**HOSTED BUYER PROGRAM**

 **(PLANNER)**

***A designated time for suppliers and qualified planners to meet one-on-one***





April 18 -19, 2018, Westin Sarasota

Participating in MPI Tampa Bay Area Hosted Buyer Program in Sarasota, Florida allows you to meet face-to-face with qualified suppliers and solidify your future meetings business in an intimate environment.

**Face-to-face meetings with qualified business professionals comes with the following benefits:**

* Up to 11 face-to-face 7 minute appointments with suppliers
* One complimentary 2018 Meetings Academy registration; includes access to all conference education and breakout sessions
* 2 Meet and greet receptions with event attendees
* Education worth up to 4 CMP continuing education credits
* Networking luncheon with event attendees
* Full access to the exhibitor booths during open networking following the hosted buyer program
* **FREE OF CHARGE TO SELECTED PLANNERS (valued at over $139.00)**

**Join the Hosted Buyer Program as an exclusive planner for**

**MPI’s Tampa Bay Chapter 2018 Meetings Academy!**

**Please print, complete and submit the form.**

PARTICIPANT INFORMATION:

Full Name: 

Title: 

Company Email: 

Cell Phone Number: 

COMPANY INFORMATION:

Company Name: 

Address: 

City:  State:  Zip: 

Country: 

Company Phone Number: 

Website: 

MPI Chapter: 

Chapter Referral: 

Corporate/Third Party: 

**What types of events are you looking to discuss with suppliers:**

Annual Conference

Convention

Tradeshow

Dinner

Educational events

Incentive

Symposium

Board Meeting

Sales Meeting

Board of Directors Meeting

Training Programs

Special Event

VIP Client Event

Seminar

Other 

**How many years have you been involved in planning meetings and events?**

Less than 1 year

1-4 years

5-9 years

10+ years

**What is your decision making involvement at your company?**

Recommend Approve Both

**Industry Type: **

 *(Association, Corporate, Non-Profit etc.)*

**Services/products you are looking for:**

Advertising & Promotional Services Airline

Association Computer Services

Conference & Convention Center Convention & Visitors Bureau

Cruise Line Decorator

Destination Management Company Destinations

Entertainment Agency Hotels

Full-Service Event Management Company Resorts & Spas

Technology Company (AV) Other Suppliers & Service Provider

Photography Production Company

Promotional Merchandiser Rental Car Company

Restaurants Speaker Bureaus

Caterer Transportation

Venue

**Locations in the US you plan meetings:**

****

**Locations outside of the US you plan meetings:**

****

**Annual number of meetings:**

****

***Choose all that apply for the following questions:***

**Annual number of attendees at meetings:**

Less than 50 attendees

51-100 attendees

101-250 attendees

251-500 attendees

501-1000 attendees

1001-1500 attendees

1501-2500 attendees

2501+ attendees

**Total annual amount of budget:**



**Annual Peak Rooms:**

Less than 50

51-100

101-250

251-500

501-1000

1001-1500

1501-2500

2501+

**FUTURE PROGRAMS:**

Please tell us about one (1) meeting, incentive, conference, convention or other group travel program you will be planning or operating. Please use Domestic based business if applicable.

***All business presented must be scheduled to occur after May 2018.***

Future PROGRAM #1

**Name of Event\*:**

*(Name of event must be the full name and not abbreviation of the event name!)*

**Date\*:** 

*(Date must be after* ***May 2018*** *and must have RFP available to bid on at Hosted Buyer Program)*

**Type of Program\*:**

Annual Convention Sales

Management Board of Directors

Training Incentive

Trade Show Symposium/Seminars

Special Event Educational

VIP Client Event

Other (please explain):

**Number of Attendees\*:**


*Numeric only*

**Total Room Nights for entire event\*:**



**Total rooms on peak night(s) for entire event\*:**


*Numeric only*

**Total Program Budget - Cost/Spent\*:**



**What services are you requiring for your events\*:**

Advertising & Promotional Services Airline

Association Audio Visual Provider

Computer Services Conference & Convention Center

Convention & Visitors Bureau Cruise Line

Decorator Destinations

Destination Management Company Entertainment Agency

Full-Service Event Management Company Hotels

Resorts & Spas Technology Company

Other Suppliers & Service Provider Photography

Production Company Promotional Merchandiser

Rental Car Company Restaurants

Speaker Bureaus

**What type of hotels do you use for your meeting\*:**

City

Resort

Suburban

Airport

None

Other:

**Destinations being considered\*:**

Alaska

Hawaii

Midwest (IL,IN,OH,MI,MN,WI,IA,MO,KS,OK,NE,SD,ND)

Mountain (UT,CO,WY,MT)

Northeast (ME,NH,VT,MA,RI,CT,NY,NJ,PA,DE,MD)

