

**GROUP QUALIFYING INFORMATION**

**Date:** 11/13/18

**Contact Information**

Company: Conlin Travel

Name: Heather Cofield

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**Event Information**

Type: Incentive Trip

Date: April 22-26 and April 29 to May 3, 2020

Length of stay: 4-5 nights

**Attendee Information**

# of attendees: 70 People

Special needs:

**Hotel Requirements**

Hotel preference:

Room type: Kings Size Beds

VIP upgrades: No

**Meeting Space Requirements**

# of meeting rooms: N/A

Meeting room set up:

A/V requirements:

Hospitality Desk:

**Food & Beverage Requirements**

Group functions:

Breakfast, date/time: Every morning

Lunch, date/time:

Dinner, date/time:

Receptions, date/time: First night welcome reception with dinner

Coffee / beverage stations:

**Ground Transportation Requirements**

Airport transfers:

Tours:

Activities:

Other:

**Hotel Commission:** Hotel commissions to be stated in contract, payable to"Conlin Travel, 23-606715". Commission to be deducted from final statement before paying.