



# CONVENTION SERVICES MEMBERSHIP APPLICATION

## SECTION 1: ACCOUNT INFORMATION

**COMPANY NAME** (as you would like it to appear in all Destination DC listings)

**PHYSICAL ADDRESS** (as you would like it to appear in all Destination DC listings, no P.O. Boxes)

|        |         |       |     |
|--------|---------|-------|-----|
| Street | City    | State | Zip |
| Phone  | Fax     |       |     |
| Email  | Website |       |     |

**BILLING ADDRESS** (if separate from physical address)  **Same as physical address**

|        |      |       |     |
|--------|------|-------|-----|
| Street | City | State | Zip |
|--------|------|-------|-----|

**NEIGHBORHOOD** (Choose one)

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Adams Morgan       | <input type="checkbox"/> Downtown       | <input type="checkbox"/> Logan Circle           | <input type="checkbox"/> SW Waterfront & The Wharf |
| <input type="checkbox"/> Anacostia          | <input type="checkbox"/> Dupont Circle  | <input type="checkbox"/> Maryland               | <input type="checkbox"/> Tenleytown                |
| <input type="checkbox"/> Barracks Row       | <input type="checkbox"/> Eastern Market | <input type="checkbox"/> Mount Pleasant         | <input type="checkbox"/> U Street                  |
| <input type="checkbox"/> Brookland          | <input type="checkbox"/> Embassy Row    | <input type="checkbox"/> Mount Vernon Square    | <input type="checkbox"/> Upper Northwest           |
| <input type="checkbox"/> Capitol Hill       | <input type="checkbox"/> Foggy Bottom   | <input type="checkbox"/> National Mall          | <input type="checkbox"/> Van Ness                  |
| <input type="checkbox"/> Capitol Riverfront | <input type="checkbox"/> Georgetown     | <input type="checkbox"/> NoMa                   | <input type="checkbox"/> Virginia                  |
| <input type="checkbox"/> Cleveland Park     | <input type="checkbox"/> Glover Park    | <input type="checkbox"/> Palisades              | <input type="checkbox"/> Wesley Heights            |
| <input type="checkbox"/> Columbia Heights   | <input type="checkbox"/> H Street NE    | <input type="checkbox"/> Penn Quarter/Chinatown | <input type="checkbox"/> West End                  |
| <input type="checkbox"/> Congress Heights   | <input type="checkbox"/> Ivy City       | <input type="checkbox"/> Petworth               | <input type="checkbox"/> Woodley Park              |
| <input type="checkbox"/> DC Metro Area      | <input type="checkbox"/> Kalorama       | <input type="checkbox"/> Shaw                   |  |

## COMPANY CONTACTS

|                      |       |  |
|----------------------|-------|--|
| Primary Contact      | Phone | <b>Include contacts in Member Directory?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Title                | Email |  |
| Billing Contact      | Phone |  |
| Title                | Email |  |
| Sales Lead Catcher   | Phone |  |
| Title                | Email |  |
| Marketing/PR Contact | Phone |  |
| Title                | Email |  |

## SECTION 2: LISTINGS

### EVENT PLANNING GUIDE DESCRIPTION (your listing description should be **meetings-oriented**)

Do not exceed **150 characters** (includes spaces and punctuation). DDC reserves the right to edit descriptions.

### MEETING PLANNER WEBSITE DESCRIPTION (your listing description should be **meetings-oriented**)

Do not exceed **1,500 characters** (includes spaces and punctuation). DDC reserves the right to edit descriptions.

### SOCIAL MEDIA

|   |   |
|---|---|
|  Facebook URL  |  Twitter URL |
|  Instagram URL |  YouTube URL |

## SECTION 3: GENERAL INFORMATION

|  |  |
|--|--|
| <b>CBE: Certified Business Enterprise</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <b>Green/LEED Certified</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                 | <b>Woman Owned</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>Owned by Person(s) with Disabilities</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>BIPOC Owned</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>Veteran Owned</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                        | <b>LGBTQ+ Owned</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Non-Profit Organization</b> <input type="checkbox"/> Yes <input type="checkbox"/> No              | <b>Unionized</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    |
| <b>Ownership</b>   |  |

## SECTION 4: CONVENTION SERVICES SPECIFICS

**SUBCATEGORY:** Please select up to 2 (Destination DC reserves the right to edit)

- Advertising, Public Relations & Marketing
- Attorneys
- Audio Visual Services
- Beverage Distributors
- Brochure Distributors
- Business Improvement District (BID)
- Child Programs
- Communications Equipment
- Computer Rental
- Conference Centers (No Rooms)
- Conference Centers (With Rooms)
- Convention & Visitors Bureaus
- Convention Decorator
- Convention Housing
- Convention/Exposition Management
- Destination Management Company
- Disability Services
- Education Services
- Entertainment
- Event Applications
- Event Planning Software
- Event Staffing
- Event-Meeting Planning
- Financial Services
- Florist & Plant Rental
- Full-service Catering
- Furniture Rental
- Government
- Halls & Auditoriums
- Hotel Reservation Service
- Industry Organizations
- Internet Service Provider
- Interpreters & Translating
- Lighting
- Medical Services
- News and Press
- Parking & Valet
- Photo Booths
- Photography & Videography
- Premium Gifts
- Printing & Graphic Design
- Publications, Maps, Etc.
- Receptive Operators
- Restaurant Catering
- Security & Guard Services
- Signage
- Speakers
- Special Event Production
- Team Building
- Unique Supplier Services
- Video Production & Multimedia

