ADMC Application

Complete this application, upload your documents, and submit!

You can **save and return to this form** at any time before submitting. Simply click the Save button at the bottom and follow the instructions.

Name *

First Name | Last Name

Title * | **Email** *

example@example.com

1. ORGANIZATION INFORMATION

Organization *

Established Date *
YYYY-MM-DD
Date

Tax ID / VAT *

Website Address *

Address *

Street Address

Street Address Line 2

City | State / Province

Postal / Zip Code | Country
Please Select
Country

Phone Number *

Country Code | Area Code | Phone Number

Provide the standard office hours (Monday - Friday) *

2. CORPORATE STATUS

DMC Corporate Status *
- As independent, stand-alone corporation, LLC, SBL, or other organization
- A subsidiary
- A division within another corporation, organization, or company
- Other

3. CHIEF OPERATING OFFICER

Name *

First Name | Last Name

CEO Title * | **CEO Email** *

example@example.com

List all individuals with ownership interest in your DMC. *

Provide name and percentage of ownership.

Has there been a change in ownership status in the last year? *
- Yes
- No

4. BRANCH INFORMATION

This application also applies to branch offices within 100 miles / 161 km within the state / province or country.

Does your DMC have other company-owned offices or branch locations to which this application applies?
- Yes
- No

5. SUBSIDIARY INFORMATION

Is your DMC a subsidiary or division of a parent company? *
- Yes
- No

Is your DMC a parent company with subsidiaries? *
- Yes
- No

6. OPERATIONS

For-Profit Entity - **Is the DMC a for-profit entity whose primary business is directly providing and/or managing four (4) of the five (5) core DMC services: events, activities, tours, transportation, and program logistics.** *
- Yes
- No

Contract Components - **Do the DMC's written client contracts clearly state 1) the services to be rendered, 2) fees or basis for billing to be paid by the client, and 3) terms and termination aspects of the contract between the client and the DMC?** *
- Yes
- No

Client Satisfaction Survey - **Does the DMC administer a written or electronic client satisfaction survey for every program operated over $5,000 USD (or equivalent) gross revenue?** *
- Yes
- No

Full Time Employees - **Does the DMC maintain a minimum of three (3) full-time employees (covering the areas of sales, operations, and administration)?** *
- Yes
- No

7. DMCP REQUIREMENT

Your DMC must employ an individual(s) with a current Destination Management Certified Professional (DMCP®) designation. Please note that you must have one valid DMCP® physically in each company-owned office, branch, subsidiary, and affiliate.

DMCP Name and Year of Certification *

8. INSURANCE

DMC must maintain comprehensive insurance sufficient to protect clients, including a minimum of $2 million USD General Liability. Please indicate the insurance policies your DMC holds.

Check all that Apply *
- Commercial General Liability
- Property (including property in transit)
- Non-owned and Hired Auto Liability
- Worker's Compensation
- Professional Liability Errors and Omissions

$2 Million USD Minimum - General Liability insurance must be at least $2 million USD or the highest allowed by your country to qualify for accreditation. If you meet this requirement, select $2 million USD below. *
- I have a minimum of $2 million USD in insurance.
- Other (provide explanation)

9. REFERENCES

Please provide three client references from different sources. DMC must have provided three of the five core DMC services: events, activities, tours, transportation and program logistics, to client within the last 12 months. Provide: 1) contact name, 2) company, 3) email address, 4) services provided.

Client Reference #1 *

Client Reference #2 *

Client Reference #3 *

10. INDUSTRY MEMBERSHIP REQUIREMENT

The DMC or one of its representatives must belong to the applicable Destination Organization (DO), Convention and Visitors Bureau (CVB), Tourist Bureau, and or local Chamber of Commerce for your designated service area. (You must maintain membership in each city you have company-owned offices, branches, subsidiaries, and affiliates.)

Industry Membership *
- CVB
- DO
- Tourism Bureau
- Chamber of Commerce
- None

ADMC DOCUMENT UPLOAD

Part of the ADMC application process is providing documentation. Upload the following documents in order to complete the ADMC application process.

01 Articles of Incorporation *

Browse Files
Drag and drop files here

If your DMC is not incorporated, provide a copy of the company's charter or other governing document that shows evidence that the DMC is recognized business entity and is in good standing in the state of domicile. If the DMC is sole proprietorship, provide a copy of document document that the DMC is a recognized business entity and is in good standing in the state of domicile.

02 Certificate of Good Standing *

Browse Files
Drag and drop files here

Documentation of tax law compliance or Certificate of Good Standing from the state in which the DMC is incorporated. (International companies will need to provide a Certificate of Good Standing from the country of incorporation/residency in which the DMC is incorporated, when required by law.) Note that accreditation can only be granted to a DMC that is in good standing/incorporation/number from which a Documentation of tax law compliance or Certificate of Good Standing is provided.

03 Balance Sheet *

Browse Files
Drag and drop files here

Provide a current Balance Sheet OR a letter from the DMC's CPA (Certified Public Accountant) or equivalent attesting to the company's financial viability.

