



COLORADO
TOURISM OFFICE

These signature and attestation forms aid our office in ensuring that Meetings and Events Incentive applications are in compliance with both the program guidelines and the requirements in the Meeting and Events Incentive program statutes.

AFFIDAVIT INSTRUCTIONS

To complete this affidavit, please:

1. Have the appropriate party **(Must be a C-Level Executive)** fill out and sign each of the three following attestations:
 - a. Certification of Meetings and Event Incentive Eligibility
 - b. Single Application for Event Certification
 - c. Certification of Notification of Meetings and Events Incentive Program (*only required if meeting/event planner is primary applicant)
2. Scan this document back onto a computer
3. Upload the signed and completed document to the Salesforce Application



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CERTIFICATION OF MEETINGS AND EVENTS INCENTIVE ELIGIBILITY

Section 1: Applicant Information

Applicant Host Name: _____
(The host is the company, organization or individual holding the meeting or event.)

Applicant Contact Name:

Title/Capacity (C-Level)

Business Address: _____

Business Phone Number:

Section 2: Affidavit

I, _____, certify that the meeting or event requesting the incentive is
___ a new event contracted on or after April 6, 2021.

___ in danger of cancellation, postponement, or relocation without support.

I hereby state that the information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant information has not been omitted.

Signature of Individual

Date



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SINGLE APPLICATION FOR EVENT CERTIFICATION

The Meetings and Events Incentive Program guidelines state that an event is eligible for a cash rebate *only once* per year.

We certify that this is the only Meetings & Events Incentive Program application to be submitted on behalf of the referenced meeting/event this year.

We hereby state that the information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant information has not been omitted.

By initialling below, I also attest that I am a C-Level employee and am authorized to sign on behalf of my company.



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CERTIFICATION OF MEETINGS AND EVENTS INCENTIVE NOTIFICATION

NOTE: Only to be completed if the applicant is a meeting/event planner.

We certify that we have notified our client, _____, that we have submitted an application to Meetings & Events Incentive Program application to receive a 10% rebate against the **eligible hard costs** for hosting meetings and events in Colorado

I hereby state that the information above is true, to the best of my knowledge. I also confirm that the information here is both accurate and complete, and relevant information has not been omitted.

By initialling below, I also attest that I am a C-Level employee and am authorized to sign on behalf of my company.



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CERTIFICATIONS SIGNATURE FORM

By Signing below, I attest that I have read, certified, and initialed the Certification of Meetings and Event Incentive Importance, Single Application for Event Certification, and Certification of Notification of Meetings and Events Incentive Program above. By signing below, I also attest that I am a C-Level executive and am authorized to sign on behalf of my company.

Legal Name of Business: _____

Signature: _____

Name: _____

Title/Capacity (C-Level) _____

Business Address: _____

Business Phone Number: _____

Date: _____