



# 2015 Membership Application Form

## **Section A** – To be completed by all applicants

*Please Note: Upon acceptance members undertake to be bound by the Constitution of the Association, a copy of which is available at [www.exsa.co.za](http://www.exsa.co.za), and to sign and abide by the Code of Ethics, attached hereto.*

**Company:**

**Trading Name of Company:**

**Registered Name of Company:**

**Registered Year:**

**Registration Number::**

**VAT Number:**

**Names of ALL Directors, Partners, and Proprietors:**

**The following contact person details will appear in all EXSA publications, marketing mediums and communications:**

**Contact Person:** (Mr / Mrs / Miss / Ms):

**Postal Address:**

**Physical Address:**

**Telephone Number:)**

**Fax Number:**

**Cell Number:**

**E-mail:**

**Website:**

# Branches:

A Member may list Branches may be listed separately in the EXSA Portfolio of Members (Diary) at a cost of R 1 250 (excl VAT) per branch. A Branch would have the same company registration number / VAT number as its 'parent' company; if not then the legal entity must apply to join as a full Member.

It is worth noting for companies listing their regional branches, that the branches in question will be eligible for election as representatives on the KwaZulu Natal and Western Cape Regional Forums.

Branch:

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The following contact person details will appear in all EXSA publications, marketing mediums and communications:

Contact Person: (Mr / Mrs / Miss / Ms):

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Postal Address:

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Physical Address:

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Telephone Number:

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Fax Number:

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Cell Number:

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E-mail:

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Website:

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Should you wish to have other staff listed on the EXSA database to receive the EXSA Newsletter and other general correspondence please list their details below:

Name & Surname	Contact Number	Cell Number	E-mail address

Additional persons may be added, amended or deleted via the EXSA website.

# Membership Category:

A Member can only be a member in one of the following categories. If the Member wishes to be listed under more than one category, the Member must pay the full membership fee (R 1 250, excl VAT) for each additional category.

Organiser:

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Venue:

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Supplier:

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Associate:

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# Sub-Membership Category: Organisers

In order to apply for membership an Organiser must have organised at least two successful exhibitions within the past three years.

Please provide details of the last three exhibitions that you have organised, which are owned by the applicant company:

Exhibition (1):

Venue:

Dates:

Exhibition (2):

Venue:

Dates:

Exhibition (3):

Venue:

Dates:

Please provide details of the last three exhibitions that you have organised, but which were project managed by the applicant company:

Exhibition (1):

Venue:

Dates:

Exhibition (2):

Venue:

Dates:

Exhibition (3):

Venue:

Dates:

# Sub-Membership Category: Suppliers

Suppliers should select sub-categories that accurately reflect the services or products that they directly provide (i.e. are not sub-contracted services).

**Please note: The first three categories listed are free of charge. Thereafter, a fee of R 1 250.00 (excl VAT) is charged per additional category.**

Audio Visual and Technical Lighting		Exhibition Cleaning Contractors		Rigging Services	
Broadcast/ TV/ Production Facilities		Exhibition staffing/training		Safety / Risk Management	
Carpeting and Flooring		Exhibition System Suppliers		Security	
Catering and Hospitality		Floral/Landscape Contractors		Signage/Graphics/Printing	
Computer Hire / IT Services		Freight Forwarding		Stand Builders: Custom	
Credit Card Payment Facilities		Furniture Hire		Stand Builders: Shell Scheme	
Décor and Draping		Media /Advertising/ PR/ Communications		Stand Builders: Portable	
Design Studios		Outdoor Display / Structures/ Marquees		Stand Builders: System Design	
Drayage/ Porter Services		Portable System Suppliers		Travel & Accommodation	
Electrical Contractors/ Hire		Project/Event/Confex Management		Venue Technical Management	

# Operational Details

## Section C – To be completed by all applicants

Please provide the number of years that your company has been involved in the exhibition industry.

