

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### Contact Information (please print or type) The following information is for VSCC use only and will not be published.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** - Limit 200 characters (approx. 30 words). VSCC reserves the right to edit for style, length and 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: \_\_\_\_\_

**Accomodations:**     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](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 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#: \_\_\_\_\_