

Property Name:			
Primary Address <i>(must be a physical NC address):</i>			
City:	State: North Carolina	Zip <i>(Five Digit):</i>	Primary Telephone: <i>Circle: Business Toll Free Home Cell</i>
Second Address: <i>optional</i>			
City:	State: North Carolina	Zip <i>(Five Digit):</i>	Second Telephone: <i>Circle: Business Toll Free Home Cell</i>
Third Address: <i>optional</i>			
City:	State: North Carolina	Zip <i>(Five Digit):</i>	Third Telephone: <i>Circle: Business Toll Free Home Cell</i>
Toll-Free Telephone:	International Telephone Number:	Fax:	
Description: <i>(max 1,000 characters including spaces, or approximately 125 words.)</i>			
Email:		Web Address:	
<b>Type of Facility:</b> <i>Choose as many as apply</i>			
<input type="checkbox"/> Banquet / Reception / Wedding Facility <input type="checkbox"/> Conference Facility	<input type="checkbox"/> Convention Center <input type="checkbox"/> Meeting & Convention Services	<input type="checkbox"/> Hotel Meeting Facility <input type="checkbox"/> Non-traditional Meeting Facility	
<b>Amenities available on property site:</b> <i>Choose as many as apply</i>			
<input type="checkbox"/> Accommodations on Site <input type="checkbox"/> Airport Shuttle <input type="checkbox"/> Banquet Facilities <input type="checkbox"/> Free Parking	<input type="checkbox"/> Golf on Site <input type="checkbox"/> Handicap Accessible <input type="checkbox"/> Internet Access <input type="checkbox"/> Meeting Space: 10-50,000 sq ft	<input type="checkbox"/> Meeting Space: 50-100,000 sq ft <input type="checkbox"/> Meeting Space: 100-500,000 sq ft <input type="checkbox"/> Meeting Space: 500,000 sq ft or more <input type="checkbox"/> Restaurant on Site	
General Contact:		Group/Trade Contact:	
Destination Marketing Contact:		Facility Contact:	
Largest Meeting Space sq ft:	Maximum Banquet Capacity:	Maximum Classroom Capacity:	
Maximum Reception Capacity::	Maximum Seating Capacity:	Maximum Theater Capacity:	
Number of Concurrent Meeting Rooms:	Smallest Event Room Seating:	Total Number of Meeting Rooms:	

Driving Directions:

Thank you for taking the time to fill out this form. Please fax it back to your county contact:

### VisitNC.com Guidelines

The following are guidelines for inclusion in the VisitNC.com database. The North Carolina Division of Tourism, Film and Sports Development (*The Division*) has developed these guidelines to better facilitate the listing of attractions, accommodations and events pertinent to travel and tourism in the state of North Carolina.

For the purpose of these guidelines, the term “accommodations” is to include hotels, motels, restaurants, rental properties, rental property agencies, bed and breakfast establishments (*regardless of the number of rooms*), country inns, resorts and private or park campgrounds.

For inclusion in the VisitNC.com database, all attractions and accommodations:

- Must be a legally operating and tax-paying (if applicable) business.
- Must be located within the borders of the state of North Carolina and have a North Carolina site or mailing address.
- Must be reasonably clean and meet state Department of Health guidelines, if applicable.
- Cannot promote nudity, drunkenness or lewd behavior.

In addition to the above guidelines:

- Attractions and accommodations must be open to the general public.
- Attractions and accommodations must be of interest to the general public.
- All state sponsored and owned parks, markets and other facilities are automatically eligible for inclusion.
- All county, city and town tourism offices, chambers and visitors bureaus in North Carolina are automatically eligible for inclusion.

Events may also be included. They must:

- Be related to tourism and draw attendance from at least 50 miles away. (*Events such as Chamber of Commerce banquets, localized after hours concerts and happy hour events, dance recitals, charity walks, etc., are not suitable for this website as they tend to be extremely localized in nature for attendance.*)
- Take place in North Carolina.
- List specific dates and have contact information included.

**NOTE:**

The North Carolina Division of Tourism, Film and Sports Development reserves the right to refuse or cancel listings at any time.