

Membership Application 2018 - 2019

PERTH CONVENTION BUREAU

1. Company Details

Company

Street Address

Suburb

State

Postcode

Postal Address

Subrub

State

Postcode

Phone

Fax

Website

Company

2. Primary Contact Person

Please nominate a primary contact. This person will be set up with full access in PCB's CRM system, Simpleview and will be able to manage your company account including setting up other contacts, permissions, listings, managing leads, etc. This person will also be PCB's first point of contact.

Contact Name

Position

Direct Phone

Mobile

Email Address

3. General Manager/Managing Director

Contact Name

Position

Direct Phone

Mobile

Email Address

4. Nominated representative to vote at PCB's AGM

Not applicable to Virtual Members

Contact Name

Position

Direct Phone

Mobile

Email Address

5. Professional Conference Organiser Criteria (if applicable)

Organisations wishing to list as a Professional Conference Organiser (PCO) must meet the criteria as set out below.

Experience in managing conferences of 100+ delegates (within past three years)

» Please ATTACH a list which includes the event name, host organisation, delegate numbers, host city, dates and venue

Proof of current liability and indemnity insurances

» Please ATTACH a copy of your current policies

Provision of the following in-house services

» Please TICK to confirm that your company can provide the following services:

Management and processing of registrations

Manage ground transport and services

Onsite conference management

Manage delegate recruitment program

Venue and supplier liaison negotiation

Budget and cash flow management

Manage print material production

Conference program management

Management of accommodation booking services

Provide two references from clients stating that they engaged your company to manage their conference of 100+ delegates (within the past three years) and including reference to the provision of services listed above

» Please ATTACH original, signed references printed on the client's company letterhead

Meetings Events Australia (MEA) accreditation preferred

» Please ATTACH details of MEA accreditation that you or your colleagues hold

6. Membership Level – Fees are per annum (financial year) and exclusive of GST The following conditions apply*

A formula is applied to determine the minimum investment for accommodation/venue suppliers.

A minimum of GOLD applies to all accommodation properties with more than 80 rooms located in a Central Business District and rated 3 stars and above.*

A minimum of SILVER applies to all accommodation properties with more than 80 rooms located outside a Central Business District and rated 3 stars and above.*

A minimum of GOLD applies to all 'Professional Conference Organisers'.

Accommodation (on formula)	\$TBA	Please select 3 categories (overleaf)
PCO Bidding Partner	\$10,400.00	Please select 3 categories (overleaf)
Platinum	\$4245.00	Please select 3 categories (overleaf) a
Gold	\$2525.00	Please select 2 categories (overleaf)
Silver	\$1355.00	Please select 2 categories (overleaf)
Bronze	\$810.00	Please select 1 category (overleaf)
Virtual *	NO FEE	Please select 1 category (overleaf) *This is a self service level with no voting rights. *Applicants must be Tourism Council Accredited to be eligible. *This level is applicable to all NFP, membership-based associations and non-commercial organisations.
Regional	\$TBA	We welcome the participation of regional providers and offer a 50% reduction across all financial levels of membership for any business outside the Experience Perth region. Please tick this box in addition to your preferred level of membership.

7. Membership Categories – please select based on the number of categories per membership level

Venues and Accommodation

Accommodation Only	Venues	Unique Venues	Apartments
Accommodation with Venue Facilities		Convention and Exhibition Venue	
Accommodation/Venue Facilities (Regional)			

Service Providers

Audiovisual	Galleries/Museums/Theatres	Theming/Styling/Staging
Charters and Tours	Golf Course	Tourist Attraction
Caterers	Government Department	Winery/Brewery
Transport	Inbound Tour Operator	Design/Print/Distribution
Entertainment	Interpreters	
Exhibition Services	Media	
Restaurant	Photography	
Gifts and Promotional Products		
Technology and Web Services		
Visitor Centres and Associations		
Event Organisers and Consultants		
Team Building/Sport/Recreation		
Professional Conference Organiser (refer to section 5)		
Destination Management Company		

8. Conditions of Membership

The above mentioned company (“you”) applies for membership of the Perth Convention Bureau (“PCB”) on the basis that you acknowledge that:

