

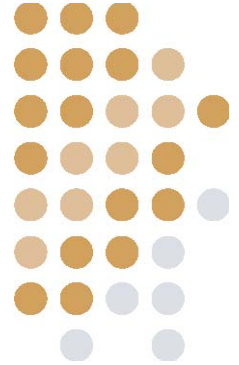
ISES Membership Application Form



INTERNATIONAL
SPECIAL EVENTS SOCIETY
CHAPTER IN-FORMATION

Please return your application to: ISES Hong Kong Chapter in Formation – info@iseshk.org -
(or by post)
Suite 1904 – 1906, 19/F Dominion Centre
43-59 Queen's Road East
Wanchai, Hong Kong

Full Name (Mr Mrs Ms)		
Position/Title	Company	Number No. of Years in Business
Business Address		
Phone	Fax	Mobile
Email	Web Site	



Industry Certification Held (eg CSEP, AFMEA, CMP etc.)

Other Memberships Held (Restaurant and Catering Association, HSMAI etc.)

Please provide a brief (35 word) description of your current business and products and/or services provided by you. Include also, a brief description of your experience in the special events industry.

Company size:

Please provide two (2) professional or commercial referees (including one of which is a current ISES member):

1. Name	Company	Phone
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Eligibility and Fees

The ISES Membership year starts from July 1 through to June 30. Membership may be owned by an individual or a company. Fees are based on company size. If the membership is owned by a company, the company must state an ISES representative for the company. There is a charge of US\$50 for name change of the representative. All employees from the company are entitled to full members rates and discounts for all ISESHK functions.

	Company Size	Yearly Fee
<input type="radio"/> 1. Individual Any person who prefers a personally owned membership, rather than one which is owned by the company. Non-transferable.		HK\$3,225 (Plus a one off joining fee of \$700.00)
<input type="radio"/> 2. Corporate Any one person serving as the official representative of a company. Membership is company owned and is transferable only by written notification to ISES. (Transfer fee may apply) Membership fee is based on company size.	1-5 6-29 30+	HK\$3,225 HK\$4,200 HK\$5,500 (Plus a one off joining fee of \$700.00)
<input type="radio"/> 3. Corporate Additional Each subsequent person employed by, or affiliated with a company that currently holds a primary membership. Membership is company owned and is transferable only by written notification to ISES.		HK\$1050 (Plus a one off joining fee of \$700.00)
<input type="radio"/> 4. Non-Profit /Student Any person employed by a non-profit agency, tax exempt foundation, government, or philanthropic organisation. Membership is owned by the organisation and is transferable only by written notification to ISES. OR Full Time Student Organisation / Institution Name :		HK\$700 (Plus a one off joining fee of \$700.00)

Business Description

Corporate Independent or Non-Profit Applicants only

Please select two disciplines (in order of preference – 1 & 2) that best describe your company's products and/or services.

- 1a. Event Planning and Coordination**
- 1b. Special Event Manager**
- 1c. Special Event Producer**
Award Ceremonies, Christmas Parties, Cocktail Parties, Concerts, Conferences, Exhibitions, Gala Dinners, Incentives, Private Parties, Public Events, Product Launches, Roadshows, Sporting Events, Team Building, Weddings
- 2. Design, Décor and Graphics**
Backdrops, Balloons, Draping, Flowers, Graphic Arts, Graphics, Linen, Props, Set Design, Signage, Table Decorations, Theming
- 3a. Technical Services and Products**
Audio/Visual, Fireworks, Games, Inflatables, Lasers, Lighting, Projectors, Special Effects, Staging, Technical Production
- 3b. Hiring Hardware and Construction**
Custom Displays, Exhibition Hire, Furniture, Lighting, Linen, Marquees, Party Hire, Sets, Sound Equipment, Staging, Technical Production
- 4. Entertainment**
Agent, Band/Musician, Cultural, Classical, Speakers Bureau, MC, Script Writer, Team Building, Video
- 5. Catering, Food Service and Products**
Off premise Catering, Hotels, Functions & Events Venues, Ice Sculptures, Food Styling
- 6. Venue Management**
Conference Centre, Functions Venue, Restaurant, Hotel, Theatre, Stadium/Arena, Clubs and Organisations
- 7. Travel and Transportation Services**
Coaches, Cruise Boats, Limousines, Travel Agents, Tour Guides
- 8. Professional Support Services for the Events Industry**
Sales and Marketing, Advertising, Consultancy, Training, Public Relations, Insurance Broker, Lawyer, Financial Services, Photography, Video, Staffing Services, Publications/Media
- 9. Educational Institutions and Not for Profit Organisations**

Principles of Professional Conduct and Ethics

Each member of ISES shall agree to adhere to the following:

- Promote and encourage the highest level of ethics within the profession of the special events industry while maintaining the highest standards of professional conduct.
- Strive for excellence in all aspects of our profession by performing consistently at or above acceptable industry standards.
- Use only legal and ethical means in all industry negotiations and activities.
- Protect the public against fraud and unfair practices and promote all practices, which bring respect and credit to the profession.
- Provide truthful and accurate information with respect to the performance of duties. Use a written contract stating all charges, services, products, performance expectations and other essential information.
- Maintain industry accepted standards of safety and sanitation.
- Maintain adequate and appropriate insurance coverage for all business activities.
- Commit to increase professional growth and knowledge, to attend educational programs and to personally contribute expertise to meetings and journals.
- Strive to cooperate with colleagues, suppliers, employees/employers and all persons supervised, in order to provide the highest quality service at every level.
- Subscribe to the ISES Principles of Professional Conduct and Ethics, and abide by ISES Bylaws and policies.

NOTE: Upon receipt of your application, please allow four (4) working weeks for membership approval.

Statement by Applicant

All Applicants

BY submitting this application, I hereby attest to the accuracy of the foregoing information and to the fact that Special Events is my primary area of activity. I agree to accept the Society's decision on this application. I have read and understand the ISES Principles of Professional Conduct and Ethics, and agree to adhere to these principles. Specifically, I certify with my signature below that I understand that maintaining appropriate & current insurances such as public liability & workers' compensation insurance policies etc. is a condition of membership and that I maintain all applicable licences and permits required by my discipline. I declare that neither I nor the organisation I represent are undischarged bankrupts. I will do all in my power to maintain and enhance the prestige of the special events industry. I understand that misrepresentation, omission of facts, in my application or a breach of the Principles of Professional Conduct & Ethics may be considered cause for the expulsion or denial of membership.

Verification / Sponsorship

Sponsorship by one voting member in good standing is required before the applicants for Corporate, Independent or Non-Profit Membership can be considered or processed. (If you do not know an ISES member, a sponsor may be secured for you.) This sponsor can be same as referee.

Statement By Sponsor

As a voting member in good standing of ISES, I have read this application, familiarised myself with the reputation and activities of the applicant, and attest the applicant meets the eligibility requirements for membership.

Name
Company
Phone
Signature/date

Payment

Successful applicants will be invoiced accordingly
Please specify invoice details;

TO:
Address
 Same as above
 Other:

Please return application to:

info@iseshk.org

(or by post)

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