Staff Compliment (permanent exhibition staff):

List of regular Sub-contractors used:

Are your premises owned or rented?:

How long have you operated from these premises?:

Is your company associated with, or linked to any other company/organisation that is a member of EXSA? If yes, please furnish details:

Give full details of why you wish to join EXSA:

Please supply names of other Associations/Professional Bodies, which your company is a member of, providing period of membership:

Has your company had any judgments in the last 5 years imposed in respect of non-payment?

If so, please give details:

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Does your company have any outstanding debts of 120 days or over to any EXSA member? If so, to whom and why?

If so, please give details:

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Have any directors either directly or indirectly through your current or previous business arrangement been declared bankrupt, liquidated, or insolvent (or currently pending) in the last 10 years?:

If so, please give details:

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## Supporting Documentation

### Section D – To be completed by all applicants

The following documentation is required to be submitted in support of your application.

- Certificate of Incorporation or Founding Statement
- A copy of your ID Documents if a sole trader /partnership
- A copy of your SARS Tax Clearance Certificate
- A copy of your B-BBEE Certificate
- Certificate of Public Liability Insurance

#### Minimum requirements:

Venue - Venues are required to have a R20 million public liability cover.

Organiser - R10 million public liability cover but R20 million is recommended depending on the size and nature of your business.

Suppliers - excluding contractors and electrical companies - are required to have a R1 million public liability cover.

- Infrastructural Suppliers, including Contractors (stand builders), Electrical contractors, Marquee suppliers - are required to have a R5 million liability cover.

# Account Information

## Section D – To be completed by all applicants

**Contact Person:** (Mr / Mrs / Miss / Ms):

**Telephone Number:**

**Fax Number:**

**Cell Number:**

**E-mail:**

**Bank:**

**Branch:**

**Branch Code:**

**Account Number:**

### **PAYMENT PROCEDURE**

Payment for outstanding fees will be as follows:-

- |                                 |   |
|---------------------------------|---|
| <b>1. Fees 30 days overdue</b>  | Invoices will be re-faxed/emailed together with reminder letter   |
| <b>2. Fees 60 days overdue</b>  | Invoices will be re-faxed/emailed together with reminder letter No. 2 asking for fees to be settled immediately.  |
| <b>3. Fees 90 days overdue</b>  | Letter No. 3 will be sent suspending membership. If during the Three-month period members wish to be re-instated; a letter together with all outstanding fees plus a re-instatement fee of R570.00 will be required.  |
| <b>4. Fees 120 days overdue</b> | Membership will automatically be terminated in terms of the Constitution. In the event that these companies require membership again, the entire application procedure will apply; the outstanding amounts will have to be paid up front including the re-instatement fee of R570.00 plus an application fee and pro-rata membership fee. |

### **MEMBERSHIP FEES**

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|---|--|
| <b>5. Initial Application Joining Fee:</b>      | R1,400 excl. VAT   |
| <b>6. Annual Membership Fee:</b>                | This is dependent upon the size of your company. The minimum annual fee is R 7 350.00, and the maximum is R10 500.00 excl. VAT. Pro rata fees will apply to memberships commencing during the year. Minimum fee for 3 months is applicable and will be charged. The Membership and Admin Joining fee is due within 30 days after notification of approval. |
| <b>7. Branches</b>                              | Companies may list additional branches at a fee of R 1 250.00 per branch.  |
| <b>8. Extra Category Listings for Suppliers</b> | Suppliers may list themselves in three categories, free of charge in the EXSA Diary. Thereafter, additional categories are charged at R 1 250.00 per category.   |

# REFERENCES

## Section E – To be completed by all applicants

In support of your application you are required to submit with your application two (2) reference letters from Members of EXSA supporting your application.

## ALL APPLICANTS TO SIGN HEREWITH:

I hereby agree that all the information provided in this Application is true and correct.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2013

SIGNED & ACCEPTED BY (duly authorised):

Please print name:

For and on behalf of company:

Signature:

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in the presence of the undersigned two (2) witnesses:

Please print name:

Signature:

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Please print name:

Signature:

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# EXSA'S CODE OF ETHICS

The purpose of the EXSA Code of Ethics is to foster mutual respect and trust amongst individuals and organisations within the exhibition industry with regards to business ethics by members with other members, with clients and with the public in general.

