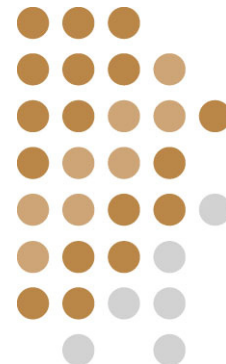


ISES Membership Application Form



Please return your application to: ISES Australasian Affiliate – Melbourne Chapter
 ABN 90 694 922 531
 PO Box 69, FLINDERS LANE, VIC 8009
 Phone: 03 9654 1978 | Fax: 03 9654 7469
 Email: melbourne@ises.org.au
 Website: www.ises.org.au

Full Name (Mr Mrs Ms)		
Position/Title	Company	
ABN Number	No. Years in Business	
Business Address		
Suburb	State	Post Code
Phone	Fax	Mobile
Email	Website	



Please provide a brief (35 word) description of your current business and products and/or services provided by you. This description will be included in your business listing on the ISES Chapter & International websites.

Please provide two (2) professional or commercial referees (one of which is a current ISES member):

1. Name	Company	Phone
2. Name	Company	Phone
Industry Certification Held		
Other Memberships Held (eg MEA, SUVA, EEAA, SITE, Restaurant and Catering Association)		

Membership Categories & Fees

The ISES Membership year commences July 1 through to June 30. Please tick one membership category only.

Yearly Fee

- 1. Small Corporate Primary Company/Business** **1-5 Staff** **\$475.00**
 Any one person serving as the official representative of a company.
 Membership is company owned and is transferable only by written notification to ISES. (Plus a one off joining fee of \$100.00)

- 2. Medium Corporate Primary Company/Business** **6-29 Staff** **\$595.00**
 Any one person serving as the official representative of a company.
 Membership is company owned and is transferable only by written notification to ISES. (Plus a one off joining fee of \$100.00)

- 3. Large Corporate Primary Company/Business** **30+ Staff** **\$795.00**
 Any one person serving as the official representative of a company.
 Membership is company owned and is transferable only by written notification to ISES. (Plus a one off joining fee of \$100.00)

- 4. Non-Profit/TAFE/University** **\$475.00**
 Any person employed by a non-profit agency, tax exempt foundation, government, or philanthropic organisation.
 Membership is owned by the organisation and is transferable only by written notification to ISES. (Plus a one off joining fee of \$100.00)
 Organisation Name

- 5. Additional Company Members** **\$250.00**
 Each subsequent person employed by, or affiliated with a company that currently holds a primary membership.
 Membership is company owned and is transferable only by written notification to ISES.

Second Membership Rebate

The same company membership in a second or third state of Australia is based on the size of the company in that second or third state with a further discount of \$150.00 per state. No joining fee is required when companies which are members in one state join in another state. Please click box to claim rebate and deduct amount from fee above.

\$150.00

ISES Membership Application Form (continued)

Business Description

Please select two disciplines (in order of preference – 1 & 2) that best describe your company's products and/or services.

- 1a. Event Planning and Coordination
- 1b. Special Event Manager
- 1c. Special Event Producer
Award Ceremonies, Christmas Parties, Cocktail Parties, Concerts, Conferences, Exhibitions, Gala Dinners, Incentives, Private Parties, Public Events, Product Launches, Roadshows, Sporting Events, Team Building, Weddings
- 2. Design, Décor and Graphics
Backdrops, Balloons, Draping, Flowers, Graphic Arts, Graphics, Linen, Props, Set Design, Signage, Table Decorations, Theming
- 3a. Technical Services and Products
Audio/Visual, Fireworks, Games, Inflatables, Lasers, Lighting, Projectors, Special Effects, Staging, Technical Production
- 3b. Hiring Hardware and Construction
Custom Displays, Exhibition Hire, Furniture, Lighting, Linen, Marquees, Party Hire, Sets, Sound Equipment, Staging, Technical Production
- 4. Entertainment
Agent, Band/Musician, Cultural, Classical, Speakers Bureau, MC, Script Writer, Team Building, Video
- 5. Catering, Food Service and Products
Off premise Catering, Hotels, Functions & Event Venues, Ice Sculptures, Food Styling
- 6. Venue Management
Conference Centre, Functions Venue, Restaurant, Hotel, Theatre, Stadium/Arena, Clubs and Organisations
- 7. Travel and Transportation Services
Coaches, Cruise Boats, Limousines, Travel Agents, Tour Guides
- 8. Professional Support Services for the Events Industry
Sales & Marketing, Advertising, Consultancy, Training, Public Relations, Insurance Broker, Lawyer, Financial Services, Photography, Video, Staffing Services, Publications/Media
- 9. Educational Institutions and Not for Profit Organisations