## SECTION 5: PAYMENT INFORMATION

**BILLING COMPANY NAME** (if separate from member company name)

|  |
|--|
|  |
|--|

**BILLING CONTACT**

Same as billing contact previously listed

|                 |       |
|-----------------|-------|
| Billing Contact | Phone |
| Title           | Email |

**Annual Membership Dues**

|  |
|--|
|  |
|--|

**Payment type**

Check/money order

Credit card

**Make checks payable to:**

Destination DC  
 901 7th Street NW  
 Suite 400  
 Washington, DC 20001

If you wish to pay by credit card, you can do so online at [washington.org/webpayments](http://washington.org/webpayments) once you receive an invoice number from your account manager.

**FOR DDC USE ONLY**

|                |               |
|----------------|---------------|
| Account number |               |
| Billing code   | Billing cycle |

## SECTION 6: MEMBERSHIP & ADVERTISING GUIDELINES

### Membership Term

Membership is for one (1) full year. Membership begins once Destination DC receives the fully completed application and full payment of annual dues. Unless notified in advance in writing in the manner set forth below, membership will be renewed automatically each year by Destination DC and dues will be billed annually. Cancellations are required in writing a minimum of thirty (30) days before the renewal date. Destination DC may automatically cancel any member with dues more than ninety (90) days past due and may suspend any member as the need becomes apparent, in Destination DC's sole discretion. Dues may be increased once per year. Any dues increase is applicable only after the prior year term has been completed.

### Eligibility & Standing

Individuals, businesses or organizations in the travel and tourism industry serving the Washington, DC region are eligible for membership in Destination DC. Destination DC reserves the absolute right to deny membership to any applicant for any reason. It is Destination DC's policy not to discriminate against any person based on race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability or genetic information and Destination DC expects that its members will not engage in such discriminatory conduct. Destination DC reserves the right to suspend or expel any member if, in Destination DC's sole discretion, that member engages in conduct Destination DC considers discriminatory, sells, distributes or gives to any non-member any of Destination DC's confidential or "members only" materials or engages in any conduct which Destination DC deems, in its sole discretion, to be prejudicial to Destination DC. Additional grounds for membership removal by Destination DC include, but are not limited to, failure to pay membership dues, failure to meet acceptable business standards and practices and/or engagement of conduct in violation of Destination DC policies and guidelines.

### Antitrust

It is Destination DC's policy not to play any role in the competitive decisions of its members or their affiliates or business partners, or to restrict competition in any of the product or service sectors it serves. Accordingly, any activity by a member that intentionally or unintentionally reduces competition or restrains trade is contrary to Destination DC policy.

### Promotional Content & Advertising

Destination DC's trademarks and logos may only be used by members in good standing. All advertising and promotional content that seeks to incorporate and/or use any of Destination DC's trademarks, logos and/or media assets, including but not limited to Destination DC's print, social media, video and website assets, is subject to Destination DC's prior written approval. Destination DC reserves the right to allow or refuse any materials at its sole discretion for any reason whatsoever, without limitation. Content should be relevant to the travel and tourism industry serving the Washington, DC region.

Destination DC guidelines prohibit any content which, in whole or in part, is false or misleading, promotes or includes unlawful or illegal goods, services or activities, or is otherwise unlawful or obscene as determined by Destination DC in its sole discretion. This includes but is not limited to content which consists of or includes the following:

- a) pornography, adult-oriented content or offensive sexual material;
- b) religious messaging (other than event or cultural attraction marketing);
- c) explicit language, violent images or related content including but not limited to, content that would be considered to fall within the TV-MA rating;
- d) weapons, ammunition or explosives;
- e) illegal, prescription or recreational drugs;
- f) libelous, defamatory or disparaging materials;
- g) e-cigarettes, tobacco or marijuana products;
- h) controversial, offensive or hate symbols;
- i) political content or messaging intended to support or oppose any political party or candidate;
- j) industry positioning or imagery to influence public policy (lobbying is prohibited);
- k) any implied or express endorsement of any product, service or message by Destination DC.

By submitting any content or advertisement(s) to Destination DC for approval, the member represents and warrants that it owns or has all necessary licenses, rights, consents, and/or permissions in and to such content or advertisement(s). The Member also represents and warrants that the content or advertisement(s) is not defamatory, obscene, inappropriate or contrary to applicable local, national, and international laws and regulations.

**At its sole discretion, Destination DC reserves the right to refuse listings, events, deals, ads, social media posts, videos and any other content in order to comply with criteria that the Destination DC deems appropriate for its publications and marketing channels.**

|                      |      |
|----------------------|------|
| Authorized signature | Date |
|----------------------|------|