



SALES CO-OP RESERVATION FORM

TRADE SHOWS, SALES MISSIONS, CLIENT EVENTS
FISCAL YEAR 2020-2021

Event Name: _____

Event Date(s): _____

Event Location: _____

***Benefits for Tradeshow include:**

- Greater impact for destination exposure
- Connect directly with key decision-makers
- Quality networking activities
- Exhibition costs
- Booth shipment and decorations/promotional items
- Pre-show marketing and prep
- Post show client list and copy of business cards

***Benefits for Sales Missions and Client Events include:**

- Customer Appointments (if applicable)
- Client event coordination/arrangements
- Customized invitations
- Post event client list and copy of business cards

****Benefits are based on availability and subject to change without notice.***

*****Participants are responsible for applicable fees including registration, membership, travel fees, etc.***

******Registration fees are determined by the show/event management not Visit Jacksonville.***

Please fill in all fields on this form. Scan and email the completed and signed form to Nicole Crawford at: ncrawford@visitjacksonville.com. Should we have more businesses sign up than space allows, the slot(s) will be filled on a first come first served basis. Only one representative per participating organization is permitted.

Hotel/ Organization Name _____

Participant's Name _____

Participant's Contact Information Phone: _____ Email: _____

Terms and conditions:

1. Participant will be notified of space availability upon receipt of the completed reservation form
2. Participant must register at least 30 days prior to event. Failure to do so will result in cancellation of the co-op reservation
3. Submission of a completed reservation form does not automatically guarantee participation

Participant's Signature: _____

Date: _____

Contact for questions and to return this completed form:
Nicole Crawford, Convention Sales Representative, Visit Jacksonville
Phone: 904-421-9159, Email: ncrawford@visitjacksonville.com