**Best Practices: DMC Proposals**

Strong partnerships are built on trust, transparency, and a shared understanding of expectations. This document, created by the Association of Destination Management Executives International ([www.admei.org](http://www.admei.org/)), is meant to guide the proposal process in a way that respects both the client’s goals and the DMC’s creative investment. **While not a binding agreement, it helps set the stage for a collaborative and ethical working relationship.**

**Confidentiality**

[DMC]will invest time and resources researching and developing your proposal. Our designs, ideas, and concepts (“Proprietary Information”) are essential to our business. This information is being provided to you with your understanding and acceptance of its confidential nature.

[DMC]and [Client]agreethatinformation obtained from the other party will be accepted and maintained as confidential, and that all information and documentation shared between the Parties will remain the exclusive property of the originating party.

In accordance with copyright, trademark, and professional practices, Proprietary Information provided, either electronically or otherwise, is not to be disclosed to others, copied, photographed, reproduced or transcribed in any manner without written permission of the originating party.

**Proposal Commitment**

We will conduct an initial needs evaluation and deliver a preliminary proposal to you. Until a [DMC] Services Agreement is signed, [DMC]reserves the right to charge for subsequent proposal revisions. You will be informed of potential charges before work commences. DMCs’ ideas are Proprietary Information and it is not ethical for one DMC to bid on another DMC’s ideas.

**Venue Research & Reservation**

Based on your program requirements, [DMC]will research, reserve and present program options, such as venues and entertainers (“Proposed Options”), that best meet your needs. Should [Client] directly contract any Proposed Options, [Client]agrees to pay [DMC]a fee not to exceed XX% of the contracted amount, as compensation for research, design or reservation services. Please notify us in writing of any venues or entertainment which you would like [DMC] to **exclude** from our research, design and procurement services. The above fee does not apply if [Client] contracts with another DMC for Proposed Options.

**Site Inspection Expenses**

[DMC] does not charge for time during the preparation and execution of the initial site inspection. Expenses associated with your initial site inspection such as charter vehicles, meals, admission fees, etc., may be billed at cost. Subsequent site inspections may be billed at a rate of $[Number] per hour, inclusive of staff time, in addition to out-of-pocket costs.

Signature

**[DMC Representative]**

[Title]

Date

The undersigned warrants that he/she is duly authorized to execute this Agreement on behalf of[Client].

Signature:

Name:

Title:

Date: