



Application for Membership

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CLICK HERE
to email completed
application!

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

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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

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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 (for Greater Lansing CVB purposes only)

Mr./Mrs./Miss/Ms./Other Name

Title

Email

Office Phone Cell Phone

Additional Contact Name

Title

Email

Office Phone Cell Phone

Additional Contact Name

Title

Email

Office Phone Cell Phone

Who should we contact for the following programs, if different than the primary contact?:

Visitor Guide: Name

Phone Email

Web Listing: Name

Phone Email

Invoices: Name

Phone Email

Membership Renewal: Name

Phone Email

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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 facilityDues 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

PRIMARY CONTACT SIGNATURE _____

DATE _____

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 _____

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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

☐ **HOTELS**

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

☐ **MEETING FACILITIES**

- ☐ Event Facilities
- ☐ Facilities/Hotels
- ☐ Hotels with 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

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STEP 4 continued...

General Amenities (General amenities apply to ALL MEMBERS)

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

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

ATTRACTIONS AMENITIES

- ☐ Admission
 - ☐ Food Available
 - ☐ Accommodate Groups
- up to: people

MEETING FACILITIES AMENITIES

- Number of rooms:
- Largest room size:
- Theater Capacity:
- Classroom Capacity:
- ☐ Exhibit Space:
- # of Exhibits:
- # of Booths:
- Total Square Feet:
- Banquet Capacity:
- Reception Capacity:
- ☐ Floor plan link (or attach PDF):

Description:

Space Notes:

HOTEL/MOTEL/B&B AMENITIES

- Total Number of:
- Guest Rooms:
- Suites:
- ☐ Suites with Whirlpool
- Accommodation Rating:
- ☐ 1 ☆ ☐ 2 ☆☆
- ☐ 3 ☆☆☆ ☐ 4 ☆☆☆☆
- ☐ Airport/Area Shuttle
- ☐ Business Center
- Cancellation policy:
- Check In Time:
- Check Out Time:
- ☐ Complimentary Breakfast
- ☐ Complimentary HOT Breakfast
- ☐ Fitness Center/Exercise Facility
- ☐ Food and Beverage
- ☐ Full Service Bar
- ☐ Restaurant/Lounge-on site
- ☐ Room Service
- ☐ Indoor Pool
- ☐ Outdoor Pool
- ☐ Sauna/Whirlpool
- ☐ Internet-Data Ports
- Last Restoration date:

HOTEL/MOTEL/B&B AMENITIES CONT.

- Year Built:
- ☐ Laundry Facilities
- ☐ Laundry Service
- ☐ Microwave
- ☐ Refrigerator
- ☐ Valet Parking

RESTAURANT AMENITIES

- Average Dinner Price:
- ☐ Under \$15 ☐ Over \$15
- Restaurant Seating:
- ☐ Beer/Wine only
- ☐ Catering
- ☐ Delivery Service
- ☐ Drive-thru
- ☐ Full Service Bar
- ☐ Breakfast
- ☐ Brunch
- ☐ Lunch
- ☐ Dinner
- ☐ Group of 10 or more
- ☐ Private Rooms Available:
- # of Private Rooms:
- ☐ Outdoor Seating Available
- ☐ Valet Parking
- ☐ Menu Link (or attach PDF):