

## **INSTRUCTIONS FOR COMPLETING APPLICATION FOR WARREN COUNTY TOURIST AND CONVENTION DEVELOPMENT AGREEMENT**

Warren County will entertain applications for contract funding to provide an incentive for a convention, trade show and/or event to occur in Warren County which provides the County with marketing and promotional opportunities and benefits to the communities, businesses and residences of Warren County.

Any organization interested in contracting with Warren County should:

1. Complete and sign the attached application being sure to answer every question. If a particular question does not apply to your organization, please insert "not applicable" or "N/A". You may answer any question by adding and referencing an addendum or other document.
2. Send or deliver the completed original application plus ten (10) copies to: Ms. Leisa Grant, Principal Account Clerk, Tourism Department, Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845.
3. Submit the application on or before **November 1, 2012.**

### **PLEASE NOTE THE FOLLOWING:**

1. Completion and submission of the application does not assure funding. All applications must be reviewed and approved by the Warren County Board of Supervisors.
2. The Warren County Board of Supervisors or Committee thereof may request a presentation or a representative of your organization to be present to answer questions.
3. The Warren County Board of Supervisors reserves the right to request additional information and/or require additional terms and conditions to the standard form agreement that has been previously approved for use in connection with these types of contracts.
4. If the Warren County Board of Supervisors determines to enter into agreement with your organization, the Occupancy Tax Committee will notify the contact person, and the Warren County Attorney's Office will draft a contract for your organization to execute.
5. Your organization must be able to furnish proof of insurance coverage, naming Warren County as additional insured before the event takes place, and before the contract is sent out for execution.