1. Perth Convention Bureau May Decline Application - You acknowledge that the Board of Directors of PCB 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.
2. Lapse of Membership - The Board may whenever it thinks fit (but not more than once in any calendar year) send a notice to any Member of the Company to the effect that if he does not within the period of thirty (30) days from the date of service thereof provide notice to the Company at the office stating that he desires to continue to be a Member of the Company, his membership shall lapse at the expiration of the said period. Any Member who fails to deliver the notice to the Bureau within the specified period, shall at the expiration of such period, cease to be a Member of the Company.
3. Striking Off Unfinancial Member - The Board may give notice in writing to any Unfinancial Member requiring them to pay any arrears of subscriptions or other moneys due by them to the Company within thirty (30) days from the date of such notice and if payment thereof shall not be made in terms of the notice, the Board may at its option expel any such Member by striking their name from the register of Members.
4. Maintenance of Reputation - You will not enter into any business or activities which may bring PCB or the tourism and convention industry into disrepute.
5. Licence of Right to Use Copyright Works – PCB grants you a licence to use its Copyright Works on the following terms and conditions:
 - (a) You shall only use the Copyright Works in accordance with this agreement;
 - (b) You have no right to sub-licence or assign the rights to use the Copyright Works;
 - (c) You may only use the Copyright Works whilst you are a member of PCB;
 - (d) You may only use the Copyright Works for the purposes of promoting the supply of your services in Western Australia for event business in Western Australia in-line with PCB objectives; and
 - (e) You must return the Copyright Works (without retaining copies) if you breach this agreement or your membership comes to an end.
6. Term of the Licence - Subject to your performance of this agreement you are only licensed to use the Copyright Works for so long as you are a member of PCB.
7. Responsibility for Security of Copyright Works - You are responsible for maintaining the proper security and control of the Copyright Works to ensure there is no unauthorised use by a third party of the Copyright Works and that the Copyright Works are protected at all times from unauthorised access or use by a third party, or misuse.
8. Intellectual Property Rights - You acknowledge and agree that all right, title and interest in the Copyright Works, the PCB trade marks, and the PCB Database, including all Intellectual Property Rights (and future rights), are owned exclusively by PCB. You agree to assign all such rights to PCB upon request.
- 9.1 Licence to Access to Perth Convention Bureau Database - Subject to the terms and conditions of this agreement, PCB hereby grants to you for the term of your membership with PCB a nonexclusive, non-transferable right to access the PCB Database. This agreement does not grant to you any right, title or interest in the PCB Database.
- 9.2 Designated use - You shall only use the PCB Database to pursue business event business in Western Australia in a manner consistent in the objectives of PCB.
- 9.3 Term of Access to Perth Convention Bureau Database - The right to access the PCB Database granted under



PERTH CONVENTION BUREAU

this agreement shall commence upon receipt of payment of your membership fees and shall continue until your membership is terminated or expires.

10. Confidentiality Undertakings - In consideration of PCB agreeing to provide you with access to the PCB Database, and as a condition of that disclosure, you must:

- (a) receive and hold the information in strict confidence;
- (b) not disclose the whole or any part or parts of the information in the database to any person;
- (c) not permit or allow the disclosure of the information by any other person or allow them to have access to the PCB Database;
- (d) take all steps to do all things as may be necessary, prudent or desirable in order to safeguard the confidentiality of the PCB Database; and
- (e) not make or allow copies to be made of any extracts of all or any part of the PCB Database.

Nothing in this agreement restricts the disclosure of information which is intended to be disclosed to the public or is in the public domain other than through a breach of this agreement or information that is required to be disclosed by operation of law, or by any statute or court order.

11. Copyright Warnings - You shall not alter, remove, erase or hide from view any copyright or other proprietary warnings of PCB in relation to the copyright in the PCB Database.

12. Compliance with the Law - You will observe all Local, State and Federal statutory and legal obligations including all licences and permits.

13. Non-Transferable - All benefits and material offered by PCB are non-transferable and you must not permit or allow third parties to use the benefits and material offered, and you must not utilise these benefits of this membership for third party marketing.

14. Definitions and Interpretation - In this document, the following items have the following meanings:

“Copyright Works” means all photographs, films, music, literature and other material in relation to which PCB may grant you access through the PCB Website, PCB Database or otherwise.

“Intellectual Property Rights” includes all inventions, discoveries, patents, copyright, registered designs, registered and unregistered trade marks, rights in respect of circuit layouts, trade secrets, know how and confidential information, including all other intellectual property as defined in Article 2 of the Convention Establishing the World Intellectual Property Organisation of July 1967.

“PCB Trade Marks” means all registered and unregistered trade marks, and brand names held by PCB including but not limited to “Perth Convention Bureau”, “Western Australia Convention Bureau”, the 5-Star logo device, “Business Events Perth”.

“Perth Convention Bureau Database” means the Simpleview database and other databases held by PCB.

“Website” means the Website owned and operated by PCB.

15. Members' Guarantee - The Company is incorporated under the Corporations Act 2001 and is a Company limited by guarantee. If the Company is wound up, the constitution states that each member is required to contribute a maximum of \$20 each towards meeting any outstandings and obligations of the Company.

9. Application Submission

I have completed applicable sections 1-7 of the application form.

I have read and understood the Conditions of Membership.

Name

Position

Signature

Date

Please email your completed application form to jroberts@pcb.com.au

Upon receipt of your application form it will be processed and you will be issued with an invoice. Once we receive payment of your invoice the nominated primary contact will receive notification and they will be able to complete the account setup in the Simpleview Extranet.

Should you have any questions please contact
Jacqui Roberts, Membership Manager at jroberts@pcb.com.au