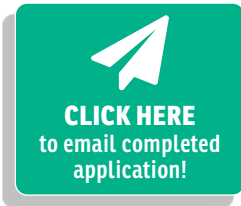




Application for Membership



Please complete all sections in each step (4 steps in total) and return to the Greater Lansing Convention & Visitors Bureau at 500 E. Michigan Ave., Ste. 180, Lansing, MI 48912 or email the completed form to mnay@lansing.org.

Questions? Please contact Melissa Nay, Membership Manager at (517) 377-1410 or mnay@lansing.org.

STEP 1 COMPANY INFORMATION

Please complete your company details in full. This will be used for your web listing on lansing.org and/or lansingsports.org, as well as general public info.

| Company Details | |
|--|--|
| Company Name | <input type="text"/> |
| Physical Address | <input type="text"/> |
| City | State <input type="text"/> Zip <input type="text"/> |
| Phone | Fax <input type="text"/> |
| Toll Free | Other <input type="text"/> |
| Email | <input type="text"/> |
| Website | <input type="text"/> |
| Facebook.com/ | <input type="text"/> |
| Twitter.com/ | <input type="text"/> |
| Instagram.com/ | <input type="text"/> |
| Pinterest.com/ | <input type="text"/> |
| Other Social Media Channel | <input type="text"/> |
| Business Region | <input type="radio"/> North <input type="radio"/> South <input type="radio"/> East <input type="radio"/> West <input type="radio"/> Downtown <input type="radio"/> Other _____ |
| Is Your Business Locally Owned? | <input type="radio"/> Yes <input type="radio"/> No |
| Where can we send invoices, marketing opportunities and other correspondence to—If different than Physical Address: | |
| Mailing Address | <input type="text"/> |
| City | State <input type="text"/> Zip <input type="text"/> |
| Phone | Fax <input type="text"/> |
| Toll Free | Other <input type="text"/> |
| To be in GDPR compliance, please answer the following questions: | |
| Do we have permission to email you communications? <i>You may unsubscribe from any future communications from us.</i> | <input type="radio"/> Yes <input type="radio"/> No |
| Have you read and understand our privacy policy? <i>Privacy policy can be found at lansing.org/privacy-policy</i> | <input type="radio"/> Yes <input type="radio"/> No |
| <input type="radio"/> Affiliate (e.g. business organization, chamber) | <input type="text"/> |

STEP 1 continued on next page...

Application for Membership

2

STEP 1 continued...



After your membership is active don't forget to submit your company logos and images (JPEG format) onto the Member Portal. To access the Member Portal visit lansing.org/memberportal.

Use the Member Portal to add or change your business listings, upload photos, add coupons/special offers, post on the member-to-member post board and the calendar of events.

Questions? Please contact Melissa Nay, Membership Manager at (517) 377-1410 or mnay@lansing.org.

Web Listing (lansing.org and lansingsports.org)

Please provide a formal description of your company, products and services. You may have different wording on each of our websites—*lansing.org* and *lansingsports.org*. For example, if you have amenities or services that would be attractive to sports groups that would not be of interest to the general leisure visitor, you may have different wording. Unlimited characters, use additional sheet if necessary.

Check here to use same listing for both websites

Lansing.org

LansingSports.org

Visitor Guide Listing

Hospitality related members receive a free 175 characters (around 30 words) business listing (determined by the editor). Description may be edited by the Marketing Department for space.

Visitor Guide

Continue to next page for STEP 2...

Application for Membership

STEP 2 PRIMARY CONTACT INFORMATION

Please complete the primary contact info for your company in detail. This would be the person who will receive all printed and electronic correspondence. Additional contacts may be added to the account, please list those under the additional contact section(s) provided.

