

Huge Benefits
and just

£250 +vat

(per person, annually)



For over 20 years sister associations the AEO, AEV and ESSA (previously the AEC/BECA) have worked to promote, protect, unite and represent over 350 exhibition and event organiser, venue, supplier and contractor businesses.

Now, for the first time, we're pleased to announce a new way for individual event professionals to engage with the associations and benefit from a range of information, money-saving and networking services.

ESSA's Professional Affiliate Subscriber Scheme (PASS) targets individuals working in the event industry who are either not employed by a full association member or who can see additional career advantage in engaging with the event community as an individual. This might include freelancers or employees (this is not a membership scheme for businesses) looking to raise their profile, network, stay informed of industry news and save money on-site. ESSA's philosophy is that "together we are stronger" and as the PASS community develops it will not only provide a robust platform for sharing event industry knowledge, ideas and experience but will also help to forge new relationships enabling freelance members to support each others' workloads, mitigating against both natural peaks and troughs and important personal and family commitments.

PASS Cardholders pay just £250+v_{at} (much lower than full ESSA membership) but still qualify for the following:

Money Saving Benefits – worth the membership fee several times over!

Accommodation! Up to 40% off accommodation costs at key event venue locations

Food and Drink! New ESSA discount card recognised by key concessions at major event venues (launching in Q3 2010)

Insurance! 10% off Towergate Coverex's list price on all products for freelance members or businesses run by members

Healthcare! Special rates on Private Health Partnership's private medical and dental insurances

Profile Raising and Business Winning Benefits

Promotional use of the PASS Logo (re-issued on renewal) by businesses with up to three employees, run by members

Listing on ESSA's on-line Competency Register with click-through to your LinkedIn profile

Eligibility to purchase single tickets for the AEO Excellence Awards, ESSA G50 and other association networking events

Participation in one of ESSA's working groups, meeting new clients and suppliers and solving industry issues

Essential Business Advice and Event Industry News

Use of ESSA's new 40 section best practice guidance tool, covering all you need to know about managing sales, marketing, human resource, finance, technology, health, safety and environmental impacts (coming online throughout Q4 2010)

Priority notification of Ops Network events, sharing information face to face on industry issues and general business topics

Access to the Ops Network Group on Linked-In and topical email bulletins direct from ESSA's on-line advice centre

APPLICATION FOR MEMBERSHIP OF P.A.S.S. (PROFESSIONAL AFFILIATE SUBSCRIBER SCHEME) FROM THE EVENT SUPPLIER & SERVICES ASSOCIATION (ESSA LTD)

Notes on completing this form

- Please complete **all** sections of this form. If any assistance is required please contact Christine Hasler on 01442 285 812 or email **christine.hasler@ESSA.uk.com**
- Your application form should be signed and dated and the association reserves the right to request further information in support of your application.
- Please complete the form in type or **BLOCK CAPITALS**
- Completed forms should be returned to the address at the foot of page 3 of this document.

1. Personal Information

NAME:		TEL:
MAIN ADDRESS:		MOB:
		FAX:
COMPANY WEBSITE:		EMAIL:
COUNTY:		WEB ADDRESS FOR LINKED-IN PROFILE:
POSTCODE:		HTTP://UK.LINKEDIN.COM/.....
ARE YOU (PLEASE INDICATE)	<input type="checkbox"/> AN EMPLOYEE (FULL TIME OR PART TIME)	<input type="checkbox"/> FREELANCE/SMALL BUSINESS OWNER
	POSITION: <input style="width: 150px; height: 20px;" type="text"/>	BUSINESS NAME: <input style="width: 150px; height: 20px;" type="text"/>
		No. OF EMPLOYEES (INCLUDING YOU) <input style="width: 50px; height: 20px;" type="text"/>

- Why do you want to join PASS? _____

- Do we have your permission to quote your response to the above question in future promotional campaigns? Yes / No

Please tick **ONE** of the following categories that most accurately describes your profession:

Operations Management	Freight/Shipping Agent	Lifting Contractor
Event Management	Rigger	IT/AV Supplier/Installer
Health & Safety	Carpet Fitter	Graphics/Signage Supplier
Floor Management	Shell Scheme Contractor	Plants/Floral Supplier
Sales/Marketing/PR Services	Stand Design/Build	Crew/Support Personnel
Electrician	Furniture Supplier	Food Supplier/Caterer

Other (Please Specify)	<input style="width: 90%; height: 20px;" type="text"/>
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- Would you like to appear free of charge on the ESSA LTD Competency Register*, under the above heading? Yes / No

If "Yes", what professional qualifications would you like to display, eg IOSH, NEBOSH, City & Guilds, Diploma etc

(list here and enclose proof of qualification):

State the number of years you have worked in the event industry, in this role.....

