

NYC Meetings Fund Reimbursement Requirements

If you spend a minimum of \$25,000 on Eligible Cost(s) for New Business at a Venue in NYC **and** book 50+ Hotel rooms, you can get up to a \$50,000 Reimbursement.

Based on the location of the Event and the Hotel, the following percentages will be applied if your Event is deemed eligible:

- In Manhattan:
50% Reimbursement from applicable food/beverage and/or audiovisual support spend at a Venue in Manhattan; or
- In an “Outer Borough” (Brooklyn, the Bronx, Queens or Staten Island): 100% Reimbursement if both occur: (i) 50 rooms booked in an Outer Borough; and (ii) Eligible Costs spent at a Venue in an Outer Borough.

“Event(s)”: business events that may include, but are not limited to, meetings, conferences, events, business gathering, conventions, exhibitions, trade shows, consumer shows or other event approved by New York City Tourism + Conventions. This does not include personal events such as weddings, anniversaries or birthday parties. Entertainment events such as sports, games, festivals or concert series, which meet all other criteria, may be considered for Reimbursement based on alignment with the goal of bringing new business events to New York City, as determined by New York City Tourism + Conventions’, but business events will be given priority.

“Reimbursement”: Subject to the details set forth herein, Events that are approved may receive a limited amount of funding to help reimburse the Eligible Costs associated with hosting an Event within New York City, which includes Manhattan or an Outer Borough (“NYC”).

“Eligible Cost(s)”: You may apply for a Reimbursement if you spend your money on one or both of the categories below:

- Food/Beverage: meals, beverages (excluding alcoholic beverages) or related service or labor fees; and
- Audiovisual Support: microphones, screens/projectors, internet access, related service or labor fees or other specialized equipment that assists in supporting audiovisual performance (as approved by New York City Tourism + Conventions).

Important Dates:

- Applications will not be accepted after December 31, 2023;
- Event must take place after August 1, 2023, and prior to August 31, 2024;
- Reimbursements will cease once the maximum amount of Reimbursement has been reached (while supplies last);
- These dates are subject to revision or extension if deemed necessary (subject to New York City Tourism + Conventions’ discretion).

Possible Reimbursement Amounts: \$12,500–\$50,000

In order to receive a Reimbursement, the following criteria must be met: (i) Event is at a Venue within NYC; (ii) New Business; (iii) Amounts are spent on Eligible Costs; (iv) Paid by an eligible Recipient; (v) Room Requirement is met; (vi) Proof Submitted; (vii) In compliance with Deadlines; and (viii) Approved by New York City Tourism + Conventions.

If additional amounts remain at the expiration of the Deadlines, New York City Tourism + Conventions may increase the maximum amount of individual Reimbursement to a Recipient or extend the Deadlines.

Proof required:

- Eligible Costs—submission of a valid payment receipt or sufficient proof of payment (as determined by New York City Tourism + Conventions) that is documented such as a valid receipt signed by the applicable Venue, Hotel and/or vendors;
- Room Requirement—submission of a valid receipt or sufficient proof of payment (as determined by New York City Tourism + Conventions) documented by the Hotel or other approved entity. Proof could be a documented room block or other final receipt clearly linking the rooms to the Event and approved by New York City Tourism + Conventions based on a post-Event review of the pickup and final bill.

Grant Guidelines:

- The Event must take place within NYC;
- **“Recipient”** is the party whose Event is taking place in NYC. In order to be deemed an eligible Recipient, New York City Tourism + Conventions will determine who the ultimate owner of the Event is based on the following criteria: (i) the Event branding;(ii) hosting responsibilities: the entity that is ultimately responsible for hosting the Event; (iii) payment responsibilities: the entity that is paying the Eligible Costs and has Proof, defined below, of such payments); and/or (iv) other evidence that the entity bringing the Event to NYC (as approved by New York City Tourism + Conventions);
- Recipient cannot be a third-party such as an organizer, planner, event space or other entity not deemed appropriate by New York City Tourism + Conventions;
- **“New Business”** is an Event that hasn’t been booked in NYC since March 1, 2020 (organizer does not need to be new);
- New York City Tourism + Conventions must determine that the Event is New Business and not an Event that has already taken place that has an updated name or branding;
- An Event can receive only one Reimbursement;
- **“Applicant”** is the party submitting the information and may be the Recipient or a third party applying on behalf of the Recipient (may include, but not be limited to, the primary organizer, host, planner, event space or other entity approved by New York City Tourism + Conventions if they complete the eligibility requirements listed herein on behalf of the Recipient);
- An Applicant must also be an eligible Recipient in order to receive the Reimbursement;
- Only the Recipient may receive the Reimbursement;
- Only one Applicant per Event;
- Only one Reimbursement per Event;

- Events that utilize more than one NYC Venue or time period that are for the same Event (for the same overall purpose) may not be eligible for multiple Reimbursements;
- If Applicant is a third party applying on behalf of multiple Recipients, such Applicant may apply on behalf of different clients or Events for up to three (3) Events (e.g., a planner may apply for different clients provided it is for different Events);
- A Recipient may receive a Reimbursement for no more than three (3) different Events;
- **“Hotel”** is a licensed establishment located in NYC that offers overnight accommodations, meals and other services and is not an Airbnb, Vrbo, hostel or anything similar;
- **“Room Requirement”**: Generate at least fifty (50) total Hotel room nights;
 - Room Requirement can be from multiple Hotels;
- **“Venue”** for the Event must be in a commercial venue located in NYC, such as a Hotel, ballroom, event space, etc. and not a private or personal venue, such as an individual’s lodging, space, office or apartment/house;
- The Event must have total Eligible Costs of at least \$25,000 (minimum Reimbursement is \$12,500);
- Although we encourage additional spend on Eligible Costs, the maximum Reimbursement amount given per Recipient for a single Event, despite total Eligible Costs for an Event, will be \$50,000 (unless otherwise determined by New York City Tourism + Conventions);
- Eligible Costs must be from one single Event;
- The Event may take place in one or more locations, but you cannot combine the cost of multiple Events and Eligible Costs from unrelated Events;
- Applications will not be accepted after December 31, 2023;
- The Event must take place after August 1, 2023;
- The Event must take place prior to August 31, 2024;
- Reimbursements will be given while supplies last, or for eligible Events that submit by December 31, 2023, and take place prior to August 31, 2024, whichever occurs first (unless otherwise modified by New York City Tourism + Conventions);
- If available funds are not depleted by the Deadline, New York City Tourism + Conventions reserves the right to modify the requirements listed herein by, but not limited to, extending or revising dates and/or amounts, eligibility, terms and details listed herein;
- Recipient, Event, Proof of Eligibility Costs, Room Requirement and all other requirements must be approved and accepted by New York City Tourism + Conventions;
- Additional criteria may be provided or requirements waived, subject to New York City Tourism + Conventions’ sole discretion;
- The Reimbursement will be paid after the Event (once the eligibility is approved and proper receipts received);
- All federal, state, local or other tax liabilities, including, but not limited to, use taxes and income taxes or like amounts in connection with or related to the Reimbursement will be the sole responsibility of the Recipient and shall be guaranteed by the Applicant (if a third party).

New York City Tourism + Conventions will determine if an Event is eligible in its sole discretion and the above criteria is subject to New York City Tourism + Conventions’ judgment. New York City Tourism + Conventions’ decisions are final.

- **Contact:** New York City Tourism + Conventions at scruzortiz@nyctourism.com