| Primary Contact Details <small>(for Greater Lansing CVB purposes only)</small> | | | |
|--|----------------------|----------------------|---------------------------------|
| Mr./Mrs./Miss/Ms./Other | <input type="text"/> | Name | <input type="text"/> |
| | Title | <input type="text"/> | |
| | Email | <input type="text"/> | |
| | Office Phone | <input type="text"/> | Cell Phone <input type="text"/> |
| Additional Contact Name <input type="text"/> | | | |
| | Title | <input type="text"/> | |
| | Email | <input type="text"/> | |
| | Office Phone | <input type="text"/> | Cell Phone <input type="text"/> |
| Additional Contact Name <input type="text"/> | | | |
| | Title | <input type="text"/> | |
| | Email | <input type="text"/> | |
| | Office Phone | <input type="text"/> | Cell Phone <input type="text"/> |
| Who should we contact for the following programs, if different than the primary contact?: | | | |
| <i>Visitor Guide:</i> | Name | <input type="text"/> | |
| | Phone | <input type="text"/> | Email <input type="text"/> |
| <i>Web Listing:</i> | Name | <input type="text"/> | |
| | Phone | <input type="text"/> | Email <input type="text"/> |
| <i>Invoices:</i> | Name | <input type="text"/> | |
| | Phone | <input type="text"/> | Email <input type="text"/> |
| <i>Membership Renewal:</i> | Name | <input type="text"/> | |
| | Phone | <input type="text"/> | Email <input type="text"/> |

Continue to next page for STEP 3...

Application for Membership

STEP 3 MEMBERSHIP INVESTMENT

General
(up to 49 employees)..... \$250

Corporate
(50+ employees) \$400

Corporate
(200+ employees)..... \$650

Associate Membership
(additional business
owned by same firm)\$125

Non-Profit/Seasonal
(25 or fewer employees)\$125

Merchant Association Member
(25 or fewer employees)\$125

Restaurant/Lounges
Deli/Quick Serve/Casual.....\$125
Bar and Grill/Family..... \$200
Fine Dining \$250
Food Truck \$75

*Hotel/Motel/Bed & Breakfast \$250

- *More than 25 rooms add:
- + \$2.50 per room
 - + \$1.00 per room—food and beverage annually
 - + \$1.00 per room annually if banquet facility

Dues are prorated on the month joined. Membership renews in **JULY** each year.

| JOIN DATE | \$125 | \$200 | \$250 | \$400 | \$650 | DEFER # |
|-----------|--------|--------|--------|--------|--------|---------|
| JULY | 125.00 | 200.00 | 250.00 | 400.00 | 650.00 | 12 |
| AUGUST | 114.60 | 183.35 | 229.15 | 366.65 | 595.85 | 11 |
| SEPTEMBER | 104.15 | 166.65 | 208.35 | 333.35 | 541.65 | 10 |
| OCTOBER | 93.75 | 150.00 | 187.50 | 300.00 | 487.50 | 9 |
| NOVEMBER | 83.35 | 133.35 | 166.65 | 266.65 | 433.35 | 8 |
| DECEMBER | 72.90 | 116.65 | 145.85 | 233.35 | 379.15 | 7 |
| JANUARY | 187.50 | 300.00 | 375.00 | 600.00 | 975.00 | 18 |
| FEBRUARY | 177.10 | 283.35 | 354.15 | 566.65 | 920.85 | 17 |
| MARCH | 166.65 | 266.65 | 333.35 | 533.35 | 866.65 | 16 |
| APRIL | 156.25 | 250.00 | 312.50 | 500.00 | 812.50 | 15 |
| MAY | 145.85 | 233.35 | 291.65 | 466.65 | 758.35 | 14 |
| JUNE | 135.40 | 216.65 | 270.85 | 433.35 | 704.15 | 13 |

ANNUAL MEMBERSHIP INVESTMENT \$ _____

TOTAL DUE NOW (PRORATED DUES AMOUNT) \$ _____ *Refer to chart above*

X _____ DATE _____
PRIMARY CONTACT SIGNATURE

The Greater Lansing Convention and Visitors Bureau (GLCVB) retains the right to edit all listings and text. Membership investment is classified as a tax deductible business expense. Membership with the GLCVB may be terminated for cause and dues will not be refunded. Delinquency of payment for 120 days constitutes automatic cancellation of membership. I acknowledge that this contract will renew automatically and will be invoiced for membership dues, unless I notify the GLCVB of cancellation.

Payment Method

Please enclose payment by one of the following methods (check one):

- Check (made payable to "Greater Lansing Convention & Visitors Bureau")
- Credit Card (please complete box below.)

