

## APPLICATION FOR MEMBERSHIP OF THE ASSOCIATION OF EVENT VENUES LTD

### Notes on Completing This Form

- Please complete **all** sections of this form. If any assistance is required please contact the AEV **either by phone on 01442 285811 or by email to [dani@aev.org.uk](mailto:dani@aev.org.uk)**.
- The application form should be signed and dated by an authorised officer of the company applying for membership ('the Company').
- Completed forms including the Business Description Form (Appendix A) and the Key Employees Register (Appendix B) should be returned to the AEV's offices at the address at the end of this form, together with the following supporting documents (please tick boxes to indicate documents enclosed):
  - a copy of the most recent published Company accounts and a company profile
  - a copy of the Company's certificate of public liability insurance (minimum £5 million required)
- Please complete the form in type or **BLOCK CAPITALS**

### 1. Company Information

<b>Company Name:</b>	<b>Tel:</b>
<b>Main Address:</b>	<b>Fax:</b>
	<b>General Email (e.g. info@):</b>
	<b>Website:</b>
	<b>Company Number:</b>
<b>Postcode:</b>	<b>Main Contact Tel:</b>
<b>Main Contact Name:</b>	<b>Main Contact Email:</b>
<b>Year Company Incorporated/Established:</b>	<b>No. of Employees:</b>

- 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 Directors

Name	Other Directorships Currently Held	Former Directorships held in last four years

- If more directors or space required, please photocopy and attach as a continuation sheet.*

### 3. Company Sponsor

An existing AEO/ESSA/AEV member must sponsor all membership applications. Please supply details of your sponsor. In certain circumstances the AEV secretariat will act as a sponsor. If you require the AEV secretariat to be your sponsor please contact us **before** returning this form.

Name of Sponsoring Company:	
Contact at Sponsoring Company:	

**4. Nature of Business**

Please give a brief description of the nature of your business (e.g. racecourse with exhibition space):

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**5. Fees**

Membership fees are paid annually, membership runs for a calendar year from January to December. However, on joining the initial membership invoice period will run for 12 months from the date of joining, followed by a pro-rata invoice that will be raised to align membership with the following calendar year.

**The membership fees for 2020 are banded according to exhibition space or venue type. Please can you provide total indoor space (sqm) and total outdoor space (sqm)**

**Indoor:** \_\_\_\_\_ **Outdoor:** \_\_\_\_\_

If the application for membership is approved by the AEV Council, the Company will be invoiced for the appropriate fee. The invoice relating to fees must be paid in full before the Company is accepted into membership.

Membership fee: £ \_\_\_\_\_

Is a PO number required? (please circle) : YES / NO

**6. 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 first day of January 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 during the membership year. No refund of membership fees already paid by the member relating to that membership year (or previous years) will be made by the AEV, 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 AEV will refund the full year's fee paid 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 AEV offices. In the event that the member resigns in writing within 30 days of issuance of the invoice for the forthcoming year's fees without payment of fees to the AEV for the forthcoming year, then the resigning member will not be liable for the pro-rata fees from the start of that membership year to the date of receipt of written notice of resignation of the member.

**7. Declaration**

I/We, the undersigned, confirm that I/we have read, understood and agree to abide by the conditions of AEV membership, the Code of Conduct and the Articles and Memorandums of Association of the AEV and wish to apply for AEV membership as set out above. I/We agree to pay the fees as laid out above until such time as membership is terminated by either party, and recognise that fees may change in future years subject to the AEV Council's approval.

Signed..... Date .....

Name (in block letters) ..... Company.....

The AEV collects personal data with a view to supplying you with information about products and services that are relevant to you. We may wish to send you advertising or promotional material about products and services offered by the AEV [ ], AEO and ESSA [ ], members of the AEV [ ], AEO and ESSA [ ] or by other third party organisations [ ]. If you do not wish to receive such information please tick the appropriate box. We strongly recommend

you do not opt out of receiving information from the AEV and its sister associations as this will seriously restrict our ability to provide trade association services to you.

## Appendix A

### Member Company Details and Business Description

The following details will be entered onto the **aev** website under member details.

