

Membership of AIS

APPLYING

Thank you for applying for membership of AIS.

We offer a unique way to access large and busy architecture and design practices in NSW, VIC and QLD. Over the last 14 years AIS events and the iFlex concept has proven to be an invaluable tool in accessing decision makers and gaining specifications. The following information outlines the cost and conditions of AIS membership. Membership is provided so that you may easily access AIS events in selected practices.

Please read our terms and conditions and ensure all reps accessing AIS events are likewise aware.

Membership Type	Monthly Fee	iFlex & Semi Formal Presentation Fee	CPD Presentation Fee	CPD Assessments
NATIONAL (3 STATES)	\$626 + GST	\$90 + GST (Up to 6 events per state per month)	\$195 + GST	2 per year at no cost
STANDARD (1 STATE)	\$237 + GST	\$90 + GST (Up to 4 events per month)	\$195 + GST	1 per year at no cost
ASSOCIATE (1 STATE)	\$155 + GST	\$120 + GST (Up to 2 events per month)	\$250 + GST	\$655 + GST
CASUAL (1 STATE)	Nil	\$220 + GST (Up to 2 events per month)	\$350 + GST	\$900 + GST

Membership is invoiced monthly in advance.

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TERMS & CONDITIONS

Membership

Regardless of when you attend your first event, membership fees commence from the day your application is approved. Membership is not dependent on how many, or how few events you book and is payable even if you do not attend an event. Membership is billed in advance.

Membership fees

Membership can be cancelled with 30 day's notice in writing or email. Telephone or other messages will not be accepted as authority to cancel. If a membership invoice has been issued before receipt of a written cancellation. The full month's membership as outlined on the invoice is due and payable in full and will not be refunded for part portion of a month.

Overdue accounts

AIS reserves the right to deny access to any event should your account exceed standard trading terms.

Cancellation of confirmed appointments

Appointments may be cancelled up till 10 days prior to the event without cost. For appointments cancelled closer than 10 days prior, we will try to fill the place with another supplier but if we are unable to do so the event fee will apply. Request for cancellation must be sent via email to admin@aisaustralia.com or your AIS State Manager.

No show or unable to attend at last minute

If you do not show or are unable to make it at the "last minute" the event fee still applies. We ask you to advise us of your inability to attend so that we may forward your apologies to the practice. Admittance to an event may not be appropriate 5 minutes before the scheduled start time. If you anticipate being late please phone ahead and we will advise you if it is still appropriate to attend. The usual iFlex event fee applies if you are advised not to attend due to late arrival.

Late arrival

Admittance to an event may not be appropriate 5 minutes BEFORE the scheduled start time. If you anticipate being late please phone ahead and we will advise you if it is still appropriate to attend. The usual iFlex event fee applies if you are advised not to attend due to late arrival.

Number of representatives

Each event has a limit of one company representative per booking spot. Two can sometimes be accommodated but prior approval from AIS is required. Three representatives are not appropriate under any circumstances.

Time between events

You should leave a minimum of 6 months between events at a particular practice and 12 months if you have nothing different or new to show. Maximum number of events
The maximum number of events you may book in one calendar month is governed by your membership type and regulated on the AIS online booking system.

Attendee lists

Attendee lists will be e-mailed to you after an event where we have authority to do so. These lists are confidential and must not be shared with anyone outside your company. You must not use these lists for marketing email or bulk mail purposes and you must not send email to an attendee without their express or implied permission.

Website information

The AIS website sometimes lists practice staff details; this information is confidential and must not be shared with anyone outside your company. You must not use individual architect staff information for email marketing or bulk mail purposes.

Sales Person: _____

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APPLICATION

_____ COMPANY NAME	_____ ACCOUNTS DEPARTMENT EMAIL
_____ YOUR NAME	_____ PHONE
_____ EMAIL ADDRESS	_____ MOBILE PHONE
_____ POSTAL ADDRESS	_____ MEMBERSHIP START DATE
_____ POSTAL ADDRESS	_____ MARKETING MANAGER'S CONTACT NAME
_____ ACCOUNTS DEPARTMENT CONTACT NAME	_____ MARKETING MANAGER'S EMAIL

REGION APPLIED FOR:
(Please tick selection)

BRISBANE
 SYDNEY
 MELBOURNE
 ALL REGIONS

Type of membership:

NATIONAL
 STANDARD
 ASSOCIATE
 CASUAL

I agree to the Terms and Conditions of membership set out in this document . I understand that the minimum term for membership is 6 months and that I need to give 30 days notice in writing to cancel.

_____ SIGNED BY AUTHORISED PERSON	_____ NAME	_____ DATE
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PLEASE FAX THIS ENTIRE APPLICATION TO 1300 788 009

Invoicing / Payment Options (Please select your preferred option by inserting a cross in the box)

- Tax Invoice will be issued for EFT, Cheque or Credit card payment (Payment terms: 14 days)
- Credit Card payments: By completing the authorisation below, the card signatory is authorising Architectural Information Systems Pty Ltd (AIS) to debit the credit card with the following details. A 'PAID' Tax Invoice receipt will be issued once payment is received by AIS.

_____ CREDIT CARD TYPE	_____ CARDHOLDER NAME	_____ SIGNATURE
_____ CARD NUMBER	_____ EXPIRY DATE	_____ DATE

For Office use only:

DBASE	C/C DATA	MYOB	MYOB MSHIP IDEN	MYOB MSHIP JOB	SETUP \$	MYOB C/C	C/C EXCEL	C/C NAB	INV. NO.	NEW MSHIP REG	RECURRING	ADD SET UP \$ TO INV R	COPY INV FOLDER	PROC DATE
NOTES														