



## DMC MEMBERSHIP INFORMATION

### WHAT IS A DMC?

A Destination Management Company (DMC) is a professional services company located in its destination which specializes in local expertise and resources. The DMC is a strategic partner to provide creative local experiences in event management, tours/activities, transportation, entertainment, and program logistics.

DMCs must meet key requirements to qualify for membership in ADMEI. Meeting these requirements assures potential clients ADMEI member companies have demonstrated a basic level knowledge and experience.

### KEY REQUIREMENTS CHECK LIST

- DMC provides Tours/Activities and Transportation and **at least two** of the following: Event Management, Entertainment, Program Logistics.
- DMC is a member in either its local CVB/DMO, Tourism Office, or Chamber of Commerce; or, if none of the applicable organizations have memberships, then either the company or its voting representative belongs to a member association in the [EVENTS INDUSTRY COUNCIL](#).
- DMC has a web site with its company domain that accurately defines the DMC services it offers.
- DMC carries a minimum of \$1M or equivalent in general liability insurance.
- DMC holds the necessary business licenses as required by local/state/province/country.
- DMC can provide the following documentation:
  - o Business licenses as required by local/state/province/country
  - o Liability insurance - Certificate of Insurance
  - o Four (4) letters of recommendation
    - Two (2) letters from clients
    - Two (2) letters from suppliers
  - o Request for Proposal (RFP) from past six months for a program for which the DMC was chosen
  - o Proposal responding to the above RFP

### DMC MEMBER CATEGORIES

*(Membership category is determined by years in business.)* Membership is owned by the DMC Company.

**Company Member (Voting member) .....\$795.00**  
***Established DMCs – DMC’s meeting all Key requirements and in business at least three (3) years.***

Company designates one voting representative. Company name and its representatives are listed in the public online member directory [FIND A DMC](#). **Company Membership includes all staff at the DMC location.**

Membership is location specific. DMC Company membership includes branch offices located within a 100-mile/161-kilometer radius of the primary location. Member benefits (member rates for training, certifications, registrations, etc. and access to Members Only content) are extended to all employees of the member company location.

**Provisional Member .....\$795.00**  
***New DMCs – DMCs meeting all Key requirements and in business less than three (3) years; or DMCs in business at least three (3) years and providing Tours/Activities and Transportation and just one of the following: Event Management, Entertainment, Program Logistics.***

Provisional members enjoy all the benefits of Company membership **except** listings in the public online member directories and permission to use ADMEI Logo on marketing materials. Once Provisional members meet all Key Requirements and reach their third anniversary in business, they are transitioned to Company members.