



## **2018-19 Meeting, Convention, Tour or Group Request Form**

Travel Ashland – Ashland’s official Destination Marketing Organization, looks forward to welcoming you to Ashland. Travel Ashland provides assistance in planning, logistics, support, outreach and servicing your group or event. Please complete the form below and return to Kelsey Frantz ([kelsey@ashlandchamber.com](mailto:kelsey@ashlandchamber.com)). We look forward to working with you.

### **Event Details and Contact Information**

**Organization, Group or Event Name:** \_\_\_\_\_

**Type of Event:**  Meeting  Convention/Conference  Tour  Festival

Other: \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

Multiple locations? If YES, list here: \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Website Address and/or Link to Register:** \_\_\_\_\_

### **Organization Information**

**Business Address -**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Organization Information (continued)**

**Mailing Address (if different than above) -**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Website Address (if different than above):** \_\_\_\_\_

**Meeting, Convention, Tour or Group Details**

**In what year was your event established?** \_\_\_\_\_

**Is this a reoccurring event, one-time event or other?** \_\_\_\_\_

If OTHER, please explain: \_\_\_\_\_

If REOCCURRING, has this event been located in Ashland before:

YES or  NO

**Percentage of attendees who'll be traveling from out of the area:** \_\_\_\_\_%

**Will you need any or all of the following publications for your Event?**

2018-19 Ashland Visitor Guide (100 per box) # Requested: \_\_\_\_\_

- Lodging, Culinary, Wine, Attractions, Maps, Annual Calendar and Itineraries

2017-18 Ashland's Living and Doing Business Guide (45 per box) # Requested: \_\_\_\_\_

- Relocation, Membership Directory, Economic Data, Community and Lifestyle Guide

Ashland Map Guide (180 per box) # Requested: \_\_\_\_\_

- includes City Streets, Lithia Park, Crater Lake, Table Rocks, Ashland Watershed, Mountain Lakes and more

*The above publications are produced and supplied free by the Ashland Chamber of Commerce and will need to be ordered 7-10 days prior to the event start date*

If YES, delivery or pick-up from Chamber: \_\_\_\_\_

If DELIVERY, list delivery address: \_\_\_\_\_

Requested date of delivery or pick-up: \_\_\_\_\_

**What other items or resources might your group or event need assistance with?** (Examples: Welcome Address to attendees, contacts/resources, signage, transportation, welcome bags, etc. – Must be requested 60 days prior to event date) \_\_\_\_\_

**When complete, please email this form to Kelsey Frantz ([kelsey@ashlandchamber.com](mailto:kelsey@ashlandchamber.com)), fax to (541) 482-2350 or mail to our PO Box address below with **ATTN: Kelsey**.  
Thank you!**



**Travel Ashland**

110 E. Main Street (PO Box 1360) • Ashland, OR 97520 • (541) 482-3486