

Wayne County Convention & Tourism Bureau Group Sales Servicing Form

The Wayne County Convention & Tourism Bureau is pleased to offer a variety of services to those holding their group event in Richmond/Wayne County. In order to maintain consistency as well as fairness to all groups, the following guidelines have been established.

Facility Map (Free)

The Wayne County Tourism Bureau will develop a personalized facility map for your group, highlighting the Richmond/Wayne County attractions, event lodging facilities, and recreational facilities of your choice. The facility map is an excellent tool for out-of-town guests.

The facility map can be forwarded to you via email or standard mail delivery. If standard mail delivery is preferred, you will be provided with (1) high quality master copy which you may use to make additional copies for your group participants. Additional copies can be purchased at a cost of \$.10 each.

(Two weeks advanced notice preferred.)

- Yes, I would like to provide a facility map for my group.
 No, a facility map will not be necessary for my group.

I would like the following lodging facilities listed on the facility map.
(Please check all that apply).

- All Richmond/Wayne County hotels/motels.
 All Richmond/Wayne County bed & breakfasts.
 All Richmond/Wayne County campgrounds.

Or, select individual lodging facilities (listed below) that you wish to appear on the map.

- Best Western Hampton Inn & Suites Lees Inn & Suites
 Comfort Inn Holiday Inn Motel 6
 Days Inn Knights Inn Super 8 Centerville

Please list below any attractions or recreational facilities you would like to appear on the facility map.
(Example: Wayne Co. Fairgrounds, bowling centers, golf courses, museums, parks, etc.)

1. _____ 2. _____ 3. _____

Reservation Flier (Free)

The Wayne County Tourism Bureau will request a special event rate from our Richmond/Wayne County event lodging facilities for your group/event participants, and prepare a personalized event reservation flier listing each facilities' negotiated lodging rate with an accompanying property description. The reservation flier is an excellent tool for out-of-town guests seeking suitable lodging accommodations.

The flier also provides Tourism's toll-free 1-800 reservation hotline number, available for participants to call to receive free assistance in securing lodging reservations in Richmond/Wayne County.

The reservation flier can be forwarded to you via email (PDF) or standard mail delivery. If standard mail delivery is preferred, you will be provided with (1) high quality master copy which you may use to make additional copies for your group participants. Additional copies can be purchased at a cost of \$.10 each.

(Special event rates at area lodging facilities can only be requested by Tourism, and are never guaranteed. Lodging facilities are required by contract to honor any special event rates negotiated through Tourism. Special event rates are based on room availability only. Rooms will not be held for a specific group/event unless a room block contract has been previously established by the event coordinator and lodging facility/facilities. Please note that special event rates are more difficult, and sometimes impossible, to obtain during holiday or special event dates. All area event lodging facilities will be promoted by Tourism on the reservation flier, unless a request to omit or include particular facilities has been made by the event coordinator.)

- Yes, I would like to provide a reservation flier for my group.
 No, a reservation flier will not be necessary for my group.

**Wayne County Discount Cards
(Free)**

Please read below for donation guidelines.

The Wayne County Tourism Bureau is happy to provide Wayne County Discount Cards, up to (500), to groups that will be hosting their event in Richmond/Wayne County.

The card features special savings and discounts from over 30 area restaurants, attractions, and unique specialty shops.

(Below, please write the quantity your group will require based on the expected number of participants.)

(Thirty days advanced notice required.)

- Yes, I would like to provide _____ discount cards for my group.**
- I will pick up the discount cards at the Old National Road Welcome Center on (date)_____.**
- No, discount cards will not be necessary for my group.**

**Registration/Welcome Bags
(\$.10 each)**

The Wayne County Tourism Bureau offers the option of purchasing registration/welcome bags, ideal for holding various area and event related materials, items, or information such as our Richmond/Wayne County Visitor Guides. The plastic bags are 9 ½" W and 12" H, and may be purchased at a cost of \$.10 each.

(Please note that the Richmond/Wayne County Visitor Guides do not come pre-inserted in the registration/welcome bags.)

(Two weeks advanced notice required. Payment must be received prior to the event. Checks can be made payable to: Wayne County Convention & Tourism Bureau, and mailed to: c/o Micah Tevis, 5701 National Road East, Richmond, IN 47374.)

