

## Visit Vancouver USA Media Hosting Policy

The Visit Vancouver USA Marketing and Communications department assists qualified members of the press with visiting arrangements. Requests are handled on an individual basis. Additionally, the level of support provided depends upon the story angle, advance notice provided, time of year, length of stay and the ability of Vancouver area hotels and attractions to assist. Before submitting a media trip request, please review the steps below in order to help us best assist you.

- Contact the Marketing and Communications department with as much lead time as possible. At least 30 days notice is appreciated.
- Include an assignment description from the media organization you represent including what you intend to cover, story length (word count or running time) and the date the story will be published or aired.
- Specify the circulation or audience size and other relevant demographic information about the media organization you represent. For exclusively online publications, the inclusion of website analytics and social media reach is required.
- Please be prepared to provide samples of previously published stories. If you are a freelance journalist or blogger, this will be especially helpful in coordinating your visit.
- Depending on the nature of the assignment, Visit Vancouver USA may be able to assist you with accommodations, suggested itineraries, passes to attractions and more. Please note that complimentary arrangements are provided through the discretion of host businesses and are subject to the availability and interest of each property. Black-out periods may be experienced during the year (such as during the summer months and the holiday season) which may necessitate a press rate. Also, please note that any complimentary accommodations that may be provided include only room rate and tax, not incidentals such as phone charges or room service.
- While complimentary meals can be requested, they are provided at the discretion of the host restaurant and Visit Vancouver USA cannot provide meals in the instance of complimentary meals not being available. Complimentary meals exclude gratuity and alcohol and will only be for one person, unless the host wishes to extend the invitation to additional patrons.
- Visit Vancouver USA cannot provide airfare for your trip, nor can it pay for ground transportation, although a list of local transportation services will be supplied if requested.