

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 tom@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 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 £5million required)
 - Business Description Form (Appendix A) and 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 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)

5. Fees

Membership fees are paid annually, falling due on the first day of the first full month in which the member was first admitted into membership (the "renewal month").

The membership fees for 2008 are banded according to exhibition space.

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.

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 the renewal month 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 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 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 _____

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 AEV [], EIA, 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 AEV, its sister associations and EIA 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, AEV, 119 High Street, Berkhamsted, Herts, HP4 2DJ