



2009 Group Tour Planner /Update Sheet

Lodging

Please complete this form and submit with any photos of your meeting rooms and 10 copies of any promotional materials that you use for meeting planners. Photos submitted digitally should be a minimum of 150dpi and free of any photo credits so that the VCB can use them in our marketing efforts.

Company Name: _____

Sales Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Property Description: (Please Attach on Separate Sheet if necessary)

Baggage Handling Fee: _____

Deposit Information: _____

Motorcoach Parking: _____

Complimentary Policy: _____

Payment Policy: _____

Cancellation Policy: _____

Handicap Accessibility: _____

Directions from Interstate: _____

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