

Company Name: _____



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

Web Listing Form: Meeting, Conference & Retreat Venues

To include your business in the Meetings & Conference section of the Visit Santa Cruz County (VSCC) website, www.santacruz.org, please complete the following information and return it with payment to VSCC.

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

Today's Date: _____

Venue Type: (please choose ONE)

- Day Use Only Conference & Meetings Venue
- Retreat Conference & Meetings Venue
- Full Service Conference & Meetings Venue

Contact Information (please print or type) The following information is for VSCC use only and will not be published.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: _____
 Sales Lead Contact: _____ Title: _____
(if different than above)
 Sales Lead Phone: _____ Sales Lead Email: _____

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

Company Name: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alt. Phone: _____
 Website: _____
 Video URL: _____

Amenities: (Select all that apply)

- A/V Equipment
- Chalk/Flip/WhiteBoards
- In-House Catering
- Pipe/Drape
- Teleconferencing
- Big Screen TV
- Easels
- Internet/WiFi/DSL
- Podiums/Lecturns
- Booth Furnishings
- Fax/Copy Machine
- Kitchen
- Raised Staging
- BulletinBoards
- Group Activities
- Lighting Controls
- Tables and Chairs

Meeting Room Specifications:

Number of Meeting Rooms: _____ Facility Rental Fee: _____
 Max Capacity of Largest Room: _____ Total Sq.Ft. of Meeting Space: _____

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) _____

Retreat ONLY: (please fill out this information)

Usage Details: Religious Affiliation Required Breakout Rooms: _____ Meal Service Capacity: _____
 Educational Purposes Only Min # of Nights: _____ Sq.Ft. of Largest Meeting Room: _____
 Non Profit Rates Available Min. Group Size: _____
 Open year-round Max. Group Size: _____

Accommodations: Guest Rooms # of on-site guest rooms: _____ **Activities:**
 Cabins # of private rooms: _____ Hiking Swimming Pool
 Dorms # of Semi-Private rooms: _____ Tennis Basketball
 Tent Sites # w/Private Bath: _____ Volleyball Softball
 RV Sites

Meeting Room Specifications: (If renewing, please enter changes/updates only)

For each meeting room, please indicate the sq.footage, dimensions (in ft) and maximum capacity for each set-up style. For additional rooms, please attach a separate page.

Room Name	Sq. Ft	Dimensions	Theater	Classroom	Banquet	Reception

Payment Information

- TMD Member - Meeting, Conference & Retreat Venues Listing on website.....\$200.00/year
- Other (Non TMD) Meeting, Conference & Retreat Venues Listing on website.....\$275.00/year

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 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 its 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#: _____