Industry relationships and partnerships form an integral part of the provision of services and is critical to the success of exhibitions. This Code of Ethics has as its guidelines the principles of:

- HONESTY
- INTEGRITY
- FAIR DEALING
- PROFESSIONALISM
- ACCOUNTABILITY

## Member companies and their representatives shall:

- Conduct business in accordance with accepted principles of honesty and shall speak truthfully in all business practises to pursue their client's legitimate objectives.
- Strictly adhere to and comply with current laws, regulations and legislation pertaining to the exhibition industry and in general business operations.
- Bring credit to the Association and the exhibition industry by displaying a high standard of professional behaviour to maintain accepted standards and quality of service.
- Endeavour to understand and fairly represent their own scope of knowledge and ability in performing services.
- Undertake to treat all knowledge of a client's intentions or business organisation as confidential, until and with permission of the source to disclose it.
- Display integrity and fair dealing with clients, competitors and vendors to foster healthy competition and the creation of value.
- Be accountable and responsible for business dealings by using all reasonable efforts to resolve any disputes or impropriety with members, suppliers, clients or any other party.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2013

**SIGNED & ACCEPTED BY** (duly authorised):

**Please print name:**

**For and on behalf of company:**

**Signature:**

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# ANNEXURE A

## CATEGORIES OF EXSA MEMBERSHIP

EXSA has many categories of membership open to the industry. The importance and need for separation of these categories is firstly due to the many different parameters pertaining to each one and secondly due to the need for ease of reference for potential clients to recognise the services and products on offer by members. Companies may also list additional branches. This is only applicable to company branches operating under the same directorship and operating name as the parent company, with the same VAT number. Should directors or operating names be different, an additional company membership application is required.

## VENUES

This category of membership is open to all exhibition and conference venue owners and operators. The collaboration between venues and organisers is integral to the success and growth of exhibitions in Southern Africa. As a country, South Africa is working towards a national strategy to procure international events with world-class standards. South African exhibition venues compare favourably with other venues worldwide, with EXSA venue members setting high standards and a continuous development strategy for future growth and success.

## ORGANISERS

An organiser is a company who hosts/organises an exhibition, conference or confex on behalf of exhibitors. The organiser's forum within EXSA gives organisers the opportunity to interact with each other. Being an EXSA exhibition organiser holds many benefits for both the event and the company in that potential exhibitors place great value on the credentials and expertise of organisers to ensure a successful exhibition experience. EXSA and the Executive Committee/Board are always on hand to impart knowledge and assist with the growth and success of our exhibition organisers, which benefits the industry as a whole.

## **SUPPLIERS and SERVICE COMPANIES, including DESIGNERS AND STAND BUILDERS (Contractors); AV; Electrical; Signage; Graphics; Brand Activation; etc.**

Many companies and individuals specialise in these fields in the exhibition industry or have design and stand building as one of the services offered. One of the greatest strengths of an exhibitor is the design and workability of their exhibition stand and the products or services on display. This category of membership is open to all companies who design, build and construct exhibition stands or components thereof. The exhibition stand market has grown considerably with many options open to exhibitors in terms of rental versus purchase. Quality of workmanship and the visual impact of an exhibition stand contribute greatly to the success of the exhibitor, the exhibition and continued exhibitor growth. EXSA design and stand builders play a vital role in the sustained and future participation of exhibitors.

With the growth of the exhibition industry and the components therein, this category of service companies membership is open to a vast array of companies who render services in the form of lighting, graphics and signage, audio visual, furniture and equipment rental, printing, security, flooring, plant and floral displays, brand activation/advertising and public relations, project management, cleaning, staffing, and many other services necessary to the industry. The importance of this category is to include these services as an integral part of the total membership of the Association.