Northwest (WA,OR,ID)

Puerto Rico/Virgin Islands

Southeast (FL,GA,SC,NC,LA,AL,MS,AR,TN,KY,WV,VA,DC)

Southwest (CA,NV,AZ,NM,TX)

[International](http://wec2014.converve.com/register.php?page=register&params%5Bptype%5D=visitor&params%5Bstart%5D=&params%5Bevent_id%5D=1&PHPSESSID=0b9877d27bad9d6cd5bb087efd61db18#technom14-3448)

**RFP – Please Attach Your RFP for Future Program #1 or email to Jennifer L. Smith, CMP, 2018 Meetings Academy Chair, at** jlsmith2017@outlook.com.

**Any additional information about this event?**

 

Future PROGRAM #2 (OPTIONAL)

**Name of Event\*:** 

*(Name of event must be the full name and not abbreviation of the event name!)*

**Date\*:** 

*(Date must be after* ***May 2018*** *and must have RFP available to bid on at Hosted Buyer Program)*

**Type of Program\*:**

Annual Convention Sales

Management Board of Directors

Training Incentive

Trade Show Symposium/Seminars

Special Event Educational

VIP Client Event

Other (please explain):

**Number of Attendees\*:**


*Numeric only*

**Total Room Nights for entire event\*:**


*Numeric only*

**Total rooms on peak night(s) for entire event\*:**


*Numeric only*

**Total Program Budget - Cost/Spent\*:**



 **What services are you requiring for your events\*:**

Advertising & Promotional Services Airline

Association Audio Visual Provider

Computer Services Conference & Convention Center

Convention & Visitors Bureau Cruise Line

Decorator Destinations

Destination Management Company Entertainment Agency

Full-Service Event Management Company Hotels

Resorts & Spas Technology Company

Other Suppliers & Service Provider Photography

Production Company Promotional Merchandiser

Rental Car Company Restaurants

Speaker Bureaus

**What type of hotels do you use for your meeting\*:**

City

Resort

Suburban

Airport

None

Other:

**Destinations being considered\*:**

Alaska

Hawaii

Midwest (IL,IN,OH,MI,MN,WI,IA,MO,KS,OK,NE,SD,ND)

Mountain (UT,CO,WY,MT)

Northeast (ME,NH,VT,MA,RI,CT,NY,NJ,PA,DE,MD)

Northwest (WA,OR,ID)

Puerto Rico/Virgin Islands

Southeast (FL,GA,SC,NC,LA,AL,MS,AR,TN,KY,WV,VA,DC)

Southwest (CA,NV,AZ,NM,TX)

[International](http://wec2014.converve.com/register.php?page=register&params%5Bptype%5D=visitor&params%5Bstart%5D=&params%5Bevent_id%5D=1&PHPSESSID=0b9877d27bad9d6cd5bb087efd61db18#technom14-3448)

**RFP – Please Attach Your RFP for Future Program #2 or email to Jennifer L. Smith, CMP, 2018 Meetings Academy Chair, at** jlsmith2017@outlook.com.

**Any additional information about this event?**

 

**Terms & Conditions**

1. Planner agrees to meet with participating suppliers over a span of one (1) day during the Hosted Buyer Program.
2. Planners who no-show for one or more appointments will be charged for gratis benefits received according to the planner package. This will include:
	* A full conference badge ($139.00), Luncheon, Breakout Sessions and 2 Networking Events for planner.
3. Acceptance into the Hosted Buyer Program is non-transferrable.
4. **Cancellation:** From time of acceptance notification and prior to March 19, 2018, cancellation must be received in writing (jlsmith2017@outlook.com.). If you cancel within two (4) weeks or no-show for the Hosted Buyer Program, you will be required to pay the full registration amount to attend the 2018 Meetings Academy.
5. Any hotel cancellation fees, incidental expenses, and additional room nights will be the responsibility of the planner.
6. There are no acceptable reasons for missing the official Hosted Buyer Program time frames.
7. All planner participants must be checked in at the registration desk in the conference center by 8:30am (EST) on Thursday, April 19, 2018 (NO EXCEPTIONS)
8. After the Hosted Buyer Program, all participants will be asked to complete a survey.
9. Any feedback or quotes may be used in future program material.
10. All planners must provide an on-site cell phone that they can be reached at during the event. (NO EXCEPTIONS)

**I have read the above terms & conditions for MPI Tampa Bay Chapter 2018 Meetings Academy and agree to all terms & conditions:**

**Name: **

**Signature (By Printing my initials, I am signing this document):** 

**Please send this completed document with the Attached RFP to Jennifer L. Smith, CMP, 2018 Meetings Academy Chair, at** **jlsmith2017@outlook.com****.**