

## TOURISM HAMILTON CONVENTION INCENTIVE APPLICATION

Kindly complete this form and forward to Christine Roy, Tourism Coordinator – Sales  
28 James St. N., Hamilton, Ontario L8R 2K1 Phone: 905-546-2424 x5362 E-mail: [christine.roy@hamilton.ca](mailto:christine.roy@hamilton.ca)

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Contact Person: Telephone:  
E-mail address: Fax:  
Organization Name (Cheque will be made out to this name):  
Current President:  
Address:  
  
Website:  
Name of Convention:  
Date of Convention:  
Location of Convention:

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Provide a brief history of your organization (Constitution, Charter and/or By-Laws) and indicate if it is incorporated as a **non-profit** or **charitable** organization:

Non-profit Registration Number (required):

What are the general objectives and/or functions of your organization?

Provide number of contracted accommodation bedroom room nights used in at the conference this application covers (ie. 10 rooms per night x 3 nights = 30 room nights). Minimum requirement: 25 room nights.  
Please provide supporting documents, if requested (contract with hotel and venue)

Name of hotel/accommodations room blocks were booked:

Provide number of total paid registered delegates at previous year's conference:

Number of paid registrants this year:

Number of People Attending from **OUTSIDE** of the City of Hamilton (overnight guests):

Number of People Attending from the local area (non-overnight):

Amount of Grant Request:

Explain briefly the nature of the event for which financial assistance is requested. (i.e. Annual Conference, Welcome Reception/Banquet, Speakers, Transportation etc.).

**THANK YOU FOR YOUR EFFORTS IN BRINGING CONVENTIONS AND MEETINGS TO THE CITY OF HAMILTON**