Principles of Professional Conduct and Ethics

Each member of ISES shall agree to adhere to the following:

- Promote and encourage the highest level of ethics within the profession of the special events industry while maintaining the highest standards of professional conduct.
- Strive for excellence in all aspects of our profession by performing consistently at or above acceptable industry standards.
- Use only legal and ethical means in all industry negotiations and activities.
- Protect the public against fraud and unfair practices and promote all practices, which bring respect and credit to the profession.
- Provide truthful and accurate information with respect to the performance of duties. Use a written contract stating all charges, services, products, performance expectations and other essential information.
- Maintain industry accepted standards of safety and sanitation.
- Maintain adequate and appropriate insurance coverage for all business activities.
- Commit to increase professional growth and knowledge, to attend educational programs and to personally contribute expertise to meetings and journals.
- Strive to cooperate with colleagues, suppliers, employees/employers and all persons supervised, in order to provide the highest quality of service at every level.
- Subscribe to the ISES Principles of Professional Conduct and Ethics, and abide by ISES Bylaws and policies.

Eligibility and Fees

Please tick one membership based on the number of staff employed at your office. Staff does not include subcontractors but does include permanent part time staff; it is the number of staff on your permanent payroll. If you are a freelancer, or you work on your own in a company, you select Small Corporate Primary. You may be a sole trader or small company and your membership is in this name with a main contact selected for all correspondence and invitations. Membership stays in the company name; if the contact person changes, notification is made to ISES for a transfer of details under the membership name. If a person leaves a company and wishes to take the membership with them, they need to apply to transfer the membership into a new name. All fees are inclusive of GST

The Individuals nominated by their company, excepting students, hold full voting rights. All voting members must:

1. Currently hold a position within the special events industry
2. Have a minimum of three consecutive years experience in the special events industry
3. Be sponsored by a current financial member

Statement by Applicant

All Applicants

I hereby attest to the accuracy of the foregoing information and to the fact that Special Events is my primary area of activity. I agree to accept the Society's decision on this application. I have read and understand the ISES Principles of Professional Conduct and Ethics, and agree to adhere to these principles. Specifically, I certify with my signature below that I understand that maintaining appropriate & current insurances such as public liability & workers' compensation insurance policies etc. is a condition of membership and that I maintain all applicable licences and permits required by my discipline. I declare that neither I nor the organisation I represent are undischarged bankrupts. I will do all in my power to maintain and enhance the prestige of the special events industry. I understand that misrepresentation, omission of facts, in my application or a breach of the Principles of Professional Conduct & Ethics may be considered cause for the expulsion or denial of membership.

Signature _____
Date _____

Verification / Sponsorship

Sponsorship by one voting member in good standing is required before an applicant can be considered or processed. (If you do not know an ISES member, a sponsor may be secured for you.) This sponsor can be same as referee.

Statement By Sponsor

As a voting member in good standing of ISES, I have read this application, familiarised myself with the reputation and activities of the applicant, and attest the applicant meets the eligibility requirements for membership.

Name
Company
Phone
Signature _____ Date _____

Payment

I am paying	Membership Fee \$	_____
	Add Application Fee or Deduct rebate if applicable \$	_____
	Total \$	_____

By (please circle) Cheque / Visa / Mastercard / EFT*

Card No. _____ - _____ - _____ - _____

Name on Card	Expiry
Signature	Date

*If paying by EFT, details are – BSB #063 297 | Account # 1003 4727

*Cheques to be made payable to "ISES Melbourne"

NOTE: Upon receipt of your application, please allow four (4) working weeks for membership approval.