



# Stillwater Meetings and Events

## Incentive Program

Stillwater Meetings and Events Incentive Program offers approved organizations an incentive to book a meeting or corporate events in Stillwater and Oak Park Heights. Earn Up to \$2500!

**PURPOSE:**

To attract, retain and expand in-person overnight stays in Stillwater and Oak Park Heights, as well as showcase local tourism experiences. Book your next group through Discover Stillwater and you can earn up to \$2500 in incentives to help offset the cost of meeting-related expenses and experiences.

Possible Incentive by Total Contracted Room Nights and Time of Year:

Total Contracted Room Nights	Nov- March	Total Contracted Room Nights	April - Oct
80 (min 40 on peak)	\$1500	100 (min 60 on peak)	\$1500
160 (min 80 on peak)	\$2000	200 (min 120 on peak)	\$2000
240 (min 120 on peak)	\$2500	300 (min 180 on peak)	\$2500

\*Must utilize 2 hotel properties

**BASIC REQUIREMENTS:**

- Organizations that book a meeting with Discover Stillwater could qualify for an incentive to help offset meeting and experience related expenses.
- Incentive funds are required to be spent locally in Stillwater and Oak Park Heights for things such as transportation (bus, trolley, etc.), dining, entertainment or offsite activities.
- Applicants are encouraged to, and extra consideration provided if, a pre- or post-event (before or after event agenda) tourism experience is offered to encourage attendees to book an extra day in a lodging establishment.

Eligible Costs:

- Dining (excluding alcoholic beverages, tax & gratuities) within Stillwater and Oak Park Heights
- Experiences: Golf, Escape Rooms, Trolley rides, River boat cruises, ax throwing, make and take craft projects, tours, etc
- Transportation (bus rides to/from airport or to/from approved activity)
- Merchandise from Oak Park Heights/ Stillwater businesses (inquire with Discover Stillwater Staff for more information)



**Non Eligible Costs:**

- Alcoholic beverages
- Lodging and resort fees
- Event planning and management fees or costs
- Gratuity and Sales tax
- Print and web design work
- Limousine/luxury vehicle rental, taxi or rideshare service fees

**ELIGIBILITY:**

Discover Stillwaters' Meetings and Events Incentive is available based on the following criteria:

- Group must have required minimum number of room nights, using at least two hotels.
- Applicant and hotel contact must be the same individual.
- Meeting/event must be held within 6 months of application.
- Weddings, social events, sporting events, and group travel tours are not eligible.

**GENERAL PROCEDURES:**

- Complete application and submit to Discover Stillwater a minimum of 60 days prior to the event.
- Applicant is responsible for the coordination of the meeting/event. Approval of Incentive program in no way implies event or hosting assisting from Discover Stillwater staff, beyond normal CVB functions.
- Applicant agrees to keep the application and results of the incentive confidential.
- Discover Stillwater will review and notify applicant if the incentive is approved.
- Discover Stillwater reserves the right to approve or deny all applicants at its discretion.
- Provide Discover Stillwater with the final lodging report, where, how many each night, etc from the hotel partner(s) within 60 days of the event.
- Incentive will be paid as a reimbursement. Amount will be determined by final room night count provided by the hotel partner(s). If the total room night does not reach level indicated, the incentive will be forfeited or lowered to the corresponding level.
- Discover Stillwater will issue incentive within 60 days of receiving the final report.
- Discover Stillwater has the right to modify or discontinue the incentive at any time.
- Discover Stillwater staff has final approval of incentive program and retains the right to alter, modify, or cancel the Stillwater Meetings and Events Incentive at any time.