

Retail Partners Data Collection Questionnaire

Please use this questionnaire to register the details of your **business** with the New Vision Destination Management System database. Please obtain additional questionnaires from **Visit York** if you wish to register **restaurant** or **accommodation** information. All details should be given in **BLOCK CAPITALS**. Shaded boxes must be completed.

We reserve the right to edit data to fit the space available in the computer system. **Please return to: Paul Whiting, Visit York, 1 Museum Street, York, YO1 7DT.**

This form consists of five parts:

1. **Contact:** Gives details of the main public contact plus other people fulfilling key roles.
2. **Establishment Details:** Provides the address, description, directions to and amenities of the venue for the business. One copy of this form should be completed for each establishment with a different address.
3. **Service:** Provides information on the service offered at the establishment. Complete one page for each attraction which has different admission details.

Always complete one copy of the contact and establishment pages and at least one of the attraction and events page. A large attraction such as a National Trust House & Gardens might have 2 or more attractions (e.g. house, gardens) and several events (e.g. Easter Egg hunt, Musical evening).

1. Contact

Please use this first form to give details of the main contact at your property.

Business Name:

Contact Name:

Address for correspondence:

Postcode:

Telephone No: **Booking Tel No:**

Fax No: **Mobile No:**

Email:

Roles (please tick all those that apply):

Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <input type="checkbox"/>	Finance <input type="checkbox"/>
General Manager <input type="checkbox"/>	HR <input type="checkbox"/>	Marketing <input type="checkbox"/>	Owner <input type="checkbox"/>	Press & PR <input type="checkbox"/>

Job Title:

Please use this form, and additional copies of it if required, to give details of any other key contacts, for example those with other roles, working at the business.

Contact Name:	Mr / Mrs / Miss / Ms				
Address for correspondence:					
		Postcode:			
Telephone No:		Booking Tel No:			
Fax No:		Mobile No:			
Email:					
Roles (please tick all those that apply):	Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <input type="checkbox"/>	Finance <input type="checkbox"/>
	General Manager <input type="checkbox"/>	HR <input type="checkbox"/>	Marketing <input type="checkbox"/>	Owner <input type="checkbox"/>	Press & PR <input type="checkbox"/>
Job Title:					

Contact Name:	Mr / Mrs / Miss / Ms				
Address for correspondence:					
		Postcode:			
Telephone No:		Booking Tel No:			
Fax No:		Mobile No:			
Email:					
Roles (please tick all those that apply):	Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <input type="checkbox"/>	Finance <input type="checkbox"/>
	General Manager <input type="checkbox"/>	HR <input type="checkbox"/>	Marketing <input type="checkbox"/>	Owner <input type="checkbox"/>	Press & PR <input type="checkbox"/>
Job Title:					

2. Establishment Details

Please provide details of the location of the establishment, attraction, or service if different from the contact address.

Establishment Name:

Address for correspondence:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode: <input type="text"/>

Website:

Email address for visitor use:

Please provide a short description of the service you offer this will show on the Visit York site as the initial summary of your business (240 characters maximum):

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please provide directions to your business from the nearest through route and by public transport:

<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
Free Parking <input type="checkbox"/>	Parking with charge: <input type="checkbox"/>	Easy to access by public transport: <input type="checkbox"/>
Nearest station: <input type="text"/>	No. miles from nearest station: <input type="text"/>	

3. Service

Please provide details of your business/service.

Company Name:

Please provide contact details specific to this attraction which members of the public can use (if different to main contact):

Contact Name:	Mr / Mrs / Miss / Ms
Telephone No.	
Mobile No:	
Website:	
Email:	

Please provide a description of your business as you would it to appear to visitors on the Visit York website:

Please provide details of opening time(s) for this attraction: (the first row is an example, if not open on a day put a cross through it):

Season dates	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
<i>01/05/2009</i> to <i>30/09/2009</i>	09:00-17:30	09:00-17:30	09:00-17:30	09:00-17:30	09:00-17:30	10:30-16:00	
<u> / / </u> to <u> / / </u>							
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<u> / / </u> to <u> / / </u>							

Please specify if you have different opening times on a Bank Holiday. If you are not open on a Bank Holiday please put a cross through it.

New Year _____	Good Fri _____	Easter Sat _____	Easter Sun _____	Easter Mon _____	May Day _____	May BH Sat _____
May BH Sun _____	May BH Mon _____	Aug BH Sat _____	Aug BH Sun _____	Aug BH Mon _____	Christmas _____	Boxing Day _____

Please give date(s) and time(s) for each day eg 9:00-13:00, 14:30 – 17:00. If different times for each day, please use separate rows.

A copy of your company's logo can be added to your entry on www.visitYork.org. If you would like to do this please send a copy of your logo to paw@visityork.org

- I give my permission for **Visit York** to take a copy of images of their choice from the website address given previously in this form to use with this entry
- I will email images to you at paw@visityork.org

P.T.O

Submitting your Information for Promotion

This questionnaire is your way of telling Tourist Boards, Local Councils and Visit Britain about your tourism product or service and of being part of their promotional activities for the coming year.

The information you provide may be published by the tourism promoters or may be used by Tourist Information Centres for helping with enquiries.

Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications. By submitting your information you agree to the sharing of your information in this manner.

There is no guarantee that your information will be published or used. If it is, the tourism promoters will make every reasonable effort to ensure accuracy. However, they regret that they cannot accept liability of any kind arising from the use or publication of the information, either by themselves or third parties, including where this is as a result of any error or omission on the part of the tourism promoters.

Your Declaration

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Consumer Protection Act From Unfair Trading Regulations 2008.

NB: You must ensure that the prices and other details that you display through the DMS are current and up to date. It is against the Trade Descriptions Act to charge prices higher than those you describe in your advertising.

If you agree to your information being used in the following ways, please tick the appropriate boxes:

- The tourism promoters sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.
- The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications and websites for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.
- Please tick if you consent to the tourism promoters passing the information you have supplied to persons and/or organisations located outside the European Economic Area.

I accept the above statement for submission of information to tourism promoters.

Signature	
Print Name	
Position	
Date	
Office code:	(for office use only)