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**Destination Management Company (DMC)**

**Application Form**

Please complete this application form in full and return it, together with the relevant documentation requested, to the Business Tourism Unit of Failte Ireland, 88-95 Amiens Street, Dublin 1 (or by email to info@meetinireland.com)

**SECTION 1 - COMPANY DETAILS**

1. **Full name and permanent address of trading company**
2. **Year of establishment**
3. **Contact details**

**Primary Contact Person:**

**Title:**

 **Telephone:**

 **Fax:**

 **Email:**

**Website:**

1. **Company Registration No. and VAT No. Please also submit a copy of your current Tax Clearance Certificate with this application**

**Company Registration No:**

**VAT No:**

1. **Please list details of your public liability insurance and employer’s liability insurance (for each case a minimum of €6.5m). Please give details with whom you are insured**

 **Insurance Provider:**

€

**Minimum amount covered:**

1. **Professional Affiliations – please tick all that apply**

SITE

ITOA

AIPCO

Regional Convention Bureaux member

If yes, which one(s)

OTHER (please list)

1. **Please specify which of the following DMC services you provide. Tick all that apply.**
2. Programme creation and management on-site
3. Budget management
4. Accommodation & venue finding
5. Transport, tours & logistics
6. Activities and team-building
7. Events
8. Gala dinner, entertainment & production
9. Communicate in languages

**SECTION 2- DMC EXPERIENCE**

1. **Please attach details of DMC programs undertaken totalling 500 participants (minimum of 3 programs) in any one year period, in the last 2 years i.e. 2011 and 2012 (incentive, corporate or conference).**
2. **Please provide details of two international client references and two supplier references relating to any of the above programs (name, address and contact information)**

**International client reference**

**International client reference**

**Supplier reference**

**Supplier reference**

**SECTION 3 - DMC MARKET LISTS**

In order for a DMC to receive a Failte Ireland/Tourism Ireland Corporate or Incentive lead, the DMC must provide evidence that they are doing business in that particular market. The markets this applies to are **France, Germany, US and Belgium**.

1. The DMC must have a staff member, based in Ireland, who is **fluent** in the respective market language(s).
2. The DMC must provide evidence of **2 out of 3** of the below sales activities for each of the four markets outlined above.
	1. Attended **MICE Business Tourism** overseas promotions (MICE trade shows/networking events/workshops etc.) over the last two years, details of which must be provided for each market.
	2. Availed of the **DMC Site Inspection Fund** over the last two years, details of which must be provided for each market.
	3. Undertaken international **Self-Funded MICE Sales Trips**, minimum one per year, per market, over the last two years, details of which must be provided.
3. **Which of the following markets are you actively involved in? Please tick all that apply.**

France US

Germany Belgium

1. **Do you employ a staff member, based in Ireland, who is fluent in the respective market language?**

**Language Name of staff member**

French

 German

Other

1. **Did you attend Failte Ireland/Tourism Ireland MICE overseas promotions in the four key market(s) (MICE trade shows/networking events/workshops etc.) over the last 2 years? Please list one per year per market.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Market** | **Name of Promotion** | **Year of Promotion** | **Name of Attendee** |
| France  |  |  |  |
|  |  |  |  |
| Germany  |  |  |  |
|  |  |  |  |
| US  |  |  |  |
|  |  |  |  |
| Belgium  |  |  |  |
|  |  |  |  |

1. **Did you avail of the Failte Ireland DMC Site Inspection Fund over the last two years? Please list one per year per market.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Market** | **Date of application** | **Failte Ireland Ref (e.g. 2012/08)** | **Client Name** |
| France  |  |  |  |
|  |  |  |  |
| Germany  |  |  |  |
|  |  |  |  |
| US  |  |  |  |
|  |  |  |  |
| Belgium  |  |  |  |
|  |  |  |  |

1. **Did you undertake any international self-funded MICE sales trips over the last two years? Please list one per year per market.**

|  |  |  |
| --- | --- | --- |
| **Market** | **Date of sales call** | **Name and email address of contact(s) visited** |
| France  |  |  |
|  |  |  |
| Germany  |  |  |
|  |  |  |
| US  |  |  |
|  |  |  |
| Belgium  |  |  |
|  |  |  |

1. **Declaration**

I declare that the foregoing particulars are true and correct to the best of my knowledge and belief.

Signed:

Date: