



Discover New England Trade (DNE) FAM Request Form

FAM requests received will be evaluated by the individual states requested before formal agreement can be made. In order for the states to have the information they need to make this determination, DNE requires the following:

Return form to: mcota@discovernewengland.org

Primary Contact & Assignment			
Business/Agency/Media Outlet Name			
Address			
Primary Contact			
Email			
Phone		Cell	
Supporting information Trade: New England tours/product, #clients to New England/USA Media: Circ/Reach, medium, social followers, audience demo, past articles			
FAM Assignment Summary			
FAM sponsors			



FAM REQUESTS			
Preferred Dates			
Where would you like to visit? (state/city, specific attractions, activities, interests or sites)			
Will you be continuing to another part of the USA during this trip? Please describe			
# in group		# of rooms per night Arrangement (sharing rooms?)	
Attendee - name/title		Dietary Needs or Allergies/Mobility Requirements	
Attendee - name/title		Dietary Needs or Allergies/Mobility Requirements	
Attendee - name/title		Dietary Needs or Allergies/Mobility Requirements	
Attendee - name/title		Dietary Needs or Allergies/Mobility Requirements	
<i>Please attach FAM group contact list with sleeping arrangement information if more space is needed</i>			
Additional Comments			



DNE FAM requirements

- This completed FAM Request Form must be provided to DNE at least 45 days in advance of preferred arrival date.
- DNE can only assist with FAMs that will visit 3 or more New England states.
- DNE is not responsible for transportation to or within New England. FAM participants must secure their own flights and rental cars.
- FAM participants must provide active credit card information when prompted to be saved on file for hotel reservations in case of damage to the room or any additional charges made to the rooms.
- No guest substitutions or additions can be made without prior approval from DNE.
- Media, a confirmed editorial assignment is required.
- Professionalism is required. FAM guests must participate in ALL confirmed activities and arrive on time. Guests may request open schedules with suggested activities should they wish to have more flexibility; however, the guest will be responsible for their own reservations and admission costs during those open times.

By signing this form, you are agreeing to the following should your request be accepted

- You have read and agree to the above DNE FAM requirements
- To confirm and pay for flight and rental car information on your own at least two weeks prior to your departure. Report confirmed travel arrangements to DNE.
- To arrive on time to ALL confirmed activities. Cell phones will be provided in the case of an emergency.
- That not all meals and activities are comped; therefore, you may need to make your own arrangements wherever specified in the itinerary provided.
- To provide cell phone and email contact information for all FAM participants.
- To provide adequate and culturally appropriate gratuity to guides and for meals.
- To provide a credit card for holding certain reservations to cover damage and incidentals.
- To refrain from smoking in non-designated areas.
- To abide by all laws, rules and regulations.
- To sign a separate MOU outlining agreed upon deliverables for the FAM and an agreed upon timeframe should your FAM request be accepted.

Signature

Date

Print