

1. Company Details

Name of company _____
Street address _____ State _____ Postcode _____
Postal address _____ State _____ Postcode _____
Phone _____ Fax _____
Company website _____
Company email _____
Person to vote at AGM _____ Position _____

2. Key Contact Person

First Name _____ Surname _____
Position _____
Direct phone _____ Mobile _____ Skype _____
Email _____ Approved for public access

3. Secondary Contact Person

First Name _____ Surname _____
Position _____
Direct phone _____ Mobile _____
Email _____ Approved for public access

4. General Manager/Managing Director

First Name _____ Surname _____
Position _____
Direct phone _____ Mobile _____
Email _____ Approved for public access

5. Maximum Meeting Capacities Accommodation and/or venues only, otherwise skip to 6

- | | | |
|---|--|--|
| <input type="radio"/> Star Rating | <input type="radio"/> No. Accommodation Rooms | <input type="radio"/> Total Bed Capacity |
| <input type="radio"/> No. Meeting Rooms | <input type="radio"/> Largest Meeting Room (Sqm) | <input type="radio"/> U-Shape Capacity |
| <input type="radio"/> Cocktail Capacity | <input type="radio"/> Theatre Capacity | <input type="radio"/> Classroom Capacity |
| <input type="radio"/> Banquet Capacity | <input type="radio"/> Disabled Access | <input type="radio"/> No. Rooms with Disabled Access |

6. Professional Conference Organiser Criteria Those wishing to list as a PCO only, otherwise skip to 7

* 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:

- | | |
|---|---|
| <input type="radio"/> Management and processing of registrations | <input type="radio"/> Manage ground transport and transfers |
| <input type="radio"/> On site conference management | <input type="radio"/> Manage delegate recruitment program |
| <input type="radio"/> Management of accommodation booking service | <input type="radio"/> Budget and cash flow management |
| <input type="radio"/> Venue and supplier liaison and negotiation | <input type="radio"/> Conference program management |
| <input type="radio"/> Manage print material production | |

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

7. Membership Level Fees are per annum (financial year) and inclusive of GST

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

* A minimum of GOLD applies to all accommodation suppliers located in the City of Perth and rated 3 stars and above

* A minimum of GOLD applies to all accommodation properties with more than 80 rooms, irrespective of their star rating and location

* A minimum of GOLD applies to all 'Professional Conference Organiser' members

<input type="radio"/> ACCOMMODATION	TBA	»	Please select 3 categories (overleaf) and attach or email a 60 word description for each
<input type="radio"/> PCO BIDDING PARTNER	\$9,900.00	»	Please select 3 categories (overleaf) and attach or email a 60 word description for each. Also complete the PCO Criteria Form.
<input type="radio"/> PLATINUM	\$3,960.00	»	Please select 3 categories (overleaf) and attach or email a 60 word description for each
<input type="radio"/> GOLD	\$2,348.50	»	Please select 2 categories (overleaf) and attach or email a 60 word description for each
<input type="radio"/> SILVER	\$1,248.50	»	Please select 2 categories (overleaf) and attach or email a 40 word description for each
<input type="radio"/> BRONZE	\$ 748.00	»	Please select 1 category (overleaf) and attach or email a 40 word description
<input type="radio"/> CONNECT	\$ 302.50	»	Please select 1 category (overleaf) and attach or email a 40 word description

REGIONAL MEMBERSHIP

<input type="radio"/> PREMIUM REGIONAL MEMBERSHIP RATE	\$1890.00	»	Please select 3 categories (overleaf) and attach or email a 60 word description for each
<input type="radio"/> REGIONAL MEMBERSHIP RATE	\$ 632.50	»	Please select 2 categories (overleaf) and attach or email a 40 word description for each No access to Datanet Calender at this level.

NEW EMERGING DESTINATIONS CATEGORY To be eligible for this new level, applicants must be more than 50 kms from the CBD and have less than a 600 room capacity in their Town or City.