- Yes, I would like to provide _____ registration/welcome bags for my group.**
- I will pick up the registration/welcome bags at the Old National Road Welcome Center on (date)_____.**
- No, registration/welcome bags will not be necessary for my group.**

**Lapel Roses
(Rose Lapel Appliques)
(\$.20 each)**

Please read below for donation guidelines.

The Wayne County Tourism Bureau offers the option of purchasing lapel rose appliques. Tourism will donate the first 20 lapel rose appliques free of charge for groups that will be overnighting in Richmond/Wayne County lodging facilities. Additional lapel roses may be purchased at a cost of \$.20 each.

(Two weeks advanced notice preferred. Please note that the Wayne County Convention & Tourism Bureau reserves the right to substitute an item of equal value.)

- Yes, I would like to provide _____ lapel roses for my group.**
- I will pick up the lapel roses at the Old National Road Welcome Center on (date)_____.**
- No, lapel roses will not be necessary for my group.**

**Marquee Request
(Free)**

The Wayne County Tourism Bureau is delighted to welcome your group to Richmond/Wayne County by placing your group/event name on our marquee sign, located in front of the Old National Road Welcome Center.

If you wish to place a marquee request, please complete the information below.

(Thirty days advanced notice required. Every attempt will be made to place a welcome to your group on our marquee. However, due to the limited amount of space, sometimes every request cannot be accommodated. In instances where there are multiple requests for the same date/dates, requests will be processed in the order in which they were received.)

Group arrival date: _____

Group departure date: _____

I would like the marquee sign to read the following (please print):

“Welcome _____!”
(Example: Welcome Johnson Family Reunion, Meyer Family Wedding, etc.)

For Groups with (500) + Participants

The Wayne County Tourism Bureau is also delighted to forward a marquee request to any local area businesses in possession of marquee signs, requesting a welcome message/posting to your group on their marquee.

(Please note that the Wayne County Tourism Bureau cannot be held responsible for any marquee requests not fulfilled by area businesses.)

Please check here to receive this free service.

**Richmond/Wayne County Visitor Guides & Brochure Rack Display
(Free)**

Please read below for donation guidelines.

The Wayne County Convention & Tourism Bureau is happy to provide Richmond Wayne County Visitor Guides, up to (250), to groups that will be hosting their event in Richmond/Wayne County.

The visitor guide provides detailed information about all of our lodging facilities, unique attractions, outdoor & recreational activities, shopping/antiquing, and numerous dining options. Located at the center of the guide is a map of Richmond, clearly highlighting various attractions and lodging, for your convenience.

(Two weeks advanced notice preferred.)

- Yes, I would like to display _____ Richmond/Wayne County Visitor Guides for my group participants to take if interested.
- I will pick up the Visitor Guides at the Old National Road Welcome Center on (date)_____.
- No, Visitor Guides will not be necessary for my group.

**Gold Rose Pins
(\$3.00 each)**

The Wayne County Tourism Bureau offers the option of purchasing gold rose pins. This elegant, golden lapel pin makes a wonderful giveaway/gift for group/event participants. Gold rose pins may be purchased at a cost of \$2.00 each.

(Sixty days advanced notice required. Payment must be received prior to the event. Checks can be made payable to: Wayne County Convention & Tourism Bureau, and mailed to: c/o Micah Tevis, 5701 National Road East, Richmond, IN 47374.)

- Yes, I would like to provide _____ gold rose pins for my group.
- I will pick up the gold rose pins at the Old National Road Welcome Center on (date)_____.
- No, gold rose pins will not be necessary for my group.

**Teddy Bears
(\$5.00 each)**

The Wayne County Tourism Bureau offers the option of purchasing adorable, 14" H plush teddy bears resembling our very own Hoosier Hospitality Mascot, "Miss Huggy".
The bears make a terrific souvenir for group/event participants.
Bears may be purchased at a cost of \$5.00 each.

*(Thirty days advanced notice required. Payment must be received prior to the event.
Checks can be made payable to: Wayne County Convention & Tourism Bureau,
and mailed to: c/o Micah Tevis, 5701 National Road East, Richmond, IN 47374.)*

- Yes, I would like to provide _____ teddy bears for my group.
- I will pick up the teddy bears at the Old National Road Welcome Center on (date)_____.
- No, teddy bears will not be necessary for my group.

