

APPLICATION FOR MEMBERSHIP OF EVENT SUPPLIER & SERVICES ASSOCIATION (ESSA)

Notes on completing this form

- Please complete **all** sections of this form. If any assistance is required please contact Christine Hasler on 01442 285 812 or email **lizzie.duffy@essa.uk.com**
- The application form should be signed and dated by an authorised officer of the company applying for membership ('the Company').
- The association reserves the right to request further information in support of your application.
- Please complete the form in type or **BLOCK CAPITALS**
- Completed forms should be returned to the address at the end of this form, together with the following supporting documents (**please tick boxes to indicate documents enclosed**):
 - Copy of the Company's certificate of public liability insurance (minimum £2million required)
 - Audited balance sheets and profit and loss account for at least one years' trading

1. Company Information

COMPANY NAME:	TEL:
MAIN ADDRESS: POSTCODE:	FAX:
	GENERAL EMAIL (e.g. info@):
	WEBSITE: www.
	COMPANY NUMBER:
DATE COMPANY INCORPORATED/ESTABLISHED: (NB Companies must have submitted one set of accounts at Companies House to be members)	No. of Employees: Full time: Part-time:
MAIN CONTACT NAME:	MAIN CONTACT EMAIL:
MAIN CONTACT POSITION:	MAIN CONTACT TELEPHONE:

- 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 (Please provide details of all bankruptcies registered against the listed directors on a separate sheet)

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

3. Company Sponsors/Referees

- Please provide the names of two sponsors/referees, one must be a current ESSA /AEO/AEV member and one must be a client for whom you have worked during the past 12 months who would be prepared to sponsor your application

	SPONSOR/REFEREE 1	SPONSOR/REFEREE 2
NAME OF SPONSORING COMPANY:		
CONTACT AT SPONSORING COMPANY:		
TELEPHONE NUMBER:		
EMAIL:		
POSTAL ADDRESS:		
POSTCODE:		

4. Nature of Business

- Please give a brief description of the nature of your business

5. Key Employee 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 ESSA 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, ESSA will send a welcome email to every person listed below, introducing them to ESSA 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	EMPLOYEE NAME	EMAIL	DIRECT DIAL/EXT.	ALTERNATIVE ADDRESS
<i>Example</i>	<i>Chairman</i>	<i>John Smith</i>	<i>Johns@anyco.co.uk</i>	<i>X2345</i>	<i>N/a</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	PR Director/Manager				
Other contacts:					

ALTERNATIVE ADDRESS 1 _____

ALTERNATIVE ADDRESS 2 _____

6. Website Profile

- The details in this section will be entered onto the ESSA website:

COMPANY NAME:	TEL:
ADDRESS:	FAX:
	WEBSITE EMAIL (e.g. info or sales@):
	WEBSITE:
	COMPANY NUMBER:
POSTCODE:	

BUSINESS DESCRIPTION (FOR WEBSITE)

(No more than 100 words – please use additional sheets if necessary)

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

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

7. 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 invoice relating to fees must be paid in full before the Company is accepted into membership.

Every Member shall pay to (ESSA) upon joining an annual subscription. In the first year of Membership the initial 12 months subscription will be payable and thereafter a proportionate sum until the end of that subscription year.

Please tick which category of company you fall in to:

- A company who carries out manufacture and installation of event structures and under any contractual agreements be deemed to be considered the 'main contractor' on any such project. Companies in this category may be eligible for the bond

- A company who provides services and would under any contractual agreements be deemed to be considered a 'sub-contractor' or 'supplier' on any such projects.

Full Member Fee: £1,400 + VAT

8. 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 to the ESSA offices 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 ESSA, 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 ESSA 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 ESSA 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 ESSA 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.

9. Declaration

I/We, hereby make an application for membership of ESSA in respect of said company and confirm the appropriate documentation is enclosed together with our joining fee as detailed above.

I/We confirm that the information given in this application is both exhaustive and accurate and the information gives a true background to the company and I/we have not knowingly attempted to conceal or present misleading information which would be relevant to this application.

I confirm that I am authorised to sign this application on behalf of said company.

Should we be offered Membership of ESSA we agree to be bound by the following terms whilst a member of the Association:

- To observe and comply with the *Rules of the Association* for the time being in force, to operate with business standards and ethics appropriate to the *ESSA Code of Conduct* and *ESSA Quality Service Charter* (all documents available from www.essa.uk.com)
- To pay all dues and demands to the Association at the prescribed time.

Signed _____ Date _____

Name _____ Company _____

ESSA 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 ESSA [], other companies within the EIA group [], members of ESSA [], 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 ESSA and EIA 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:

**Lizzie Duffy
Sales Manager
Event Supplier & Services Association
119 High Street
Berkhamsted
Hertfordshire
HP4 2DJ**