<input type="radio"/> EMERGING DESTINATIONS	\$841.50	»	Please select 2 categories and attach or email a 40 word description for each
<input type="radio"/> PREMIUM EMERGING DESTINATION	\$2100.00	»	Please select 3 categories and attach or email a 60 word description for each

8. Membership Categories

Please place the number 1 by your primary listing and label a 2nd and 3rd if appropriate

Venues / Accommodation

- | | | |
|---|--|------------------------------|
| <input type="radio"/> Accommodation Bureau | <input type="radio"/> Apartments | <input type="radio"/> Venues |
| <input type="radio"/> Accommodation Only | <input type="radio"/> Convention & Exhibition Venues | |
| <input type="radio"/> Accommodation with Venue Facilities | <input type="radio"/> Unique Venues | |

Meeting, Conference and Exhibition Services

- | | | |
|---|--|---|
| <input type="radio"/> Aboriginal Art/Gifts | <input type="radio"/> Event Organisers | <input type="radio"/> Promotional Products |
| <input type="radio"/> Advertising / Marketing / PR | <input type="radio"/> Exhibition Manager | <input type="radio"/> Restaurants |
| <input type="radio"/> Air Tours and Charters | <input type="radio"/> Exhibition Services | <input type="radio"/> Retailers |
| <input type="radio"/> Airlines / Airports | <input type="radio"/> Financial Institutions | <input type="radio"/> Security |
| <input type="radio"/> Audio Visual | <input type="radio"/> Galleries, Museums and Theatres | <input type="radio"/> Speakers / Agents |
| <input type="radio"/> Boat Cruise and Charters | <input type="radio"/> Graphic Designers | <input type="radio"/> Sport and Recreation |
| <input type="radio"/> Caterers | <input type="radio"/> Golf Course | <input type="radio"/> Team Building / Training |
| <input type="radio"/> Charters and Tours | <input type="radio"/> Government Departments | <input type="radio"/> Technology and Web Services |
| <input type="radio"/> Consultant to Industry Corporate | <input type="radio"/> Health / Beauty / Medical | <input type="radio"/> Tour Operators and Guides |
| <input type="radio"/> Gifts and Souvenirs | <input type="radio"/> Inbound Tour Operator | <input type="radio"/> Tourist Attractions |
| <input type="radio"/> Costume / Fancy Dress Hire | <input type="radio"/> Insurance | <input type="radio"/> Transport |
| <input type="radio"/> Couriers, Mail and Freight Services | <input type="radio"/> Interpreters | <input type="radio"/> Travel Agent |
| <input type="radio"/> Decorations | <input type="radio"/> Media | <input type="radio"/> Video Production |
| <input type="radio"/> Destination Management Company | <input type="radio"/> Photography | <input type="radio"/> Winery / Brewery |
| <input type="radio"/> Entertainment | <input type="radio"/> Printers | |
| <input type="radio"/> Equipment Hire | <input type="radio"/> Professional Conference Organisers | |

9. Application Checklist

- Completed Sections 1 » 8
- Attached or emailed your category descriptions (email to info@pcb.com.au with a subject line 'New Member Blurb')
- I have requested a tax invoice for my chosen level of membership
- I have paid my membership fees by cheque, EFT or credit card

10. Conditions of Membership

I, the representative for the above mentioned company applying for membership of the Perth Convention Bureau, declare that 1: the company will not enter in any business or activities which may bring the Perth Convention Bureau or the tourism and convention industry into disrepute 2: our company business observes all Local, State and Federal Statutory obligations including licences and permits 3: we acknowledge The Board of Directors of the Perth Convention Bureau 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 4: all benefits offered by the Perth Convention Bureau are non transferable and the company will not utilise these benefits of this membership for third party marketing.

PRIVACY – The Perth Convention Bureau respects your rights to privacy and complies with the Privacy Act 2001. The information being collected on this form will be used for the primary purpose of directing business opportunities to you. As such your contact information will be disclosed to the general public, potential clients and PCB members. Should you have any questions regarding the Perth Convention Bureau's Privacy Policy or wish to view any personal information held on you please contact the Privacy Officer on (08) 9218 2900.

Name _____ Position _____

Signature _____ Date _____

ABN 30 008 766 541

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