**Tote Bags
(\$1.60 each)**

The Wayne County Tourism Bureau offers the option of purchasing high-quality Richmond/Wayne County tote bags, ideal for corporate meeting/convention participants.
They also make a wonderful presentation piece for meeting materials or participant giveaways/gifts.
Tote bags are 14" W x 15" H, and may be purchased at a cost of \$3.00 each.

*(Thirty days advanced notice required. Payment must be received prior to the event.
Checks can be made payable to: Wayne County Convention & Tourism Bureau,
and mailed to: c/o Micah Tevis, 5701 National Road East, Richmond, IN 47374.)*

- Yes, I would like to provide _____ tote bags for my group.
- I will pick up the tote bags at the Old National Road Welcome Center on (date)_____.
- No, tote bags will not be necessary for my group.

**Name Badge/ Wallet Holders
(\$4.00 each)**

The Wayne County Tourism Bureau offers the option of purchasing high-quality name badge/wallet holders that feature a neck strap, velcro closure, zippered pocket, and pen and business card slots.
Name badge/wallet holders may be purchased at a cost of \$2.50 each.

*(Sixty days advanced notice required. Payment must be received prior to the event.
Checks can be made payable to: Wayne County Convention & Tourism Bureau,
and mailed to: c/o Micah Tevis, 5701 National Road East, Richmond, IN 47374.)*

- Yes, I would like to provide _____ name badge/wallet holders for my group.
- I will pick up the name badge/wallet holders at the Old National Road Welcome Center on (date)_____.
- No, name badge/wallet holders will not be necessary for my group.

**Beverage Coolies
(\$1.20 each)**

The Wayne County Tourism Bureau offers the option of purchasing beverage coolies, collapsible beverage holders that help keep drinks cold.
Beverage coolies may be purchased at a cost of \$1.50 each.

*(Sixty days advanced notice required. Payment must be received prior to the event.
Checks can be made payable to: Wayne County Convention & Tourism Bureau,
and mailed to: c/o Micah Tevis, 5701 National Road East, Richmond, IN 47374.)*

- Yes, I would like to provide _____ beverage coolies for my group.
- I will pick up the beverage coolies at the Old National Road Welcome Center on (date)_____.
- No, beverage coolies will not be necessary for my group.

Please complete the following information.

Name of person completing form: _____
Home phone: (_____) _____
Business phone: (_____) _____
Fax #: (_____) _____
Mailing address: _____
Email address: _____
Group/event name: _____
Event date/dates: _____
Number of participants expected: _____
Number of lodging rooms needed: _____

Please list the lodging facility/facilities your group participants will be overnighing in:

1. _____
2. _____
3. _____

Signature: _____ Date: _____

Upon completion of this form, please fax to:

(765) 935-0440
Attn: Micah Tevis

Or, you may mail to:

Wayne County Convention & Tourism Bureau
c/o Micah Tevis
5701 National Road East
Richmond, IN 47374

**Purchased items may be picked up at the Tourism Bureau Welcome Center,
or mailed to you after payment has been received.**
*(Will accept cash, checks, or money order. Please make all checks and money orders
payable to Wayne County Convention & Tourism Bureau.)*

**The Wayne County Tourism Bureau requests that any extra or unused items,
donated to your event by our organization, be returned to the
Tourism Bureau following the event.**

**Donations will only be given if the guidelines of the Tourism Sales Dept. servicing policies are met,
based on the amount of Wayne County lodging room nights generated per event.**

**All "special" requests for donations will be directed to the Wayne County Tourism Bureau
Public Relations Dept. and must meet the criteria for Tourism-related projects.**

The Wayne County Tourism Bureau reserves the right to make special exceptions, as warranted.

***If you have any questions, please feel free to contact us toll free @ 1-800-585-2882.
Thank you for choosing Richmond/Wayne County, IN!***

*The Wayne County Convention & Tourism Bureau is a not for profit organization with a main objective
of promoting and creating an awareness of tourism in Richmond/Wayne County, Indiana.
The items listed above are being sold slightly above the actual cost (to include shipping & handling and
artwork/design costs) with the intent of further promotion of the Richmond/Wayne County area,
and to provide out-of-town guests with a quality, memorable Richmond/Wayne County memento.
Any minimal amount of additional monies made are applied toward our tourism marketing efforts.*