



Site Inspection Rules & Guidelines

Accommodations:

The process is simple. Once Visit South Walton receives your Destination Site Visit Application as well as a Request for Proposal (RFP), the sales department will distribute it to the South Walton meeting lodging partners to provide complementary accommodations for up to two (2) nights. The properties will have three days to review the application and RFP and respond to South Walton with their availability.

The meeting planners will receive a list of interested meeting properties with a brief description of each. The meeting planner will select their accommodations from the provided options within 72 hours.

The meeting planner will provide Visit South Walton with a copy of the flight manifest. Once received, the sales department will be responsible for creating the site visit itinerary which will include one day designated to the South Walton sales department for a destination tour and additional South Walton meeting property site visits.

Transportation to South Walton:

Each meeting planner will pay for their own transportation to South Walton. The sales department will arrange and cover for the cost of shuttle service to and from Northwest Florida Beaches International Airport (ECP) or Northwest Florida Regional Airport (VPS) airport to the host hotel if a meeting planner flies to the destination.

Reimbursement of Transportation:

Meeting planner transportation costs are paid on a reimbursement basis following the conclusion of the site visit. Once the destination site visit has concluded and the meeting planner attended all scheduled site inspections, the meeting planner will submit their transportation invoice (airfare of up to \$500 or mileage at county government rate up to \$500) to the TDC sales department.

Meeting planners receiving reimbursement should take into consideration that it will take a minimum of 45 days for Walton County to process a check.

Cancellation Policy:

If a meeting planner applicant has been approved and then cancels their site inspection for any reason, Walton County TDC will not reimburse the applicant for the cost of the airfare or any other cost incurred prior to the cancellation of their meeting.