



Membership Application

Company Details

Name of Company: _____

Street Address: _____ Postcode: _____

Postal Address: _____ Postcode: _____

Company Website: _____ Company Telephone: _____

Company Email: _____

Primary Contact Person (Main contact for business proposal requests, leads etc)

Name of Primary Contact: _____

Position: _____ Email: _____

Telephone: _____ Mobile: _____ Fax: _____

Secondary Contact Person

Name of Secondary Contact: _____

Position: _____ Email: _____

Telephone: _____ Mobile: _____ Fax: _____

Executive Contact Person

Name of Executive Contact: _____

Position: _____ Email: _____

Telephone: _____ Mobile: _____ Fax: _____

Maximum Meeting Capacities

Room Name: _____

	No of meeting rooms		Classroom Capacity		Banquet Capacity		Area (in square metres)
	Cocktail Capacity		U-Shape Capacity		Theatre Capacity		Disabled Access

Room Name: _____

	No of meeting rooms		Classroom Capacity		Banquet Capacity		Area (in square metres)
	Cocktail Capacity		U-Shape Capacity		Theatre Capacity		Disabled Access

Room Name: _____

	No of meeting rooms		Classroom Capacity		Banquet Capacity		Area (in square metres)
	Cocktail Capacity		U-Shape Capacity		Theatre Capacity		Disabled Access

Room Name: _____

	No of meeting rooms		Classroom Capacity		Banquet Capacity		Area (in square metres)
	Cocktail Capacity		U-Shape Capacity		Theatre Capacity		Disabled Access

Accommodation Capacities

Accommodation Type: (Please select one)

- Hotel Motel Bed & Breakfast Guest House Caravan
 Self Contained Units Serviced Apartments

_____ Total number of beds _____ Total number of rooms

_____ Single Rooms _____ Total Apartments _____ Suites _____ Smoking
_____ Double Rooms _____ - 1 Bedroom _____ Internet Access (In Room) _____ Non-smoking
_____ Twin Rooms _____ - 2 Bedroom _____ Disabled Access
_____ Triple Rooms _____ - 3 Bedroom

Maximum Restaurant Capacities

Cuisine: (please tick appropriate boxes)

- Modern Australian Mediterranean European Seafood
 Native Australian Asian Other _____

Maximum Capacity:

_____ Capacity when people seated _____ Capacity for outside dining _____ Private function space available
_____ Capacity for cocktail _____ Disabled access _____ Max capacity of private function space

Membership Level - Fees are financial year and exclusive of GST

- PLATINUM \$4,750.00 + \$100 Application Fee* - Please select 5 categories (overleaf) and attach or email a 140 word description and logo
(ex GST) (ex GST)
 GOLD \$2,375.00 + \$100 Application Fee* - Please select 4 categories (overleaf) and attach or email a 100 word description and logo
(ex GST) (ex GST)
 SILVER \$1,180.00 + \$100 Application Fee* - Please select 3 categories (overleaf) and attach or email a 60 word description and logo
(ex GST) (ex GST)
 BRONZE \$590.00 + \$100 Application Fee* - Please select 2 categories (overleaf) and attach or email a 30 word description and logo
(ex GST) (ex GST)

Regional Membership Level - Fees are financial year and exclusive of GST

- PLATINUM \$2,375.00 + \$100 Application Fee* - Please select 5 categories (overleaf) and attach or email a 140 word description and logo
(ex GST) (ex GST)
 GOLD \$1,187.50 + \$100 Application Fee* - Please select 4 categories (overleaf) and attach or email a 100 word description and logo
(ex GST) (ex GST)
 SILVER \$590.00 + \$100 Application Fee* - Please select 3 categories (overleaf) and attach or email a 60 word description and logo
(ex GST) (ex GST)
 BRONZE \$295.00 + \$100 Application Fee* - Please select 2 categories (overleaf) and attach or email a 30 word description and logo
(ex GST) (ex GST)

Note: Please discuss full terms and conditions of Adelaide Convention Bureau Membership with the Bureau Membership Manager.

Membership Categories - Please circle

The Membership Categories, are accessible for clients on the Adelaide Convention Bureau website. To ensure your organisation is reflected correctly with the products and services offered, please choose the most appropriate categories and allocated amount depending on your membership level (Platinum: 5 categories, Gold: 4 categories, Silver: 3 categories and Bronze: 2 categories).

