



# Web Listing Form: Meeting, Conference & Event Services

303 Water Street, Suite 100  
Santa Cruz, CA 95060  
831.425.1234, Fax 831.427.4407  
www.santacruz.org

To include your business in the Meetings & Conference section of the Visit Santa Cruz County (VSCC) website, www.santacruz.org, please complete this form as you would like your information to appear, and return it to the VSCC office by mail or fax.

If you would like more information on how to gain greater exposure for your listing, please contact VSCC's Cooperative Marketing Director at 831.425.1234, ext.103.

VSCC reserves the right to edit for style, length and consistency. This program is available to individual businesses located within Santa Cruz County.

Check here if you are renewing or upgrading

Today's Date: \_\_\_\_\_

Check here if this is your first time advertising your business with VSCC.

**Contact Information** (please print or type) The following information is for VSCC use only and will not be published.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Listing Information** (please print or type) The following information will be included in your listing.

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

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

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

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

Website: \_\_\_\_\_

Video URL: \_\_\_\_\_

**Services** (Select all that apply):

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> A/V Equipment          | <input type="checkbox"/> Facilitators / Speakers | <input type="checkbox"/> Party Rentals              | <input type="checkbox"/> Team Building              |
| <input type="checkbox"/> Banquet Facilities     | <input type="checkbox"/> Florists                | <input type="checkbox"/> Photographers              | <input type="checkbox"/> Translators / Interpreters |
| <input type="checkbox"/> Caterers               | <input type="checkbox"/> Golf Course             | <input type="checkbox"/> Printing, Copying, Design  | <input type="checkbox"/> Transportation             |
| <input type="checkbox"/> Childcare              | <input type="checkbox"/> Group Recreation        | <input type="checkbox"/> Professional Mtg. Services | <input type="checkbox"/> Videographers              |
| <input type="checkbox"/> Event/Meeting Planners | <input type="checkbox"/> Music Entertainment     | <input type="checkbox"/> Spa                        |   |

**Description** - Provide a description that is 300+ words to bring maximum exposure to your listing. VSCC reserves the right to edit for style, length & consistency.

**X Authorized Signature** (both pages must be signed) \_\_\_\_\_

**Payment Information**

- Meeting, Conference & Event Services Website Listing.....\$225.00/year
- Travel Guide Display Advertisers - related Meeting, Conference & Event Services Website Listing.....\$FREE

If paying by credit card, please provide your credit card information and mail or fax this form to 831.427.4407. If paying by check, please make your check payable to "VSCC" and remit to 303 Water Street, Suite 100, Santa Cruz, CA 95060.

No cancellations for contracted advertising space will be accepted after 30 days preceding contract deadline in any given year. All cancellations must be received in writing by that date, and must be confirmed in writing by VSCC before taking effect.

Please note it is VSCC's policy to seek damages for payments due. If VSCC proceeds in the collection process through small claims court you will be responsible for a \$350.00 additional late-pay processing and service fee, 1.5% interest per month on the outstanding balance, any other late fees and reimbursement of all court costs.

Payment Method:  Credit Card  Check  
Credit Card Type:  Visa  MasterCard  Discover  AMEX

Credit Card Billing Address: \_\_\_\_\_

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

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Print Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Important Advertiser Information**

- > Up to five photos may be included in your listing. If submitting new photos, they must be sent as a .jpg at 72 pixels per inch. Size should be AT LEAST 640 x 480 pixels (horizontal). VSCC may crop your photo for better viewing online. We recommend clear, simple images. Please email your photos to [photos@santacruz.org](mailto:photos@santacruz.org) and include your company name as listed on this form.
- > VSCC reserves the right to edit for style, length and consistency. Photos and listing information may be used to promote Santa Cruz County on other qualified websites. The advertiser confirms that the information provided to VSCC which will appear in their ad or listing is accurate and assumes all responsibility for it's content.

**I have read and agree to the conditions above.**

**X Authorized Signature (both pages must be signed)** \_\_\_\_\_

**VSCC Salesperson's Signature** \_\_\_\_\_

*For office use only:*

Fee Confirmation by VSCC Bookkeeper: \_\_\_\_\_ Inv# \_\_\_\_\_