

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:</i> Business Toll Free Home Cell	Secondary Telephone: <i>Circle:</i> Business Toll Free Home Cell	Fax:
Property Description: <i>(max 1,000 characters including spaces, or approximately 125 words.)</i>		
Email:		
Web Address:		
<i>NOTE: This form combines “Where to Stay” and “Travel Professionals” Group Tour Lodging. If a property qualifies for both, the Extranet screen will list the options for the Travel Professional information on the screen first. This form, however, lists the info for the “Where To Stay” section first.</i>		
“Where to Stay” Hotel / Motels Amenities available on property site: Choose as many as apply		
<input type="checkbox"/> Bicycle Trail – Off-Road <input type="checkbox"/> Bicycle Trail – On-Road <input type="checkbox"/> Child Care / Babysitting Available <input type="checkbox"/> Coffee Maker <input type="checkbox"/> Complimentary Continental Breakfast <input type="checkbox"/> Complimentary Full Breakfast <input type="checkbox"/> Concierge Service <input type="checkbox"/> Elevator <input type="checkbox"/> Exercise / Fitness Room <input type="checkbox"/> Fireplace in Room <input type="checkbox"/> Free Parking <input type="checkbox"/> Game Room <input type="checkbox"/> Gift / Retail Shop <input type="checkbox"/> Golf Package Available	<input type="checkbox"/> Handicap Accessible <input type="checkbox"/> Hiking Trail <input type="checkbox"/> Hot Tub in Room <input type="checkbox"/> Hot Tub on Property <input type="checkbox"/> Internet Access <input type="checkbox"/> Internet Access – High Speed <input type="checkbox"/> Internet Access– Wireless <input type="checkbox"/> Laundry <input type="checkbox"/> Location – Ocean Front <input type="checkbox"/> Location – Sound Front <input type="checkbox"/> Location – Waterfront <input type="checkbox"/> Lounge <input type="checkbox"/> Microwave in Room <input type="checkbox"/> Pet Friendly	<input type="checkbox"/> Playground <input type="checkbox"/> Refrigerator in Room <input type="checkbox"/> Rental Equipment Available <input type="checkbox"/> Restaurant on Site <input type="checkbox"/> Sauna <input type="checkbox"/> Shuttle Service <input type="checkbox"/> Smoking – Non-Smoking Rooms Available <input type="checkbox"/> Spa Facilities <input type="checkbox"/> Swimming – Outdoor Pool <input type="checkbox"/> Swimming – Indoor Pool <input type="checkbox"/> Swimming – Beach <input type="checkbox"/> Swimming – Lake <input type="checkbox"/> Swimming – River <input type="checkbox"/> Tennis Privileges <input type="checkbox"/> Valet Service
Season of Operation:	General Contact:	
Min # to Qualify for Group Rate:	Member of:	
Driving Directions:		

Amenities for Group Tour Lodging, if applicable: Choose as many as apply		
<input type="checkbox"/> Accepts Major Credit Cards <input type="checkbox"/> Accepts Company Checks <input type="checkbox"/> Accepts Company Debit Cards <input type="checkbox"/> Baggage Handling Available	<input type="checkbox"/> Comp. Policy <input type="checkbox"/> Group Rate Available <input type="checkbox"/> Location – Airport <input type="checkbox"/> Location– Downtown	<input type="checkbox"/> Location – Suburban <input type="checkbox"/> Motorcoach Parking <input type="checkbox"/> Private Area for Groups <input type="checkbox"/> Reservation Deposit Required <input type="checkbox"/> Tour Group Check-In <input type="checkbox"/> Tour Group Welcome Reception
Season of Operation:	Min # to Qualify for Group Rate:	
Member of:	General Contact:	
Group / Trade Contact:	Facility Contact:	
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.