

---

# DESTINATION BOOKING AGREEMENT (DBA) CASE STUDY

**Overview of:<sup>1</sup>**

Location:

Website:

Number of Staff:

Definition of City-Wide Event (# of Rooms on Peak):

Average Number of Citywides Per Year:

3-Year Average of Number of Canceled Events:

---

**Convention Center Overview**

Total Meeting Space Sq. Ft.:

Number of Ballrooms:

Number of Exhibit Halls:

**Hotel Package Overview**

Total Rooms in Downtown:

Rooms Connected to Center:

---

**TIMELINE****CVB FUNDING MODEL & CVB/CONVENTION CENTER RELATIONSHIP**

*Continued on Next Page*

*Destinations International ("DI") provides a variety of materials to its members including this Destination Booking Agreement (collectively "Resources") for educational purposes and for general guidance. These Resources do not constitute legal advice; in all instances, legal professionals should be consulted. In no event shall DI be held liable for any damages resulting from use of the Resources even if DI has been informed of the possibility of such liability.*

## PURPOSE

## KEY ELEMENTS FOR CITY'S DBA

## APPROVAL PROCESS

## PROVEN SUCCESS

## GUIDING PRINCIPLES IN DBA

Check any that apply to your Case Study:

Cancellation Clauses/Terms	Deposit Schedule
Timeline for submitting and signing convention center contract	Notation that space variation may result in additional costs
Timeline for submitting and signing convention hotel contract(s)	Notation that space variation must be mutually agreed upon
Room Block Commitment	Hotel Rebates
Performance Clauses for Incentives	Hotel Commissions
Space Outline	Transfer of Event Ownership

*Continued on Next Page*

**FOR MORE INFORMATION, PLEASE CONTACT:**

Name of Organization:

Contact Name:

Contact Position:

Email Address:

LinkedIn: