that hosted the meeting the promotional rewards earned.

# REWARDS PROGRAM

## TERMS & CONDITIONS

### GENERAL TERMS AND CONDITIONS:

1. Shreveport-Bossier Convention and Tourist Bureau Meeting Rewards Program can be discontinued any time without prior notice.
2. Meeting/event planner must register and qualify with Shreveport-Bossier Convention and Tourist Bureau for each specific meeting prior to the meeting being contracted by the meeting property.
3. The resulting contract will be between the meeting/event planner and the meeting facility.
4. For the purpose of this promotion, "new meeting" is defined as follows: The specific meeting named in the registration has not been held 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 meeting 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 meeting property and from the meeting/event planner.
7. Upon room night pick-up verification from the meeting property and the meeting/event 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, association or organization that hosted the meeting.
8. Shreveport-Bossier Convention and Tourist Bureau staff will have final determination and approval as to any questions regarding qualifications, the meeting of qualifications and the reward amount to be given.
9. Blackout and high demand dates are excluded. Please inquire with your sales representative.
10. All meetings 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 meeting facilities or venues or the meeting/event 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 Meeting Rewards Program.
13. The rules and regulations, terms and conditions, and rewards payout breakdowns for this promotion have been modified as of November 18, 2015.

# REWARDS PROGRAM

## Meeting and Event Planner Registration

Company: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Meeting Information

Name of Company/Organization to meet: \_\_\_\_\_

Official Meeting Name: \_\_\_\_\_

Meeting 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/Meeting Facility Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Meeting Information

Name of Company/Organization to meet: \_\_\_\_\_

Official Meeting Name: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_

### History for the past three years, including location and year

Location	Year
_____	_____
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### Comments

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\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



# MEETING & EVENT PLANNER REWARDS PROGRAM

*With Partner Incentives*

Book a **NEW** meeting with the Shreveport-Bossier Convention and Tourist Bureau, and your client will have the opportunity to receive up to \$3,000 for their organization. You can also receive up to a \$500 American Express gift card when the meeting is confirmed definite.

TOTAL ROOM NIGHTS	NEW BUSINESS CLIENT RECEIVES	*NEED TIMES +20%* CLIENT RECEIVES	GIFT CARD VALUE YOU GET WHEN THEY CONTRACT
50-100	\$250	\$300	\$25
101-150	\$500	\$600	\$50
151-200	\$750	\$900	\$100
201-250	\$1,000	\$1,200	\$150
251-500	\$1,250	\$1,500	\$200
500-750	\$1,750	\$2,100	\$300
750+	\$2,500	\$3,000	\$500

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- Hotel contracts must be signed before December 31, 2017.
- Minimum of 10 rooms on peak.
- Must utilize a minimum of 50 total room nights.
- Meeting must be held prior to December 31, 2017.
- Third party will be awarded a gift card upon signing of contract.

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