To be in PEI compliance, the information below will be shredded after membership processing:

Credit Card # _____ Exp. Date _____ CSV _____
Name on Card _____
Signature _____

Continue to next page for STEP 4...

Application for Membership

STEP 4

MEMBERSHIP CATEGORIES & AMENITIES

Category *(Choose one MAIN CATEGORY. You may choose additional categories, if appropriate.)*

BUSINESS SERVICES

- Advertising
- Associations/Professional Organizations
- Automotive
- Beverage Distributors
- Consultants/Lobbyists
- Dry Cleaning Services
- Employment Services/Labor
- Environmental
- Financial/Legal/Insurance
- Graphics/Mailers
- Media
- Office Equipment/Cleaning/Design
- Publishers
- Realtors/Developers/Housing
- Technology Services
- Travel Agents
- Utilities/Moving Services
- Other: _____

EVENT SUPPLIERS

- Catering
- Equipment Rental
- Event Planning
- Floral/Decorations
- Gift Baskets
- Golf
- Photography
- Printing
- Promotional Items
- Security/Parking
- Signs/Banners
- Speakers/Entertainers
- Transportation
- Virtual Meetings

HOTELS

- Bed and Breakfast
- Camping/RV Parks
- Lodging & Hotels

MEETING FACILITIES

- Event Facilities
- Facilities/Hotels
- Hotels with Meeting Space
- Outdoor Meeting Space
- Restaurants with Meeting Space
- Team Building Venues
- Unique Venues

RESTAURANTS

- Asian/Middle Eastern
- Bakery, Bistro & Desserts
- Bar and Grill
- Coffee Shop/Roaster
- Family
- Fine Dining
- Food Trucks
- Italian/Greek
- Mexican/Southwestern
- Quick Casual
- Steak/Seafood

SHOPPING

- Antiques
- Apparel
- Arts/Galleries
- Book/Music
- Culinary
- Downtown Shopping Districts
- Gift Shops
- Shopping Centers/Plazas
- Specialty Shops

THINGS TO DO

- Attractions & Museums
- Arts and Theatre
- Breweries, Wineries & Distilleries
- Agri-tourism
- Golf
- Historic Sites
- Michigan State University
- Multi-cultural
- Nightlife/Entertainment
- One of a kind
- Parks, Trails and Gardens
- Spa and Wellness
- Sports

TRANSPORTATION

- Air Travel
- Bus/Motor Coach
- Car Rental
- Taxi/Limousine
- Train

STEP 4 continued on next page...

Application for Membership

STEP 4 continued...

General Amenities (General amenities apply to ALL MEMBERS)

| | | |
|---|---|---|
| <input type="checkbox"/> Credit Cards Accepted: | <input type="checkbox"/> Free WiFi | <input type="checkbox"/> Pets Allowed (Leash Required) |
| <input type="checkbox"/> Visa <input type="checkbox"/> MC | <input type="checkbox"/> Game Room | <input type="checkbox"/> No Pets Allowed (Service Animals Only) |
| <input type="checkbox"/> AmEx <input type="checkbox"/> Discover | <input type="checkbox"/> Gift Store | <input type="checkbox"/> Reservations Accepted |
| <input type="checkbox"/> AAA/AARP Discount | <input type="checkbox"/> Green Practices | <input type="checkbox"/> Hours of Operation: |
| <input type="checkbox"/> Corporate Rates | <input type="checkbox"/> Group Rates/Discounts | <input type="text"/> |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Meeting/Banquet Facilities | |
| <input type="checkbox"/> Family/Kid Friendly | <input type="checkbox"/> Motor Coach Parking | |

Business Amenities (If applicable, please select the amenities that apply to your business in the appropriate business category)

