



MEETING PLANNER REWARDS PROGRAM

Book a NEW meeting with the Valley Forge Tourism & Convention Board and your organization will have the opportunity to receive up to \$3,000.

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

**NEED TIMES ARE DEFINED AS: NOVEMBER 15-DECEMBER 1; DECEMBER 23-JANUARY 5; JULY 4-7
MAJOR ARRIVAL PEAK ROOMS SUNDAY NIGHT**

BASIC REWARDS PROGRAM GUIDELINES

- Valley Forge TCB must be included in the RFP Process.
- Registration form needs to be completed by meeting planner or third-party planner to be entered into the rewards program prior to contracts being signed at the hotel.
- To qualify as a new meeting the specific meeting named on the registration form must not have been held in Montgomery County, Pa., and Valley Forge in the past two years.
- Minimum of 10 rooms on peak.
- Must utilize a minimum of 50 total room nights.
- 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.
- The Meeting Rewards will be paid directly to the association or organization hosting the event after room pickup is recorded.
- Hotel contracts must be signed before December 31, 2017.
- Meeting must be held prior to December 31, 2018.

CALL THE CONVENTION SALES TEAM TO BOOK YOUR NEXT GREAT EVENT IN VALLEY FORGE!

PHONE: 800.441.3549 EMAIL: MEETINGS@VALLEYFORGE.ORG



MEETING PLANNER REWARDS

TERMS & CONDITIONS

PROCEDURES FOR VALLEY FORGE MEETING PLANNER REWARDS

1. VFTCB accepts and verifies the qualifications of the meeting planner's registration.
2. A sales representative immediately contacts the meeting planner and begins the RFP process.
3. VFTCB 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 VFTCB sales representative for consideration and availability.
4. If requested by the meeting planner, VFTCB sends RFP only to those properties specified.
5. When a booking is confirmed and the contract is agreed to by the meeting property and the meeting planner, VFTCB must be notified and confirmed as a definite booking by the property and the planner in writing, accompanied with a copy of the final contract.
6. Upon receipt of verification at the conclusion of the total room pick-up for the specified meeting from the meeting properties, facilities or venues involved — and verification that the meetings were held in Montgomery County or one of its member venues — VFTCB authorizes payments per the rewards earned to the local business, association or organization.

PROCEDURES FOR VALLEY FORGE TCB MEMBER HOTEL OR MEETING FACILITY:

1. The meeting property or properties selected for the specific qualified meeting must notify VFTCB in writing when the meeting is contracted, confirming dates, anticipated total room pick-up, and anticipated total attendees; a copy of the contract should accompany this notification.
2. If an industry partner receives an RFP directly from a meeting planner that is not registered with VFTCB for this promotion, the industry partner may complete the Partner Registration Form to be considered to qualify his/her client for the rewards.
3. The Industry Partner registration form must be received by VFTCB prior to contract or the reward is null and void
4. Upon completion of the specified meeting, the meeting property, facility or venue must verify in writing to VFTCB the total room pick-up associated with the specified meeting; and additionally verify that the meeting(s) were held in Montgomery County or one of its member facilities.
5. If attendees stay at more than one lodging property, the meeting planner or the participating properties must notify VFTCB in advance, and the property/properties must agree to report the room nights booked for the qualified meeting.
6. Upon receipt of the room night validation, VFTCB will then pay to the local company, association or organization that held the meeting the promotional rewards earned.

MEETING PLANNER REWARDS

TERMS & CONDITIONS (CONT.)



GENERAL TERMS AND CONDITIONS

1. Valley Forge Meeting Planner Rewards promotion can be discontinued any time without prior notice.
2. All meetings booked prior to the ending date will be fulfilled per the rewards schedule that is part of these rules.
3. Meeting planner must register and qualify with VFTCB for each specific meeting prior to said meeting being contracted by the meeting property.
4. The resulting contract will be between the meeting planner and the meeting facility.
5. For the purpose of this promotion, "new meeting" is defined as follows: The specific meeting named in the registration has not been held in Montgomery County, Pa., during the previous two years.
6. A VFTCB Industry Partner who is 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.
7. VFTCB will serve as a facilitator in providing this reward and must receive reports as to total room pick-up and total attendees from the meeting property and from the meeting planner.
8. Upon room night pick-up verification from the meeting property and the meeting planner, VFTCB will confirm the rewards earned, and that amount will be payable by the VFTCB to the business, association or organization that hosted the meeting.
9. Blackout and high demand dates are excluded. Please inquire with your sales representative.
10. VFTCB staff will have final determination and approval as to any questions regarding qualifications, the meeting of qualifications and the reward amount to be awarded.
11. Liability: VFTCB, Montgomery County and its employees will not be held liable for any action of the meeting facilities or venues or the Meeting Planner. Further, VFTCB and Montgomery County and its employees will not be liable for an injury suffered by the result of the participation in the Valley Forge and Montgomery County Meeting Rewards Program.
12. Employees of VFTCB or Montgomery County, Pa., or marketing or advertising agencies or organizations associated directly with either entity, are not eligible for this promotional reward.
13. The rules and regulations, terms and conditions, and rewards payout breakdowns for this promotion have been modified as of July 31, 2014.