



MEETING
INCENTIVES
CONFERENCES
EXHIBITIONS

2018 CORPORATE & INCENTIVE GROUPS SUPPORT POLICY BY GUAM VISITORS BUREAU

Time to apply

90 Days Prior to Group Arrival

Content \ GROUP SIZE	15-49 pax	50-100 pax	101-500 pax	501 + pax
Provide small gifts to all arriving travelers	✓	✓	✓	✓
Welcome packets with Guam information to the Tour Leader.	✓	✓	✓	✓
Greeting service and shell leis to all arriving travelers.		✓	✓	✓
Special Leis (higher value) to protocol members.			✓	✓
GVB Welcome Banner at the airport arrival area or at place of reception.				✓
Cultural Dancers and/or Miss Guam at place of reception				✓
Attendance of GVB Board or Management at place of reception, if requested.				✓

SITE INSPECTION TOUR - MICE PLANNER – MAXIMUM 2 PAX

1. Close interaction with GVB and/or GVB management.
2. May assist with requests for in-kind/discounted rates for transportation or hotel accommodations
3. Provide sample itineraries and suggestions on where to visit.
4. May assist in contacting other government agencies/organizations for support and/or services.

Note: If all arrangements have been pre-arranged, GVB to send the group an endorsement letter signed by the GVB President or the GVB Director of Global Marketing

ELIGIBILITY

1. Requests must be addressed to GVB and received by GVB no later than 90 days prior to the groups arrival to Guam.
2. All proposals must be approved by the General Manager prior to the commitment of the services outlined in the policy.
3. Notification will be sent to the group organizer at least 60 days prior to the groups arrival of GVB's decision.

FINANCIAL SUPPORT

1. Financial support may only be in the form of indirect offset of the group's Guam reception at a local venue and invoiced directly to GVB.
2. Financial support of up to \$5.00 per traveler will be made available should the group be eligible and is subject to availability of funds
3. Eligibility for financial support is at the discretion of the GVB General Manager but based on all or some of the following criteria:
 - a. Group profile
 - b. Public Relations value for Guam
 - c. Length of Stay
 - d. Rooming List & hotel name (Final 1 week prior to arrival)

POLICY CONDITIONS

All requests for the Bureau's Incentive Support Policy is subject to the availability of marketing funds.

A written, post-travel report with photos by the organization detailing the trip and activities performed must be submitted to GVB no later than 30-days after return to the source country. GVB reserves the right to use submitted photos for press releases for promotional purposes.

NEED TO PREPARE AND PROVIDE:

1. APPLICATION FORM
2. CANCELLATION PENALTY

Should the group cancel any arrangements made by GVB on their behalf 72 hours prior to date of services requested, a penalty will be

charged.

Remarks: 1. Above MICE Supporting Policy subject to availability of funding, and might not be offered every year 2. Support Policy is used for bidding stage only!