

Application for Membership Meeting Venues & Accommodation

If you require assistance with your application, please contact Business Events Tasmania on (03) 62 311 366.

Company Details

Business Name: _____

Street Address: _____

Postal Address: _____

Account Main Phone: + 61 3 _____

Email (Generic): _____

Website: _____

Twitter: _____

Facebook: _____

YouTube: _____

LinkedIn: _____

Company Contacts

*Primary Contact: _____ Salutation: _____

Title: _____

Phone: + 61 3 _____ Mobile: + 61 4 _____

Email: _____

Secondary Contact: _____ Salutation: _____

Title: _____

Phone: + 61 3 _____ Mobile: + 61 4 _____

Email: _____

General Manager: _____ Salutation: _____

Title: _____

Phone: + 61 3 _____ Mobile: + 61 4 _____

Email: _____

Invoice Contact: _____ Salutation: _____

Title: _____

Phone: + 61 3 _____ Mobile: + 61 4 _____

Email: _____

Application for Membership Meeting Venues & Accommodation

Geographical Area

East Coast

The North West & West Coast

Hobart & the South

Launceston & the North

Membership Category

A member can be listed under more than one category if appropriate (up to a maximum of 3).
Please place a "1" in the listing you wish to be your primary business category.

Accommodation Only

Meeting Venue Only (Minimum 20 PAX)

Meeting Venue with Accommodation

Offsite Venue (Cocktail / Dinner Venue)

Restaurant

Restaurant Name: _____

Open Hours: _____

Phone: _____ Max Capacity: _____

Restaurant Description: (max 100 characters) _____

Company Description (300-500 words)

NOTE: The Company Description will be used for your website online listing.

Once you receive your member login you can update and add gallery images, please supply Business Events Tasmania with:

- > 3-6 gallery landscape images no smaller than 1100 pixels (W) x 400 pixels (H). Anything larger or with a vastly different aspect ratio will get the edges automatically cropped. Minimum resolution of 300dpi. Captions for each photo and acknowledgments if required.
- > 1 logo supplied as either a jpeg, png or eps in the largest file size you have available.

By uploading images, you grant BET permission to use these images for marketing and promotional purposes.

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Short Description (maximum 100 characters per category)

Will be used in BET's Planners Guide. Please ensure you have a description for all appropriate categories.

Membership Category 1: _____

Membership Category 2: _____

Capacities – Accommodation & Conference Rooms

Number of Accommodation Rooms: _____ Largest Accommodation Room Block: _____

Star Rating: _____ 24hr Reception: _____ In-house AV: _____ In-house Catering: _____

Number of Conference Rooms: _____

Name of Conference Room 1: _____

Theatre Style: _____ Classroom: _____ U-Shape: _____ Banquet: _____ Cocktail: _____

Board Room: _____ Trade Booth: _____ Dimensions: _____ x _____ (m) Height: _____ (m)

Name of Conference Room 2: _____

Theatre Style: _____ Classroom: _____ U-Shape: _____ Banquet: _____ Cocktail: _____

Board Room: _____ Trade Booth: _____ Dimensions: _____ x _____ (m) Height: _____ (m)

Name of Conference Room 3: _____

Theatre Style: _____ Classroom: _____ U-Shape: _____ Banquet: _____ Cocktail: _____

Board Room: _____ Trade Booth: _____ Dimensions: _____ x _____ (m) Height: _____ (m)

Capacities – Offsite Venue (Cocktail/Dinner Venue)

Number of Rooms: _____ Cocktail: _____ Seated Dinner: _____

Application for Membership Meeting Venues & Accommodation

Membership Level

Platinum \$2,239 + GST

Gold \$989 +GST

- > The following formula is used to determine the membership level for all meeting venues and accommodation suppliers. Your membership level is worked out by using the following formula (except for all metro accommodation venues and meeting venues are required to be platinum level) :-
 - $22.5\% \times \text{rack rate} \times \text{number of accommodation rooms PLUS } \$4.24 \text{ per seat (theatre style) in the largest meeting room to a maximum of 1000 seats.}$
 - The formula for meeting venues without accommodation is \$5.08 per seat (theatre style) in the largest meeting room (to a maximum of 1000 seats).
 - Please note that where the base fee for the membership level required is greater than the sum of the formula, the base membership fee is payable.