- | | |
|---|---|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Graphic Designer |
| <input type="checkbox"/> Advertising / Marketing / Public Relations | <input type="checkbox"/> Incentive Product |
| <input type="checkbox"/> Airline / Airport | <input type="checkbox"/> Information Technology / Web Service |
| <input type="checkbox"/> Association / Foundation | <input type="checkbox"/> Interpretation Service |
| <input type="checkbox"/> Audiovisual | <input type="checkbox"/> Legal & Financial Service |
| <input type="checkbox"/> Bank / Chartered Accountant / Lawyer | <input type="checkbox"/> Media |
| <input type="checkbox"/> Boat Cruise & Charter | <input type="checkbox"/> Meeting Manager / Professional Conference Organiser /
Event Organiser |
| <input type="checkbox"/> Brewery | <input type="checkbox"/> Nightclub / Bar |
| <input type="checkbox"/> Car / Bus / Campervan / 4WD Rental | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Print / Production / Publishing |
| <input type="checkbox"/> Coach / Bus Company | <input type="checkbox"/> Promotional Products / Corporate Gifts / Souvenirs |
| <input type="checkbox"/> Conference & Reception Venue (With Accommodation) | <input type="checkbox"/> Public Festivals & Events |
| <input type="checkbox"/> Conference & Reception Venue (Without Accommodation) | <input type="checkbox"/> Recreation & Sport |
| <input type="checkbox"/> Conference Transcription / Conference Recording | <input type="checkbox"/> Restaurant / Cafe |
| <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Retailers |
| <input type="checkbox"/> Cooking School / Gourmet Retreat | <input type="checkbox"/> Signage Production & Instalment |
| <input type="checkbox"/> Courier / Mail / Freight Service | <input type="checkbox"/> Speaker |
| <input type="checkbox"/> Day Spa | <input type="checkbox"/> Team Building Activity |
| <input type="checkbox"/> Destination Management Company | <input type="checkbox"/> Theatre / Cinema |
| <input type="checkbox"/> Duty Free | <input type="checkbox"/> Tour Operator / Tour Guide |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Tourist Attraction |
| <input type="checkbox"/> Equipment & Stage Hire | <input type="checkbox"/> Training & Education |
| <input type="checkbox"/> Event Theming | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Exhibition Service & Supplies | <input type="checkbox"/> Travel Agency |
| <input type="checkbox"/> Fitness / Gymnasium | <input type="checkbox"/> University / College |
| <input type="checkbox"/> Gallery | <input type="checkbox"/> Winery |
| <input type="checkbox"/> Golf Course | |
| <input type="checkbox"/> Government Department | |

Application Checklist

- Completed all relevant sections
- Attached / emailed description to ketrah@adelaideconvention.com.au with a subject line 'New Member Description'
- Provided the Adelaide Convention Bureau with details required for Board approval - copy of Business Registration Certificate and Public Liability Insurance Policy
- I have requested a tax invoice for my chosen level of membership
- I have paid my membership fees by:
 - EFT ANZ 015-010 Account 6051-02456 (please quote invoice number or membership name for reference purposes)
 - Cheque
 - Visa or Mastercard only

Total \$ _____

Card No: _____ Expiry Date: _____

Card Holders Name: _____

Card Holders Signature: _____

Conditions of Membership

I, the representative for the above mentioned organisation applying for membership of the Adelaide Convention Bureau, declare that:

1: The company will not enter in any business or activities which may bring the Adelaide Convention Bureau or the tourism and convention industry into disrepute.

2: Our organisation observes all Local, State and Federal Statutory obligations including licences and permits.

3: We acknowledge the Board of Directors of the Adelaide Convention Bureau reserves the right to decline any application for membership at its discretion and reserve the right to nominate the level of membership it deems appropriate for the type of business conducted by the applicant.

4: All benefits offered by the Adelaide Convention Bureau are non-transferable and the organisation will not utilise these benefits of this membership for third party marketing.

5: If required, our organisation is able to provide a copy of the business registration certificate and current public liability insurance.

PRIVACY - The Adelaide Convention Bureau respects your rights to privacy and complies with the Privacy Act 1988. The information being collected on this form will be used for the primary purpose of directing business opportunities to you. As such your contact information will be disclosed to the general public, potential clients and Bureau members. Should you have any questions regarding the Adelaide Convention Bureau Privacy Policy or wish to view any personal information held, please contact the Bureau on (08) 8237 0100.

Name: _____ Position: _____

Signature: _____ Date: _____



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