



## **Criteria and Procedures for Promotional Items**

- Event must promote meeting and convention development, travel, recreation (tourism) to and in Yazoo County.
- All requests for promotional items must be received 2 to 4 weeks prior to the event, or prior to the actual need of the materials. Requests submitted after this time limit are subject to rejection or additional limitations.
- Maximum quantity of 30 bags (includes bag, one promotional item, and brochure or visitor guide) available at no cost.
- Additional quantities of bags (above the free limit of 30) are available at the cost of One Dollar (\$1.00) each. (No credit/debit cards or checks accepted. CASH ONLY.)

For office use only:  
Date received: \_\_\_\_\_  
Date fulfilled: \_\_\_\_\_  
Fulfilled by: \_\_\_\_\_  
Items Given: \_\_\_\_\_  
\_\_\_\_\_



## Promotional Items Request Form

Date items needed: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name of event: \_\_\_\_\_ Number of registered attendees: \_\_\_\_\_

Date and time of event \_\_\_\_\_

Brief description and/or reason for event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services/materials requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### MEETING SITE INFORMATION

Facility event will be held: \_\_\_\_\_

Name of Hotel: \_\_\_\_\_ Number of rooms blocked: \_\_\_\_\_

**Please return form 2 to 4 weeks prior to event:**

Yazoo County Convention & Visitors Bureau

110 N. Jerry Clower Blvd., Suite S

P.O. Box 186

Yazoo City, MS 39194

Phone: (662) 746-1815

Fax: (662) 746-1816

E-mail: [info@visityazoo.org](mailto:info@visityazoo.org)