<b>Company Name:</b>
<b>Address:</b>
<b>Post Code:</b>
<b>Tel:</b>
<b>Fax:</b>
<b>Email (for website use, eg info@):</b>
<b>Website Address:</b>

#### Contact Details (Optional):

<b>Title:</b> Mr/Mrs/Miss/Ms/Other
<b>Name:</b>
<b>Position:</b>

#### Description of Business:

(No more than 100 words)

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**Appendix A (Continued)**

Please tick the following categories that are most relevant to your business **(Maximum of 5)**

Acquisitions		Large Format Graphics	
Advertisement & sales agencies		Legal	
Association		Lighting	
Audio visual		Marketing consultants	
Auditors		Marquees/temporary structures	
Badging		Metalwork	
Banqueting venues		Mobile payment systems	
Box office		Modular stands & displays	
Brokers of exhibition business		New media	
Business development		Online exhibitions	
Business support		Online exhibitor manuals	
Carbon Footprinting		Operational management	
Caterers		Personnel/promotional staff	
Cleaning Services		Photography	
CO2 Management Consultancy		Portable exhibition systems	
Commercial/Project management		Pre-registration research	
Conference & venue organisers		Printing	
Conference registration		Production companies	
Conference solutions		Project management	
Conference venues		Public Relations	
Consultancy		Publishers	
Contract cleaning		Recruitment	
Convention bureau		Recycling	
Crew – Construction/Production		Refrigeration services	
Crew services		Registration services	
Custom clearance		Research	
Database management/development		Sales agents	
Design & manufacture bespoke stands		Security	
Destination marketing		Security personnel	
Digital marketing		Shell schemes	
Display materials		Show & venue representation	
Display systems		Signage	
Electrical contractors		Software	
Email marketing & broadcasting		Sponsorship evaluations	
Energy Consultancy		Staging	
Entertainment & services agent		Stand contractors	
Equipment hire		Stand design	
Event filming		Stand rental	
Event florist		Storage	
Event/Exhibition Management		Strategic consulting & development	
Event WIFI and VOIP Services		Supplier of event personnel	
Exhibition catalogues/event guides		Telecommunications	
Exhibition furniture		Telemarketing	
Floor coverings		Ticket sales	
Floor plans		Ticket sales/reconciliation	
Floral		Timber flooring installations	
Floral hire		Total turnkey service (stand design/mgt)	
Foyer displays		Touchscreen kiosks	
Freight / Lifting & transport		Tourism promotion	
Full turnkey solutions		Tourist board	
Furniture hire		Training consultancy	
Graphics		Truss Hire & Sales	
Health & safety		VAT	
Hotel reservation services		Venue finding	
Hotels		Venues	
Insurance		Video editing service	
International Exhibition Ind. Ass.		Video streaming	
Internet Video		Waste management	
IT Equipment Rental		Website design	

IT Events Support			
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## Appendix B

### 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. We cannot provide these services without knowing who the employees within the Applicant Company are. Membership of AEV may be at corporate level, but many of the benefits provided by the association are realised at an individual level, such as advice, training, networking opportunities etc, so please provide us with as many contacts as possible. **If your application for membership is successful, AEV will send a welcome email to every person listed below, introducing them to AEV and asking them what services they would like to receive, and those they would not.**

- If the same person fulfils more than one job function as listed below then please include their name next to all job functions relevant to them.
- We assume employees are at the main address listed on the application form unless stated. If not please indicate which alternative address they are based at (by number) in the final column, and complete alternative address(es) below.

Function	Job Title (please amend if not exactly correct)	Employee Name	Email Address	Direct Dial	Main or Alternative Address
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				
Security	Head of Security				
Event Management	Event Director/Manager				
	Event Director/Manager				
Other contacts:					


Alternative Address

1:

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Alternative Address

2:

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

**Data Protection Act**

The information supplied will be held electronically by the AEV secretariat. The AEV collects personal data with a view to supplying you with information about products and services that are relevant to you. We may wish to send you advertising or promotional material about products and services offered by the AEV [ ], other companies within the EIA group [ ], members of the AEV [ ], members of other companies within the EIA group [ ] or by other third party organisations [ ]. If you do not wish to receive such information please tick the appropriate box. We strongly recommend you do not opt out of receiving information from the AEV and AEO group of companies as this will seriously restrict our ability to provide trade association services to you.

Please return this completed form together with required additional information to:  
**Membership Executive, AEV, 119 High Street, Berkhamsted, Herts, HP4 2DJ**

