

APPLICATION FOR OFFICIAL ARIZONA VISITOR INFORMATION CENTER (AVIC) DESIGNATION

Name of City, Town or Community and full address where the AVIC will be located?

Name of organization responsible for staffing and managing the AVIC? Please identify whether the organization is a for-profit business or a non-profit agency.

Describe how this center will benefit the local and state tourism industry.

Indicate the days of the week and hours of operation the center will open to the public.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

How many public parking spaces are available?

How many are wheelchair accessible?

Number of, or are there, public restrooms available?

Is the facility in compliance with ADA (Americans with Disabilities Act)? Please attach verification of ADA compliance with your application. (The city or county should be able to supply you with a letter or certificate noting your compliance with ADA)

Please describe (or provide a picture of) the interior display of space and tourist information within the center.

Please provide a list of merchandise to be sold at the center, the benefit that merchandise has to the traveler and confirm competitive pricing of the merchandise with other local vendors, if applicable.

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Please provide a list of any and all commercial establishments attached to the proposed property and level of service it will provide the traveler.

Please provide a brief operational plan. Describe proposed staffing, which shall include a manager with decision-making authority. Include number of full-time and part-time staff, and indicate paid or volunteer staff. Each center is required to be staffed during the stated operating hours.

Name, title, address, phone number and email of the person preparing this questionnaire.

If different, provide name, title, address, phone number and email of individual who will be overseeing and managing the operations of the AVIC.

If different, provide name, title, address, phone number and email of individual who is responsible for ensuring compliance with the Arizona Office of Tourism's visitor center eligibility requirements.

ATTACH THREE (3) LETTERS OF SUPPORT FOR YOUR VISITOR CENTER APPLICATION. ONE (1) LETTER MUST BE FROM THE AREA'S DESIGNATED MARKETING ORGANIZATION (DMO). IF THE AREA DOES NOT HAVE AN ESTABLISHED DMO, OR IF THE APPLICANT IS THE DMO, THEN A LETTER FROM THE AREA'S MAYOR, CITY/TOWN MANAGER OR OFFICIAL COMMUNITY LEADERSHIP MUST BE SUBMITTED WITH YOUR APPLICATION.

RETURN COMPLETED APPLICATION TO THE ARIZONA OFFICE OF TOURISM VIA ALIX SKELPSA RIDGWAY, ARIDGWAY@TOURISM.AZ.GOV.

PLEASE ALLOW FOR 10-14 DAYS FOR PROCESSING AND RESPONSE.