



2022-23 Meeting, Convention, Tour or Group Request Form

Travel Ashland looks forward to welcoming you. We provide assistance in planning, logistics, support, outreach and servicing your group or event. Please complete the form below and return to **Katharine Cato** (katharine@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: _____

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 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?

2022-23 In & About Visitors Guide (100 per box) # Requested: _____

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

2019-20 Ashland's Living and Doing Business Guide (45 per box) # Requested: _____

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

2021 Ashland Map Guide (180 per box) # Requested: _____

- Includes City Streets, Lithia Park, Ashland Watershed, hiking and biking trails

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

We will pick-up from the Chamber office.

Please deliver locally to: _____

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 Katharine Cato (katharine@ashlandchamber.com),

fax to (541) 482-2350 or mail to our PO Box address below with ATTN: Katharine.

Thank you!



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