04 Bankruptcy Resolution (if applicable)

Browse Files
Drag and drop files here

05 Lawsuit(s) Resolution (if applicable)

Browse Files
Drag and drop files here

06 Membership Certificate(s)

Browse Files
Drag and drop files here

Provide Membership Certificate of applicable Convention and Visitors Bureau (CVB) / Destination Organization (DO), Tourist Bureau, and/or Chamber of Commerce organization.

07 Certificate(s) of Insurance *

Browse Files
Drag and drop files here

Certificates of Insurance / evidence of general liability coverage in the amount of $2 million that are in the DMC name and not in the name of the clients.

08 Formal Organization Chart *

Browse Files
Drag and drop files here

Provide the company's formal Organizational Chart listing all company positions and the hierarchy within the company.

09 Written Job Descriptions *

Browse Files
Drag and drop files here

Provide written Job Descriptions for all key functions listed within the organizational chart (including education and experience requirements). This is a document that you would present to a new hire.

10 Sample Service Contract *

Browse Files
Drag and drop files here

Provide a representative sample service contract (fees and other sensitive information should be deleted).

11 Client Satisfaction Survey *

Browse Files
Drag and drop files here

Provide a copy of the company's written or electronic Client Satisfaction Survey.

11. CODE OF ETHICAL CONDUCT

In order to provide the highest level of professionalism to our valued clients around the world, members of the Association of Destination Management Executives International (ADMEI) have adopted the following Code of Ethical Conduct. This Code applies to companies throughout their membership in ADMEI. By doing business with an ADMEI member, clients and suppliers are assured they are dealing with a DMC professional of good standing.

As a member of ADMEI, I will:

- Partner with clients, colleagues and suppliers in a professional and ethical manner.
- Use my position in ADMEI to the support and advancement of my professional development, the success of my company, the integrity of my organization, of any circumstances which may have the appearance of impropriety.
- Commit to improve and evolve the DMC profession while maintaining its integrity and competence.
- Protect the confidentiality of Client Requests for Proposals (RFPs)and company information shared with ADMEI.
- Honor oral and written agreements in spirit and intent.
- Avoid actions which are or could be perceived as a conflict of interest or for individual gain.
- Not knowingly or recklessly make false or misleading statements about clients, colleagues and suppliers or their business.
- Not offer or accept inducements, incentives, goods and services in business relationships and adhere to anti-bribery best practices and related local legislation where enforced.
- Commit to the protection of the environment by responsible use of resources in the production of events and meetings and offering environmentally responsible alternatives to clients.
- Adhere to financial integrity by maintaining proper and accurate records in accordance with applicable laws, regulations, and Generally(Accepted Accounting Principles (GAAP).
- Remain impartial with regard to the program elements proposed to clients.
- Do my part as an organization to create an inclusive work environment, observing equal opportunities, that respects all peoples without regard to ethnic origin, nationality, national origin, race, religion or belief, sex, gender, age, sexual orientation, or disability.
- Support building a diverse team and supplier network and not tolerate discrimination of any kind.
- Pay industry standard rates as applicable in each country for employees and freelance staff never going below any set legislative minimum wage threshold.
- Always act in the best interests of the association.

Supplier and Industry Relationships | As a member of ADMEI, I will:

- Provide all available and pertinent information during the bidding process such as whether the program is R-rite, or if other options/suppliers are being considered.
- Refrain from knowingly using proprietary and confidential information, proposals, or concepts from competing DestinationManagement Companies or third parties.
- Accept only reasonable and appropriate incentives, goods, and services in business relationships and adhere to any legislation applicable to bribery.
- Refrain from knowingly using unauthorized or illegal transportation services.
- Provide professional feedback (when requested) on why any proposals are rejected and release any holds or inherts with affiliated suppliers in a timely manner.
- Be fiscally responsible and pay all deposits and final invoices in a timely manner.

Client Relationships | As a member of ADMEI, I will:

- Act ethically, with integrity and professional competence.
  Present services and supplier partners that best suit the clients' goals and objectives.
- Provide an accurate estimation of the program requirements in accordance with industry standards.
- Offer only reasonable and appropriate incentives, goods and services in business transactions.
- Collect only deposits/payments as contracted for each client's program.
- Protect clients' information by using programs that secure and encrypt information and in accordance with any General Data
- Protection Regulation (GDPR) legislation (or equivalent) in DMC country or region.

My DMC agrees to abide by ADMEI's Code of Ethical Conduct *

Sign Here

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12. ELECTRONIC SIGNATURE

Verification of Authenticity / Completeness

I confirm, that by submitting this application, I, the undersigned, am an authorized representative of the DMC and agree that to the best of my knowledge, all information contained and supporting documentation in this application are true and not misleading, that all the requirements for accreditation have been completed, that I understand the accreditation process, and that I reasonably and in good faith believe that the requirements have been fulfilled.

The DMC agrees that it currently complies with and will continue to comply with and maintain the Standards for ADMEI Accredited Destination Management Companies at all times during the period of accreditation.

Signature *

Sign Here

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Save | Submit