



TACVB/TxMET Partner Commitment Agreement

The Texas Meetings & Events Tracking (TxMET) system represents a unique collaboration between TACVB Members. All of the information entered in the system comes from subscribing Texas Partner Bureaus/Chambers that agree to share detailed reports on meetings held in their cities. Due to the collaborative nature of the database, we request that each subscribing bureau do its part to keep the system up to date and accurate.

As a TACVB Member and a TxMET Partner, we agree to do our part to keep the TxMET database an effective and excellent tool for all partners. As a TxMET Partner we understand and agree to the following TxMET Subscription Rules:

1. Designate at least one staff member as the TxMET coordinator for the bureau. The coordinator will be responsible for submitting organizational, meeting, history and booking records and will communicate frequently with the TACVB TxMET Administrator.

2. Commit to entering all reportable meetings/events that select your city in the database. A booking must be entered into the system prior to the date of the meeting and a corresponding history must be entered no later than 60 days after that date. A meeting is reportable if the following criteria are met:

- Uses 10 or more rooms on peak
- It meets in Texas or is a regional/national meeting that includes Texas
- Is held on a regularly scheduled basis
- It can meet in more than two cities in Texas

3. Maintain individual login names and passwords for each of its users, and send an updated user access form to TACVB annually.

4. Participate in the TxMET system's Calendar Audit Process. Bureaus agree to provide the TxMET Administrator their available convention calendar (with the agreement that this information is private and will be used for TxMET auditing purposes only).

If possible, calendar information provided should contain the following:

- Organization name
- TxMET Organization Code (when available)
- Meeting Name
- TxMET Meeting Code (when available)
- Meeting Start Date
- Expected Attendance
- Expected Peak Room Pick-Up
- Notes/Comment Field

5. Understand that if all of the above conditions are not met within a designated time frame, then the bureau will be temporarily locked out of the system until rectified.

Agreed to and accepted this _____ day of _____, 200__.

CEO Signature

CVB/Chamber Name

Return with Subscription Form to TACVB Office.

TxMET Partner Subscription Renewal - 2008
Page 2

Subscription cost is \$500 annually, payable to TACVB.

_____ Renewal Check Enclosed _____ Credit Card

****All renewals will be processed immediately but payment must be received prior to accessing TxMET system.**

Mail to:

TACVB

311 South Station Street

Port Aransas, TX 78373

Or Fax to: 361.749.0469

Name: _____

Visa/ MasterCard/ Amex (circle one)

Credit Card # _____ Exp. _____

CVS # (3-digits on back of card of Visa/MasterCard) _____

CEO SIGNATURE

CVB/CHAMBER

DATE