| | | |
|---|--|---|
| <h4>ATTRACTIONS AMENITIES</h4> <ul style="list-style-type: none"> <input type="checkbox"/> Admission <input type="checkbox"/> Food Available <input type="checkbox"/> Accommodate Groups up to: <input type="text"/> people <h4>MEETING FACILITIES AMENITIES</h4> <p>Number of rooms: <input type="text"/></p> <p>Largest room size: <input type="text"/></p> <p>Theater Capacity: <input type="text"/></p> <p>Classroom Capacity: <input type="text"/></p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhibit Space: <ul style="list-style-type: none"> # of Exhibits: <input type="text"/> # of Booths: <input type="text"/> <p>Total Square Feet: <input type="text"/></p> <p>Banquet Capacity: <input type="text"/></p> <p>Reception Capacity: <input type="text"/></p> <ul style="list-style-type: none"> <input type="checkbox"/> Floor plan link <small>(or attach PDF)</small>: <input type="text"/> <p>Description: <input type="text"/></p> <p>Space Notes: <input type="text"/></p> | <h4>HOTEL/MOTEL/B&B AMENITIES</h4> <p>Total Number of:</p> <p> Guest Rooms: <input type="text"/></p> <p> Suites: <input type="text"/></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suites with Whirlpool <p>Accommodation Rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 ☆ <input type="checkbox"/> 2 ☆☆ <input type="checkbox"/> 3 ☆☆☆ <input type="checkbox"/> 4 ☆☆☆☆ <ul style="list-style-type: none"> <input type="checkbox"/> Airport/Area Shuttle <input type="checkbox"/> Business Center <p>Cancellation policy: <input type="text"/></p> <p>Check In Time: <input type="text"/></p> <p>Check Out Time: <input type="text"/></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complimentary Breakfast <input type="checkbox"/> Complimentary HOT Breakfast <input type="checkbox"/> Fitness Center/Exercise Facility <input type="checkbox"/> Food and Beverage <input type="checkbox"/> Full Service Bar <input type="checkbox"/> Restaurant/Lounge-on site <input type="checkbox"/> Room Service <input type="checkbox"/> Indoor Pool <input type="checkbox"/> Outdoor Pool <input type="checkbox"/> Sauna/Whirlpool <input type="checkbox"/> Internet-Data Ports <p>Last Restoration date: <input type="text"/></p> | <h4>HOTEL/MOTEL/B&B AMENITIES CONT.</h4> <p>Year Built: <input type="text"/></p> <ul style="list-style-type: none"> <input type="checkbox"/> Laundry Facilities <input type="checkbox"/> Laundry Service <input type="checkbox"/> Microwave <input type="checkbox"/> Refrigerator <input type="checkbox"/> Valet Parking <h4>RESTAURANT AMENITIES</h4> <p>Average Dinner Price:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under \$15 <input type="checkbox"/> Over \$15 <p>Restaurant Seating <input type="text"/></p> <ul style="list-style-type: none"> <input type="checkbox"/> Beer/Wine only <input type="checkbox"/> Catering <input type="checkbox"/> Delivery Service <input type="checkbox"/> Drive-thru <input type="checkbox"/> Full Service Bar <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Group of 10 or more <input type="checkbox"/> Private Rooms Available: <ul style="list-style-type: none"> # of Private Rooms: <input type="text"/> <input type="checkbox"/> Outdoor Seating Available <input type="checkbox"/> Valet Parking <input type="checkbox"/> Menu Link <small>(or attach PDF)</small>: <input type="text"/> |
|---|--|---|

STEP 4 continued on next page...

Application for Membership

STEP 4 continued...

General Business Continuity (General business continuity apply to ALL MEMBERS)

- No Contact Service
- Sneeze Guards/Contact Barriers
- Social Distancing Guidelines Enforced
- Social Distance Furniture Configuration
- Mobile Payments Accepted
- Virtual Events
- Open For Business
- Temporarily Closed
- Takeout Available
- Delivery Available

Restaurant Business Continuity

- Single Use Menus
- OnLine Menu
- Table Dividers
- Outdoor Dining
- Curbside Pickup Available
- Online Ordering
- Drive-thru Available
- Reservations Required
- Reservations Accepted

Hotel Business Continuity

- 24 Hour Occupancy Hold
- Social Distance Gym Configuration
- Mobile Concierge
- Keyless Entry
- Professional Business Day Rate
- Rate:



Sign The Greater Lansing Safe Pledge

By taking the Greater Lansing Safe Pledge, your business joins others in the Greater Lansing hospitality community committed to helping us stand out as a safe choice for visitors of all kinds. Businesses who take the Pledge will be listed on the GLCVB's [Safe Pledge web page](#).

To learn more about the Greater Lansing Safe Pledge and to sign up [click here](#).