



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

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:

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