



Report Checklist:

- Complete the following report
- Attach pictures of your booth by either copy and pasting images at the end of this form, or attaching them as a .jpeg in your email submission
- Attach copies of any paid invoices AND itemize additional expenses in the respective section of this form
- Please address an invoice for 50% of your event fee (less GST) up to your pre-approved maximum with the following info:

Cariboo Chilcotin Coast Tourism Marketing Association (Attn. Finance)

204-350 Barnard St., Williams Lake, BC V2G 4T9

Description: Consumer Shows

- Email submissions and questions should be directed to the contact person in the footer of this form.
- Final report deadline is March 20, 2024.

Attendee Information: (business, attendee name, address)	
Show Name:	
Host City and show venue:	
Show Dates (incl. year) and hours:	
Booth # and Area Description: (Please provide pictures of your booth and names of immediate neighbours)	
How did you market your destination?	
Costs of booth (event fee, marketing materials, staffing incl. number of staff, etc.):	
Funding support received (by whom, how much):	



Collateral handed out: How many GUIDES handed out? - Travel Guide How many MAPS handed out? - Map Pad Others?	
Lead Generation: - Did you have any direct sales during the event? If so, how many and how much? - Did you scan visitor badges or access the event's mailing list? - Did you collect email addresses, traceable social media follows/engagements, etc. from people visiting your booth? How many? - Did you collect any questionnaire data or other information?	
Show Attendance Numbers: <ul style="list-style-type: none"> # of people at your booth Total show attendance Demographics: 	
Show Performance Comments: <ul style="list-style-type: none"> Did you find the show valuable? Would you attend this show again in future? What did you like/dislike about the show? 	
Submission Date:	
Stakeholder signature:	

Please, include your event photos [here](#).