



**MEMBERSHIP APPLICATION**  
**R 650.00 once-off non-refundable joining fee**

**Please tick Membership Category for Registration**

Membership categories	Tick your selection	Fee per annum
Student		R 650.00 per annum
Associate (membership will be under your name and surname-personal capacity) (1 Representative). This membership is applicable to non-VAT registered companies		R 2 150.00 per annum
Company (3 Representatives)		R 5 800.00 per annum
Institution (8 Representatives)		R 16 850.00 per annum
Patron (20 Representatives)		R 40 650.00 per annum

Top-up fees are also available if more representatives want to be added  
 10% of SAACI academy fee will be added on your invoice

SAACI communicates with its members predominantly via e-mail and the SAACI website, [www.saaci.org](http://www.saaci.org)

You will be receiving e-mails from SAACI because you registered with us as a member and have given us permission to send our communications to your e-mail inbox. It should be noted that if the application is approved, the following contact details will appear on the SAACI website and in other SAACI approved publications.

Please print clearly (preferably in capital letters) or by typing.

**COMPANY INFORMATION:**

Company / Organisation:			
Registration Number:			
Website address:			
Postal address:			
Suburb:		Province:	
Country:		Postal Code:	
Physical address:			
Suburb:		Province:	
Country:		Postal Code:	
Telephone number:			

**SUPPORTING DOCUMENTATION AND DISCLOSURE:**

Certified copies of the following documentation will be requested once membership is captured or can be sent to us:

• Certificate of Incorporation, or the front page of the founding statement if a CC, or a copy of your ID Documents if a sole trader /partnership.	
• Tax Clearance	
• VAT Certificate	
• Current Insurance Certificate for General Public Liability	
• If your BEE status has been assessed professionally, please attach documentation as proof	

<b>Provide a brief description of what the company does or PDF company brochure:</b>	
<b>Names of <u>ALL</u> Directors, Partners, and Proprietors::</b>	
<b>Have any Directors either directly or indirectly, through the current or previous business arrangement, been declared bankrupt, liquidated, insolvent or approval thereof currently pending? If yes please supply full details:</b>	
Provide an indication of the company turnover – estimated, not the actual figure:	
This is for statistic reasons only	

**INVOICE DETAILS:**

Attention of:			
Postal address: (if different from the postal address given above).			
Telephone:			
Suburb:		Province:	
Country:		Postal Code:	
E-Mail:			
VAT Number:		Order Number: (if applicable)	

**Marketing and Sales contact person:**

Name and Surname		Telephone: (inc. dialling code)	
E-Mail:		Cellular number:	

## FORUM SELECTION

Please select (tick) the most appropriate Forum that your company wish to belong to (i.e. at least 80% co-business). This is the Forum which you would typically wish to receive the most communications from, and which you can most closely align your activities with. Please select **ONE** from the following categories

<b>Conference and Events Forum (PCO):</b>		<b>Technical Forum:</b>	
<b>Destination Marketing Forum:</b>		<b>Transport Forum:</b>	
<b>Exhibition Forum:</b>		<b>Venue Forum:</b>	
<b>Services Forum:</b>		<b>Future Focus Forum (Students):</b>	

## MAIN REPRESENTATIVE:

Name representatives to receive benefit. However different representatives may belong to different Branches.

Name and Surname		ID number(#)	
E-Mail:		Cellular number:	
Telephone: (inc. dialling code)		Facebook page:	
Position:		Twitter handle:	

## FORUM SUB-CATEGORIES

In order to more closely align activities and benefits with members, and also to allow end-users to more effectively and efficiently contact relevant service providers, the Forums have been divided into sub-categories.

For **ONLY** the Forum that you selected in the previous section, please select the description that most accurately reflects the activity that you provide, rather than activities that you sub-contract. These activities should also accurately reflect your main business focus (i.e. at least 80% of your total activity or a maximum of **FOUR** sub-categories).

### **CONFERENCE AND EVENTS FORUM (PCO)**

This Forum is for the Professional Conference Organisers (PCO) who could be either a person or company which specialises in the organisation and management of conferences, congresses, meetings, seminars, gala and award dinners and other such events. They usually provide a range of services that could include but not limited to budget management, registration services, exhibition management and sales, programme development and marketing. There could also include a portion of travel and leisure arrangements.

Meeting/ Conference Planner/ Co-ordinator:		Event Organiser:	
Conference co-ordinator based at a venue:		Incentive House:	
In-house Conference Organiser:		Venue Booking Agent:	
Destination Management Company:		Consultancy	
Abstract/ Speaker Management		Travel Agent	
Registration Services			

What type of events do you organise (select up to **four**).

Business & Corporate Events		Cause-Related & Fundraising Events		Exhibitions, Expositions & Fairs	
Entertainment & Leisure Events		Government & Civic Events		Marketing Events	
Meeting & Convention Events (i.e. Associations)		Social/Life-Cycle Events		Sports Events	

### **DESTINATION MARKETING FORUM**

This Forum incorporates the National Conventions Bureau as well as the Provincial and Local Tourism Authorities which have a dedicated Conventions Bureau or Business Events department / person. Members of this Forum are normally parastatal. They often provide advice, assistance to PCO's, Associations, etc who wish to bring or host a conference in South Africa or in their particular Province or City.

