



# APPLICATION FOR ORGANISER MEMBERSHIP OF THE ASSOCIATION OF EVENT ORGANISERS LTD

## Notes on completing this form

- Please complete **all** sections of this form. If any assistance is required please contact the AEO **either by phone on 01442 285810 or by email on 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 returned to the AEO'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 most recent published Company accounts and Company profile
  - a copy of the Company's certificate of public liability insurance (minimum £5million required)
  - recent show list (Appendix A) and supporting brochures
  - key employee list (Appendix B)
- 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: \_\_\_\_\_

## 2. Company Directors

Name	Other directorships 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

All membership applications must be sponsored by an existing AEO Organiser member. Please supply details of your sponsor. In certain circumstances the AEO will act as a sponsor. If you require the AEO to be your sponsor please contact us before returning this form.

Name of Sponsoring Company:	
Contact at Sponsoring Company:	

## **4. Fees**

Membership fees are paid annually and are due on the first day of the anniversary month of joining AEO. Fees are calculated on the number of square metres of stand space (space only and/or shell) sold **in the UK** during the previous year from the date of application.

We have seven different fee schedules but only one will apply to your organisation. Please contact the AEO Secretariat if you need confirmation of which one applies to you:

### **4.1 Indoor Exhibitions**

Fees are calculated on square metres sold with applicable rates reducing as space thresholds are achieved.

0-100,000sqm	23.9 pence + VAT per sqm
100,001sqm – 200,000sqm	11.9 pence + VAT per sqm
200,001sqm – 300,000sqm	5.9 + VAT pence per sqm
300,001sqm – 400,000sqm	2.9 + VAT pence per sqm

e.g. The membership fee for organiser who sells 120,000sqm is £26,280. Calculated as:

100,000sqm x £0.239	= £23,900
20,000sqm x £0.119	= £2,380
Total Fee	= £26,280

### **4.2 Outdoor Exhibitions**

Outdoor exhibitions are defined as those that take place in a venue with no roof i.e. stand holders can see the sky. Exhibitions held in marquees, tents and temporary structures etc. are classed as indoor exhibitions.

All outdoor exhibition space will be charged at a fee of 5.9 pence + VAT per sqm

### **4.3 Managed Shows**

Managed shows will be subject to a reduced fee of 18.1 pence + VAT per sqm

### **4.4 Part Owned Shows**

Part owned shows will be subject to a pro rata fee calculated using the appropriate rate for Indoor and Outdoor exhibitions multiplied by the proportion of show ownership.

E.g. a 20,000sqm indoor show in which the organiser has a 50% stake would be calculated as

20,000sqm x 23.9 pence x 0.5 giving a show fee of £2,390.00+VAT

### **4.5 Minimum Fee**

AEO membership is subject to a minimum fee of £1,136.00+VAT, unless sq meters sold is less than 2,000 per year in the UK, then the fee will be £853 + VAT

### **4.6 Overseas Membership**

Overseas organisers will be subject to a fee of £1,136.00+VAT

### **4.7 Trade Association Organiser Members**

Trade Association Organiser Members will be subject to a fee of 14.4 pence per sqm

*(Fees valid 01/01/10 – 31/12/10)*

## **5. 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.

**6. 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 as laid out above until such time as membership is terminated by either party.

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

Name (in block letters).....

Company .....

The AEO 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 AEO [ ], other companies within the AEO group [ ], members of the AEO [ ], members of other companies within the AEO 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 AEO 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:  
**Sales Manager, AEO, 119 High Street, Berkhamsted, Herts, HP4 2DJ**