



Australasian Promotional Products Association
ABN 37 053 647 420

**ASSOCIATE
MEMBERSHIP**

APPLICATION FORM

Form current at 2006

WHAT IS APPA?

The Australasian Promotional Products Association (APPA) was established in 1988 to promote the development and good standing of that segment of the Advertising Industry which is concerned with the manufacture, distribution and application of PROMOTIONAL PRODUCTS - in accordance with business practices and ethics which meet the highest industry and community standards.

THE AIMS OF APPA

- To develop and encourage high standards of ethical business practices within the industry.
- To provide a forum for the exchange of ideas and experiences through discussions, education activities and publications.
- To promote profitable growth for the industry.
- To publicly represent industry views and concerns.
- To create a better understanding of promotional products advertising and its growing importance through an active public relations program.
- To recognise outstanding accomplishments in promotional products advertising.
- To promote understanding and improve knowledge of our industry through Tertiary Institutions.

QUALIFICATION FOR MEMBERSHIP

Membership is available to all trading businesses (whether companies, partnerships or individuals).

A prospective member must fit into one of the three membership categories listed below:

MEMBERSHIP CATEGORY

There shall be three categories of Associate members, namely:

- (i) Distributor Member; or
- (ii) Supplier Member, or
- (iii) Supplier/Distributor Member, or

1. DISTRIBUTOR MEMBER

- "Distributor Member" is a natural person, body corporate or firm who or which purchases promotional products and/or product decorating services from other suppliers and sells them to end users and, has a minimum annual sales volume in promotional products and/or product decorating services of one hundred thousand dollars (\$100,000.00) (which is to be certified

and communicated to the Association by a Certified Practising Accountant).

2. SUPPLIER MEMBER

- "Supplier Member" means a Member who either sells promotional products and/or product decorating services to distributors OR sells promotional products and/or product decorating services to end users and distributors, and has a minimum annual sales volume in promotional products and/or product decorating services of one hundred thousand dollars (\$100,000.00) (which is to be certified and communicated to the Association by a Certified Practising Accountant).

BENEFITS OF MEMBERSHIP

- Printed Membership List
- Printed Supplier Database
- Entrance to / Participation in APPA Roadshow
- Entrance to / Participation in APPA Wintershow
- Ability to attend Promotional 101 Education Session and Regional Christmas Party.

COST OF MEMBERSHIP*

1) Entrance Fee

A once only non-refundable entrance fee of \$180.00 is payable by all members.

2) Annual subscription are payable as follows:

- Distributor Membership \$ 715.00
- Supplier Membership \$ 715.00
- Distributor/Supplier \$ 1,045.00

PRO-RATA SUBSCRIPTIONS

Applicable only to annual subscription first year, but NOT TO THE ENTRANCE FEE

Distributor/Supplier with one office & Int.:

<u>Month of Application</u>	<u>Distributor</u>	<u>Supplier</u>
Jan – Jun	715.00	715.00
Jul/Aug/Sep	357.50	357.50
Oct/Nov/Dec	178.75	178.75

Distributor or Supplier with branches or state offices / Dual Membership (Distributor/Supplier):

Jan – Jun	\$1,045.00
Jul/Aug/Sep	\$ 522.50
Oct/Nov/Dec	\$ 261.25

* All fees stated above are inclusive of 10%GST.

All Associate Members MUST apply for Full Membership with APPA upon completion of a two-year term. Non-compliance will result in an automatic loss of membership.

APPLICATION FOR MEMBERSHIP

ABN:

A. Name of legal business Entity/Directory Listing:

* The legal business entity will be the recognised member of this Association

Trading as:

Postal address: Postcode:

Street address: Postcode:

Tel: () Mobile: Fax: ()

Email:

Contact Name 1: Mr / Mrs / Ms

Contact Name 2: Mr / Mrs / Ms

Name: Position:

Signature: Date:

A brief company profile (please limit to 100 words).

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B. Category & Class of m'ship applied for: (**Please tick only 1 Category & 1 Class** which best suits your activities).

