



CONVENTION INDUSTRY COUNCIL MEMBERSHIP APPLICATION

The Convention Industry Council (CIC) is dedicated to advancing professionalism and standards within the meetings, conventions and exhibitions industry while promoting awareness of the social and economic impact the industry has on society.

Qualifications for Membership:

An organization must meet the following criteria to qualify for consideration as a member of CIC:

- (a) Have objectives and purposes consistent with those of CIC.
- (b) Be composed of individuals and/or organizations whose interests relate substantially to the planning and management or servicing of meetings, conventions and exhibitions, and be national or international in structure and scope.
- (c) Show evidence of its incorporation as a non-profit or tax-exempt corporation, or of its organization as a non-profit, tax-exempt organization through appropriate documents.
- (d) Have been in continuous operation for at least three years immediately prior to application for membership.
- (e) Show evidence of financial stability, including the ability to meet CIC dues and other assessment obligations.
- (f) Meet other criteria established by the Board of Directors or Executive Committee.
- (g) Support the programs of CIC at the level set by the Board of Directors or the Executive Committee.

Procedures:

A fully completed application form, including all required back-up documentation, and signatures of the chief elected officer and alternate officer of the applying organization, must be submitted to the Convention Industry Council at least thirty days prior to a CIC Board of Directors meeting. All applications will be considered at these meetings, which are usually held in March and October of each year.

If the application and/or supporting documentation reveal that any of the above-mentioned qualifications for membership are unmet, CIC shall advise the applicant in writing that the application will not be considered until the specified qualifications are met. A copy of the application, supporting materials and letter to the applicant shall be furnished to the CIC Board of Directors.

In acknowledging receipt of a completed application, CIC shall inform the applicant of the exact date and place of the CIC Board of Directors meeting where the application will be considered and shall advise the applicant that the application will be considered only if a representative from the applying organization is present at that meeting. The applicant will be advised that he/she will have the opportunity to offer a five minute presentation on the organization’s qualifications for admission, after which he/she will answer any questions that may arise.

Upon verification that a representative from the applying organization will be present, the application shall be placed on the agenda of the CIC Board of Directors meeting and copies of all completed applications, including supporting documentation, shall be delivered to the CIC Board of Directors. Board members should receive all materials no less than 30 days in advance of the meeting.

At the meeting, each application will be reviewed and discussed individually following the presentation given by the applicant’s representative. The deliberations and vote will be handled in an executive session of the Board.

Level	Member Organization Budget	Annual CIC Dues
5	Over \$10 million	\$4,600.00
4	\$5 -\$10 million	\$3,850.00
3	\$2.5 -5 million	\$3,600.00
2	\$1 -2.5 million	\$2,600.00
1	Under \$1 million	\$1,850.00

CIC Dues Structure:



1. Name of Organization: _____

2. Mailing Address: _____ City, State/Province,
ZIP/Postal Code: _____ Country: _____

3. Physical Location of Office (if different from above): Address: _____
City, State/Province, ZIP/Postal Code: _____

4. Please provide the name and information for the contact person for all CIC correspondence. Name: _____
Address: _____ City, State/Province, ZIP/Postal Code: _____
Country: _____ Phone: _____
Fax: _____ Email: _____
Web Address: _____

5. Provide a brief (less than 50 words) overview of the organization. This may include the organization's mission statement. (This question should be answered with an attachment and should not exceed one page.)

6. What year was the organization formed? _____

7. Is the organization incorporated? Yes No Date of Incorporation: _____ State of Incorporation: _____

8. Is the organization a not-for-profit corporation? Yes No Under what subsection of the IRS Code?

- 501(c)(3)
- 501(c)(6)
- Other (indicate subsection): _____

9. Number of Staff: _____

10. Number of Members: _____

Type of Members: Individuals Companies Both Other: _____ If both, give
breakdown of numbers: Individuals _____ Companies _____



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11. Describe the organization’s membership and how it relates to the meetings, conventions, and exhibitions industry, with particular emphasis on the level at which members interact with industry planners and suppliers. (This question should be answered with an attachment and should not exceed one page.)

12. Based on the organization’s typical member (or employee if member is a company), what percent of his/her time and efforts are spent working with the meetings, conventions and exhibitions industry and/or the travel industry? _____%

13. Has the organization previously applied for membership in CIC? Yes No

If yes, when? _____

12. Explain why the organization should be admitted as a CIC member organization, with particular emphasis on how the organization’s membership would advance CIC’s goals and objectives. (This question should be answered with an attachment and should not exceed one page.)

Attach copies of the following documents to this application:

- Articles of Incorporation
Current bylaws
Financial Statement or Audit for most recently completed fiscal year
Letter of tax exemption from IRS
Code of Ethics
Membership brochure and/or other publication that describes the organization’s involvement in the meetings, conventions and exhibitions industry

The undersigned persons agree that they are authorized to bind the organization and promise that the organization will adhere to the Bylaws and Policies of the Convention Industry Council if accepted into membership and will pay all dues and other financial obligations.

1. _____ Signature of
Chief Elected Officer Print Name Title

Address

Phone Number Email Address

2. _____ Signature of
Chief Alternate Officer Print Name Title

Address

Phone Number Email Address