Please select **ONE** of the following categories.

National Convention Bureau:		City Convention Bureau:	
Regional/ Provincial Convention Bureau:		Municipality/ Tourism Authority:	
National Tourism Authority:			

### **EXHIBITION FORUM**

The Exhibition Forum consists of companies or persons who predominately arrange and manage exhibitions as well as those who provide stand design and infrastructure for fairs, trade or consumer exhibitions.

Exhibition Portable Display Supplier:		Exhibition Stand Designers & Builders:	
Exhibition Shell Scheme Supplier:		Outdoor Display:	
Exhibition Organiser:		Carpeting & Flooring:	
Décor & Draping:		Furniture Hire:	
Floor/ Landscape Contractors:		Electrical Contractors/ Hire:	
Marquees/ Tents:			

### **TECHNICAL FORUM**

Companies or persons who supply technical equipment which may include but isn't limited to lighting, audio, audio-visual and infrastructure such as staging and stage sets for events and the various forms of meetings and conferences will fall into this Forum.

Audio Visual & Lighting:		Broadcast/ TV/ Production Services:	
Rigging Services & Hire:		Staging:	
Technical Consultant:		IT Services: (Communications "cell, hot spot etc.)/Computer Hire/ IT Consultant/ Software/ Voting System/ Business Matchmaking)	
Web Based Media:		Interpreting. Translation, Transcribing:	

### **TRANSPORT FORUM**

Any form of transport which provides for the movement of people or goods will fall into this Forum. The transport could fall into any of these categories: air, rail, road and water. Transport may either be public, whereby there is a scheduled service or it may be private.

Airlines:		Coach:	
Car Rental (inc. Taxi, Limousine):		Transport Consultant:	
Freight Forwarding:		Tour Guide:	
Tour Operator:			

## **SERVICES FORUM**

Service suppliers who provide a service or product which doesn't fall into the other seven (7) Forums will automatically become a Services Forum Member.

<b>Entertainment:</b>		<b>Formal Services:</b>	
Entertainer		Insurance	
Speaker		Safety & Security	
Speaker/ Entertainment Agency		Legal	
Team building			
<b>Marketing &amp; Media</b>		<b>Staffing</b>	
Advertising Agency		Drayage / Porter Service	
Gifting		Recruitment Agency	
Publication		Temporary Staffing	
Signage / Graphics / Printing		Cleaning Contractors	
Promotional Goods		Human Resources	
Badges / Name tags / Lanyards		Education & Training	
Communications / Public Relations		<b>Outside Catering:</b>	
Promotions and Marketing		Bar/ Beverage Services	
		Catering	

## **VENUE FORUM**

Any member who provides a facility that provides a dedicated environment, whether it is a hall, conference / convention centre, hotel, bed & breakfast, botanical garden, stadium etc that has a room or similar that can be used to host any form of gathering of people for a meeting or function.

<b>Conference Centres:</b>		<b>Lodge/ Guest House with Conference Facility:</b>	
<b>Hotel with Conference Facility:</b>		<b>Convention &amp; Exhibition Centres:</b>	
<b>Function Venues:</b>		<b>Educational Institution:</b>	
<b>Events Venue:</b> Arena/ Sport Stadium/ Entertainment Centre/ Theme Park		<b>Municipal/ Historical Venue:</b> Gallery/ City Hall/ Museum/ Castle/ Theatre/ Stately Home/ Country Club/ Winery	
		<b>Hotel Chain:</b>	

### **Venue Capacity:**

<b>1 – 99 delegates:</b>		<b>100 – 499 delegates:</b>	
<b>500 – 999 delegates:</b>		<b>1 000 plus delegates:</b>	
<b>Accommodation: On-site Accommodation:</b>			

## CODE OF CONDUCT

The company and its representatives will, as a member of SAACI:

- Approach all meetings in accordance with the highest ethical standards of professional and personal conduct.
- Negotiate all agreements in good faith respecting the rights of all parties involved.
- Respect the policies and regulations of those organisations with whom I deal.
- Participate and encourage others to participate in continuing education endeavours/opportunities related to the Conference Industry.
- Refrain from activities that will damage or discredit either, the company representatives, the company or the profession.
- Seek opportunities to increase public understanding and awareness of the Conference Industry.
- Not use their position for personal gain or benefit to the detriment or disadvantage of the company and that the representatives will advise the company of any circumstances that may appear to constitute a conflict of interest.
- Further the mission and stated objectives of the Southern African Association for the Conference Industry.
- If a complaint is received against the company or any of its representatives, it is accepted that SAACI may decide to mediate between the parties concerned. If the results indicate that the company or its representatives are in breach of this Code of Conduct, it is accepted that SAACI has the right to terminate the membership.
- Should terminated members wish to join the association again they need to pay all their arrears, joining fee and current membership fee.
- No membership will be cancelled without prior written notice
- Membership is automatically renewed as per SAACI financial year 1 March-28 February each year

## CONSENT AND ACKNOWLEDGEMENT

Please would you consider my application for membership to SAACI. I declare that to the best of my knowledge and belief the particulars set out in this application are true and correct. I furthermore declare that I have read and agree to abide by the SAACI Code of Conduct (as above).

<b>Applicant name:</b>		<b>Surname:</b>	
<b>Signed at:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Cell:</b>	