CATEGORY:	DISTRIBUTOR	<input type="checkbox"/>	SUPPLIER	<input type="checkbox"/>
CLASS:	1a Distributor	<input type="checkbox"/>	2a Supplier	<input type="checkbox"/>
	1b Distributor	<input type="checkbox"/>	2b Supplier	<input type="checkbox"/>
	1c Distributor	<input type="checkbox"/>	2c Supplier	<input type="checkbox"/>

You need to fulfil either C or D in the section below.

C. The following Full Member, having also **supplied a written reference** hereby certifies that the Applicant enjoys a good reputation within the industry and the applicant is personally known by them.

Proposed by: Company :

Signature: Date:

D. (Please tick the box)

Four (4) client references have been attached certifying that I am a promotional products provider.

PLEASE CHECK:

1. All sections of the *Application for Membership* have been completed.
2. One member has signed as proposer of your application OR
3. 4 Client references have been provided.
4. That the member's clients' written reference(s) is attached - on separate sheet
5. A letter from your accountant is attached.
6. A cheque covering the joining fee plus subscription is stapled to the application form.

Please send this signed application enclosing entrance fee and subscription to:

APPA SECRETARIAT
PO Box 5161 Alphington VIC 3078
Tel: 03 9499 5544 Fax: 03 9499 8851

* Failure to provide all of the required information may incur delays in processing this application. Membership becomes effective upon ratification by the Board of Directors and will be backdated to the day of application.

AUSTRALASIAN PROMOTIONAL PRODUCTS ASSOCIATION

CODE OF CONDUCT

- 1 Members shall conduct their activities with the highest standards of professionalism, ethics and integrity in dealings with clients or employers, past and present and with their fellow members.
- 2 Where a member wishes to lay a complaint against another member who the member claims has engaged in unethical practices, it shall be their duty to inform the APPA Board. The evidence should be formally documented and corroborated by other parties if possible.
- 3 Members have a responsibility to continue the acquisition of professional skills in the industry and to encourage the development of these skills in those who are desirous of entry into, or continuing in the profession of promotional product marketing.
- 4 Members shall help to improve the body of knowledge of the profession by exchanging information and experience with fellow members and by applying their special skill and training for the benefit of others.
- 5 Supplier members will recognise the role of Distributors in the industry, acknowledge the service they provide and support them in the marketing of their products and services to end users.
- 6 Distributor members will recognise the role of Suppliers in the industry, acknowledge the service they provide and support them through the marketing of their products and services.
- 7 Members of the APPA will whenever possible promote and use fellow member's products and services.
- 8 Members shall be committed to the growth and development of the industry and will support, promote and enhance APPA policies, membership programmes and the various activities of the Association.
- 9 During their dealings with each other, APPA Members shall co-operate in upholding this Code and the Code of Practice.

CODE OF PRACTICE

- 1 Members shall conduct their activities with the highest standards of professionalism, ethics and integrity in dealings with clients or employers, fellow members and the general public.
- 2 All product supplied will meet agreed standards in the basic product and in any decoration of the basic product.
- 3 All quotations submitted will clearly state all costs relative to the job including such items as sales tax, freight, decoration cost, preparation charges.
- 4 The use of the APPA's distinguishing logo must be confined to APPA activities, or the statement of name and business address on a card, letterhead and published articles. It may only be used while a Company is a financial member. It must at all times be used in accordance with guidelines for use specified by the Association.
- 5 In their dealings with clients or general public, APPA Members shall co-operate in upholding this Code and the Code of Conduct.

Members acknowledge that if in the opinion of the Associations Officers or Board the member has failed in its obligation to uphold the Code of Conduct &/or Code of Practice or the provisions of the Associations Memorandum and/or Articles of Association or shall be guilty of any conduct which in the opinion of the Board is unbecoming of a member or prejudicial to the interests of the Association the Board shall have power by resolution to censure, fine, suspend or expel the member from the Association.

I _____ have read and agree to uphold the above Code of Conduct and Code of Practice.

Signed: _____ (applicant's signature)