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 alden@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 should be returned to the AEV's via alden@aev.org.uk , together with the following supporting documents

Venue logo

A copy of the Company's certificate of public liability insurance (minimum £5 million required)

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

* Please complete the form in type or BLOCK CAPITALS
1. Company Information

|  |  |
| --- | --- |
| Company Name: | Tel: |
| Main Address: | Fax: |
| 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: |

* 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Company Directors

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

* *If more directors or space required, please add in notes section at the end of the registration form.*
1. Nature of Business
2. 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 2023 are banded according to exhibition space or venue type**.** Please can you provide total indoor space (sqm) and total outdoor space (sqm)

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

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

Membership fee: £

Membership Renewal:

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

1. 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.

1. 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 Board's approval.

 **Signed:** **Date:**

 Name (in block letters): Company:

**How do AEV use my data?**

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.

|  |
| --- |
| Company Name:  |
| Address: |
| Post Code:  |
| Tel:  |
| Fax: |
| Email (for website use, eg info@): |
| Website Address:  |

Contact Details (Optional):

|  |
| --- |
| Title: Mr/Mrs/Miss/Ms/Other  |
| Name:  |
| Position:  |

**Description of Business:**

**(No more than 100 words)**

|  |
| --- |
|  |

**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 |  |  |  |

**Appendix B**

Key Employees Register

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.

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. All 15 working groups are open to your staff to participate in.

* 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) | 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(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 email the completed form together with required additional information to:** **alden@aev.org.uk**

**We look forward to welcoming you into membership and working alongside your venue teams.**

**Additional notes from applicant:**

**Administration Notes:** (AEV purposes only)