



MEETINGS INCENTIVE PROGRAM

Book a meeting with Louisiana's Cajun Bayou Tourism, and you will have the opportunity to receive up to \$1000.00 for your organization.

BASIC PROGRAM GUIDELINES

- Louisiana's Cajun Bayou Tourism must be informed of the meeting and have received the incentive submission no less than 60 days before the meeting has occurred.
- Meeting Incentive for organization will be paid only after the event occurs and the actual rooms picked up are verified by the contracted and approved hotel property.
- Meeting Incentive will be paid directly to the association or organization hosting the event after room pick-up is recorded.
- Minimum of 20 rooms on peak.
- Must utilize a minimum of 40 total room nights.
- Meeting must be held prior to December 31, 2020.

TERMS & CONDITIONS

PROCEDURES FOR LOUISIANA'S CAJUN BAYOU MEETING PLANNER INCENTIVE:

1. Louisiana's Cajun Bayou Tourism accepts and verifies the qualifications of the meeting/event planner's registration for each specific meeting no less than 60 days prior to the meeting taking place and before the contract is finalized with the hotel/meeting facility.
2. If requested by the meeting/event planner, Louisiana's Cajun Bayou Tourism sends RFP only to those properties specified.
3. Louisiana's Cajun Bayou Tourism sales representative processes and sends RFP/lead to appropriate meeting properties, facilities or venues in a timely manner, based on the needs expressed in the meeting planner's RFP or specifics provided to the Louisiana's Cajun Bayou Tourism sales representative for consideration and availability.
4. When a booking is confirmed, and the contract is agreed to by the meeting property and the meeting/event planner, Louisiana's Cajun Bayou Tourism must be notified, and the booking

To book your next event in Louisiana's Cajun Bayou call now!

Phone: 985-537-5800 or Email: mdurocher@lacajunbayou.com

must be confirmed in writing by the property and the planner as definite and include a copy of the final contract.

5. Upon verification of the total room pick-up at the conclusion of the specified meeting from the meeting properties, facilities or venues involved – and verification that the meetings were held in Lafourche Parish – Louisiana's Cajun Bayou Tourism authorizes payments per the incentive earned to the business, association, or organization. Upon final verification payout will occur within 30 days.

TERMS & CONDITIONS

GENERAL TERMS AND CONDITIONS:

1. Louisiana's Cajun Bayou Tourism Meeting and Event Incentive Program can be discontinued at any time without prior notice.
2. Meeting/event planner must register and qualify with Louisiana's Cajun Bayou Tourism for each specific meeting no less than 60 days prior to the meeting taking place and before the contract is finalized with the hotel/meeting facility.
3. A copy of your contract with each facility or hotel property must be included with your incentive program registration if a contract has been signed prior to contacting Louisiana's Cajun Bayou Tourism.
4. An incentive package cannot exceed \$525.00 no matter the total number of room nights actualized or the time of year the meeting is held. Once \$525.00 is met, the additional percentage available for needs period meetings or events is not applicable.
5. Louisiana's Cajun Bayou Tourism will serve as a facilitator in providing this incentive and must be given the total room pick-up and total attendees from the meeting property and/or the meeting/event planner. Only rooms booked within a block will be accepted towards total pick-up numbers.
6. Upon room night pick-up verification from the meeting property and the meeting/event planner, Louisiana's Cajun Bayou Tourism will confirm the incentive earned, and that amount will be payable by Louisiana's Cajun Bayou Tourism to the business, association, or organization that hosted the meeting.
7. Louisiana's Cajun Bayou Tourism President/CEO will have final determination and approval as to any questions regarding qualifications, the meeting of qualifications and the reward amount to be given.
8. Employees of Louisiana's Cajun Bayou Tourism or marketing or advertising agencies or organizations associated directly with either entity are not eligible for the promotional incentive.
9. Liability: Louisiana's Cajun Bayou Tourism and its employees will not be held liable for any action of the meeting facilities or venues or the meeting/event planner. Further, Louisiana's Cajun Bayou Tourism and its employees will not be liable for any injury suffered by participation in the Louisiana's Cajun Bayou Tourism Meeting and Event Incentive Program.



Meeting Planner Registration

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Meeting/Event Information

Name of Company/Organization to meet: _____

Organization Tax ID Number (needed to process check): _____

Official Meeting Name: _____

Meeting Dates: _____

Estimated Number of Attendees: _____

Total Estimated Number of Rooms: _____

Estimated number of Sleeping Rooms Per Night:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Meeting space being utilized: ☐Yes ☐No Selected? ☐Yes ☐No

If yes, location: _____

Additional Comments: _____

Submitted by: _____ Date: _____

Approved: _____ Date: _____