

Tourism Burlington Souvenir/Welcome Bag Requests

Tourism Burlington is pleased to help your organization promote civic pride and encourage visitors to explore and enjoy our City. As a partner of the City of Burlington we distribute souvenirs (pins) on their behalf. To ensure that we are managing and distributing souvenirs in a fair and equitable manner, we have developed the procedure below.

In addition, Tourism Burlington's contribution of welcome bags in the areas of sport/meetings/conventions is also outlined below to assist you in your event planning.

For the purpose of the procedure, the term "organization" refers to sport organizations, businesses, and cultural non-profit organizations and groups as defined in the City policy.

How to Request Welcome Bags/Pins from Tourism Burlington

- Requests must come from the Organization (individual/team requests will not be accepted) and the organization will be responsible for distribution to event attendees.
- Requests must be received in writing (email/letter) a minimum of 5 business days prior to date required. Please include organization name, event name, date(s) and location.
- Tourism Burlington will follow up within one week of receiving the request to confirm receipt and status of the request
- When availability allows we will augment welcome bags with additional promotional items (ie: coupons, gum, etc)

PINS

Organizations attending out of town or hosting an in-town event:

- Up to **100 pins per event** to a maximum of **600 pins per calendar year** (Jan-Dec)

Extra Pins

- If an **organization** requires more than the maximum number of pins they may purchase them at cost through Tourism Burlington's Visitor's Services
 - Canada Pin - \$0.35/unit*
 - Burlington Pin - \$0.29/unit*
- *2009 rates - updated annually





WELCOME BAGS

We will provide one of the following three Welcome Bag options:

Description	Maximum Quantity	What is included
Team Bag	up to 250	Large Bag 6 Visitor's Guides & Tear Maps/bag
Individual Bag	Up to 300	Small bag, Visitors Guide, Tear Map
Bulk Items (not bagged)	Up to 300	Small/Large bag, Visitors Guide, Tear Map

*Organizations may receive up to 100 pins per in-town event to a maximum of 600 pins/organization (per calendar year)

City of Burlington Compostable Plastic Bags

Two sizes of compostable plastic bags are available for purchase:

Small - 9 x 12.5 inches - .12 cents each

Large - 11 x 15 inches - .27 cents each

Please contact Tourism Burlington if you would like to purchase these bags. Limited stock is available.

Contact Information

Tourism Burlington

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