- > **Accommodation Members** are required to, in addition to the annual membership fee, pay a commission on all convention, meeting and incentive room revenue. This is charged at a rate of 1.5% of accommodation room revenue derived from a conference held in-house. 2% is charged for room revenue derived from a conference held at another property. Commission becomes payable only after the amount of commission reaches 50% of your annual membership subscription to Business Events Tasmania.

Each month you will be sent a list of the conferences held and you will be required to complete a form detailing nights spent at your hotel so the commission can be calculated. Once the form is returned you will be invoiced accordingly.

- > **Platinum membership** is available to any member. Professional conference organisers, interstate carriers and metropolitan meeting venues/accommodation venues are required to be Platinum.

- > **Gold membership** is available to any member (except, professional conference organisers, interstate carriers and metropolitan meeting venues/accommodation venues).

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Payment & Conditions

The Membership year runs on the financial year. A pro-rata fee will be billed for new members that join during the year.

A tax invoice will be issued on receipt of application.

Please return the completed form to: The Membership Manager, Business Events Tasmania, GPO Box 237, Hobart TAS 7001, or email mgilroy-webb@businesseseventstasmania.com.

Note: Your membership will not commence until Business Events Tasmania has received the following:

- > Short Descriptions (maximum 100 characters per category)
- > Company Description (300 – 500 words)
- > Images (3-6 gallery landscape images and logo)
- > Accommodation & Venue capacities

I, _____ the representative for the above company applying for membership of Business Events Tasmania agree to abide by the rules and regulations as outlined in the Articles of Association of Tasmanian Convention Bureau (Business Events Tasmania).

I understand that as a part of my Gold membership or above I must be proactive in respect to using the Business Events Calendar and attend a minimum of two Business Events (educational / networking or exhibits) to ensure that I am getting the most out of my membership.

The Board of Directors of Business Events Tasmania reserves the right to decline any application for membership at its discretion and reserves the right to nominate the level of membership it deems appropriate for the type of business conducted by the applicant.

Name: _____

Position: _____

Signature: _____

Date: _____

Where did you hear about Business Events Tasmania?

Our Website - how did you find it? _____

Word of Mouth - who referred you? _____

Advertising - which publication? _____

Other - please specify _____

Press Article - which publication? _____

Membership Levels 2018-19

Membership Level

The following formula is used to determine the membership level for all meeting/off -site venues and accommodation suppliers:

- > The formula is $22.5\% \times \text{rack rate} \times \text{number of accommodation rooms}$ plus \$4.24 per seat (theatre style) in the largest meeting room (to a maximum of 1000 seats).
- > Meeting venues without accommodation pay \$5.08 per seat (theatre style) in the largest room (to a maximum of 1000 seats).

Professional conference organisers, Interstate Carriers, and Airports are required to be Platinum.

Accommodation members will be required to pay a commission to Business Events Tasmania on all national and international convention, meeting and incentive room revenue. This is charged at a rate of 1.5% of accommodation room revenue derived from a conference held in-house or 2% of room revenue derived from a conference held at another property. Commission becomes payable only after the amount of commission reaches 50% of your annual membership subscription to Business Events Tasmania.

All Other Products & Services

For all other products and services the following membership levels apply:

	Platinum \$2,239 + GST	Gold \$989 + GST	Silver \$688 + GST	Associate \$466 + GST
> Strategic Marketing Appointment	●	-	-	-
> Calendar Access	●	●	-	-
> Conference Alert	●	●	●	●
> Planners Guide Listing	●	●	●	-
> Accessories Pack	●	●	●	-
> Website Profile (incl. Web Link)	●	●	●	●
> Member Directory	●	●	●	●
> Cooperative Marketing Campaigns	●	●	●	●
> Receipt of Member Newsletter	●	●	●	●
> Submit Articles to Member Newsletter	●	●	●	●
> Client Newsletter: Product Profile and News Articles	●	●	●	-
> Invitation to Member Networking Functions	●	●	●	●
> Invitation to Member Seminars	●	●	●	●
> Member Meet Member / Product Information Events	●	●	●	●
> Referral Service	●	●	●	●
> Sales Team Representation at Trade Shows	●	●	●	●
> Bid Involvement (as appropriate)	●	●	●	-
> Ongoing Destination Marketing	●	●	●	●
> Voting Rights	●	●	●	-
> Exposure via Site Familiarisations and Inspections (as appropriate)	●	●	●	●
> Business Events Tasmania Logo and Certificate	●	●	●	●