



Application for 'ENTERPRISE ORGANISER MEMBERSHIP' to the ASSOCIATION of EVENT ORGANISERS

Please complete the form below in type or capitals



AEO Enterprise Membership serves those engaged in the business of organising events, having sold less than 2,000 square metres per year of exhibition space. We aim to help you grow your business and have a package of benefits to reflect this. As your business grows, so too will your membership. Once your sales are greater than 2,000 square metres you will be automatically upgraded to full AEO Organiser Membership.

Mentoring Scheme

During your 1st year of membership, participation in the AEO Mentoring Program is included. You will have the opportunity to meet with your mentor 3 times during the year: at the beginning, during the year and at the end at convenient times mutually agreed between you and your mentor. This service is usually charged at £1,500.

Code of Conduct

As a member of the AEO, we ask that you undertake and observe the AEO Code of Conduct.

NOTES ON COMPLETING THIS FORM

- Please complete ALL sections of this form. If any assistance is required, please contact the AEO, info@aeo.org.uk
- The application form should be signed and dated by an authorised officer of the company applying for membership ('the Company')
- Completed forms should be scanned and returned to your AEO contact, via email.
- **PLEASE ENSURE THAT YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS WITH THIS FORM:**
 - Company profile (provide approx. 100 words)
 - Logo (high-quality jpeg & eps)
 - A copy of the Company's certificate of public liability insurance (minimum £5million required)
 - Key Contact for data lists (Appendix A – below)*
 - Recent event list (*Appendix B – Excel spreadsheet/separate attachment*)

Please note as part of your application we will access data from Companies House.

1. COMPANY INFORMATION

Company Name:	Tel:
Main Address:	General email (e.g. info @):
	Website:
	Company number:
Postcode:	Main contact tel:
Main Contact Name:	Main contact email:
Year company incorporated/established:	No. of employees:
Invoice address (if different to main address)	Main contact for invoices:
	Email address for invoices:
	Do invoices need to quote a PO no:

- Is the applicant a holding company? Yes / no
- Is the applicant a subsidiary of another company? Yes / no

If yes, please supply name of parent company: _____

2 . COMPANY REFERENCE

All membership applications must be supported by a reference from an existing AEO Organiser member. Please supply details of your referee. In certain circumstances the AEO will act as the reference (Please contact AEO before returning this form).

Name of Company:	
Contact at Company:	

3. RESIGNATION OF MEMBERSHIP

Should the Company wish to resign it undertakes to settle all outstanding fees due. The Company understands that fees will be due in full on the anniversary of membership in every subsequent year and that the Company will remain in membership unless either party formally terminates membership

Members may resign membership at any time in writing to the AEO's offices during the membership year. No refund/credit of membership fees due or paid by the member relating to that membership year (or previous years) will be made by the AEO, unless the member resigns within 30 (thirty) days of the issuance of the invoice relating to the forthcoming year's membership fees. In that case alone, the AEO will refund the full year's fees less an amount equivalent to the pro-rata daily fee for the number of days from the beginning of the membership year to the date at which written notice is received at the AEO offices.

4. DECLARATION

I/We, the undersigned, confirm that I/we have read, understood and agree to abide by the conditions of AEO Organiser Membership and the Articles and Memorandums of Association of the AEO and wish to apply for AEO Organiser Membership as set out above. I/We agree to pay the fees applicable on an annual basis at the time of our membership renewal, until such time as membership is terminated by either party

Signed **Date**

Name
(in block letters)

Company

Appendix A - Key Employees Register

The very nature of a trade association is to help 'oil the wheels' of industry. Much of this relies on the supply of information, networking opportunities and other services to members. By becoming a member of the AEO you are indicating that the information we provide is a legitimate interest to your business and your employees. As part of this agreement, we ask that you provide your employee data for AEO to hold on our CRM system and process according to the needs of the association. This will include promoting our products and services, keeping your employees informed of changes to legislation, health and safety information, research, resources and training and development opportunities.

If your application for membership is successful, AEO will send a welcome email to every person on your staff data list, introducing them to AEO

We therefore ask that on becoming a member and/or when inducting new employees that you inform them that their data will be provided to the AEO for such purposes. In addition, in order to keep our member data as up to date as possible we ask that members send us any changes at least every six months – during annual renewal and mid-way through the year.

As part of AEO's ongoing communications with member individuals there is an opportunity for them to unsubscribe from anything they deem not to be suitable or relevant to their roles. This will occasionally be the case for roles such as designer, software developer etc. AEO will keep key member contacts informed of those that have unsubscribed ahead of data refresh times.

Up to 10 times a year, we would like to send your staff information from AEO sponsors/partners. Please note this would not involve sharing personal data with the sponsors and partners, instead we would send the information from the AEO email system. Our partners and sponsors are important to the AEO because the contribution we receive enables the association to continue providing products and services of the highest quality and benefit to AEO members. As previously mentioned, every individual has the opportunity to unsubscribe from each type of communication, in this instance third party communication, should they so wish.

CONSENT:

I provide consent for you to receive a full staff data list from(COMPANY).

The key contact who will provide this for you is:

.....(NAME) (JOB TITLE) (EMAIL ADDRESS)

I **DO / DO NOT** (please delete as appropriate) provide consent for AEO to send information about AEO partner and sponsor products and services to our company staff data list.

SIGNED:

In order to store and process data effectively, AEO has contractual agreements with the following suppliers:

- CampaignMaster – email software system
- VividFish – CRM system
- Cirodata – registration system
- Starplex – IT Management Company

These are not restricted and from time to time will change. Members will be made aware of any changes at renewal of membership. As part of all 3rd party contractual agreements, AEO seeks assurances for secure and robust data processing practices that comply with GDPR.

We strongly recommend you do not opt out of receiving information from AEO as this will restrict our ability to provide trade association services to you

Function	Job Title (please amend if not exactly correct)	Employee Name	Email Address	Direct Dial Number or Extension	Main /Alternative Address
<i>Example:</i>	<i>Chairman</i>	<i>John Smith</i>	<i>Johns@anyco.com</i>	<i>X 2345</i>	<i>Main</i>
Senior Management	Chairman				
	CEO				
	MD				
	PA to MD				
Finance	CFO				
Sales	Sales Director				
Marketing	Marketing Director				
Operations	Operations Director				
HR/Training	HR Director/Manager				
PR/Company News	PR Director/Manager				
Other Contacts:					

- **Please find a blank version below:**

Function	Job Title (please amend if not exactly correct)	Employee Name	Email Address	Direct Dial Number or Extension	Main /Alternative Address
<i>Example:</i>	<i>Chairman</i>	<i>John Smith</i>	<i>Johns@anyco.com</i>	<i>X 2345</i>	<i>Main</i>

Alternative Address 1 _____

Alternative Address 2 _____

(If further alternative addresses required, please complete and attach a continuation sheet)