CITY OF HOBBS

LODGERS' TAX ADVISORY BOARD

FUNDING GUIDELINES

The City of Hobbs and the Hobbs Chamber of Commerce wish to ensure that your event has the greatest chance of success. Any and all Chamber of Commerce resources will be made available to your organization toward this goal. The following guidelines have been adopted by the Lodgers' Tax Advisory Board to outline procedures for the expenditures of Lodgers' Tax funds.

1. The Hobbs Chamber of Commerce is accountable to the Lodgers' Tax Advisory Board, and is responsible for the placement of any orders involving expenditure of Lodgers' Tax funds including, but not limited to, advertising, printing, postage, and any and all additional services required to facilitate the promotion of an event.

2. The organization requesting Lodgers' Tax funding shall designate a representative to serve in the capacity of spokesperson for that organization. The representative or designee must make all attempts to attend the Lodgers' Tax meeting when requesting funding to answer questions.

3. All requests for Lodgers' Tax funding must be received **on or before** the 15th of the month prior to the presentation to the Lodgers' Tax Advisory Board. The requests is to be delivered to the Hobbs Chamber of Commerce, Attention: Lodgers' Tax, 400 North Marland, Hobbs, New Mexico.

4. A proposed budget must be submitted with the application for Lodgers' Tax funding explaining how fees and other revenues are to be used and include a detailed list of estimated expenses for the event.

5. All advertising copy, printed or audio, will be proofed by authorized Chamber of Commerce personnel and representative of the organization before any copy is ordered.

6. Pursuant to United States Postal regulations, bulk mailing for the promotion of an event being processed by the Chamber of Commerce must include the Bulk Rate Permit number and the return address of the Chamber of Commerce. Adequate notification to process any bulk mailings should be scheduled. Any flyers requiring return mail will bear the address of the Chamber of Commerce.

7. When the event is completed, a report must be submitted to the Event Coordinator of the Chamber of Commerce within sixty (60) days following the event which includes the number in attendance, the number of overnight stays and the actual revenue and expenditures. **This follow-up report will be considered with future requests.**

All orders for advertising and promotion NOT submitted to the Hobbs Chamber of Commerce and approved by the Lodgers' Tax Advisory Board shall be the RESPONSIBILITY AND OBLIGATION OF THE INDIVIDUAL OR ORGANIZATION PLACING SUCH ORDER. Orders for advertising and promotion of any event placed by individuals or organizations cannot and will not be reimbursed with Lodgers' Tax funding.

I have read and fully understand the above guidelines for the Lodger's Tax Advisory Board.

Representative Organization Date

Received at City Hall: _____

(Date and time)