And please provide one event industry reference for your work in the above capacity:

Name..... Company..... Email.....

2. Fees

Membership fees are paid annually, falling due on the first day of the first full month in which the member was first admitted into membership (the "renewal month"). The invoice relating to fees must be paid in full before the Company is accepted into membership.

3. Resignation of membership

Should you wish to resign from the ESSA LTD Professional Affiliate Subscriber Scheme you agree to settle all outstanding fees due. You understand that fees will be due in full on the first day of the renewal month in every subsequent year and that you will remain in membership unless either party formally terminates membership.

Members may resign membership at any time in writing to the ESSA LTD offices during the membership year. No refund of membership fees already paid by the member relating to that membership year (or previous years) will be made by ESSA LTD, unless the member resigns within 30 (thirty) days of the issuance of the invoice relating to the forthcoming year's membership fees. In that case alone ESSA LTD will refund the full year's fee paid less an amount equivalent to the pro-rata daily fee for the number of days from the beginning of the membership year to the date at which written notice is received at the ESSA LTD offices.

4. Declaration

I hereby make an individual application for membership of the ESSA LTD Professional Affiliate Subscriber Scheme and enclose my £250+vat joining fee.

I confirm that the information given in this application is both exhaustive and accurate and I have not knowingly attempted to conceal or present misleading information which would be relevant to this application. If I have indicated that I wish to be listed on the ESSA LTD Competency Register Scheme then I acknowledge and agree to comply with the additional terms and conditions as listed on the last page of this document.

Should I be offered Membership of the ESSA LTD Professional Affiliate Subscriber Scheme I agree to pay all dues and demands to the Association at the prescribed time.

I confirm I am aware that membership of the ESSA LTD PASS Scheme is not equivalent to full membership of ESSA LTD, which is for businesses as opposed to individuals and requires submission and inspection of financial records, references, insurances etc.

Signed _____

Date _____

Name _____

ESSA LTD collects personal data with a view to supplying you with information about products and services that are relevant to you. We may wish to send you advertising or promotional material about products and services offered by ESSA LTD [], other companies within the EIA group [], members of ESSA LTD [], members of other companies within the EIA group [] or by other third party organisations []. If you do not wish to receive such information please tick the appropriate box. We strongly recommend you do not opt out of receiving information from ESSA LTD and EIA group of companies as this will seriously restrict our ability to provide trade association services to you.

Please return this completed form to:

**Christine Hasler
ESSA Professional Affiliate Subscriber Scheme
Event Supplier & Services Association Ltd
119 High Street
Berkhamsted
Hertfordshire
HP4 2DJ**

Application Checklist:

For PASS Membership:

- Completed and signed application form.
- Two passport sized photos
- Payment of £250+vat

For additional (free of charge) entry on to the ESSA LTD Competency Register (<http://bit.ly/9smBsZ>)

- Photocopies/scans of qualifications
- Trade reference

Additional Terms & Conditions for the ESSA Competency Register

ESSA LTD General

The Event Supplier and Services Association is a trade association representing contractors and suppliers of goods and services to the event industry. It shares a secretariat with its sister organizations, the Association of Event Organisers (AEO) and the Association of Event Venues (AEV) and thus benefits from a central information source. It aims to develop closer relationships and understanding between organisers, their suppliers and venues to benefit the industry as a whole. ESSA LTD's work is demonstrated in projects such as the Competency Register (ECR) and by way of joint working groups covering a range of issues into which all sides of the industry have an important input. ESSA LTD is committed to impartiality, transparency and appropriate record keeping across all of its endeavours and operates within and wherever possible beyond the minimum requirements of UK law. Where disputes arise UK law shall apply to the following terms to the jurisdiction of the English courts.

ESSA LTD Responsibilities, ECR

ESSA LTD aims to ensure that all operational elements of the ECR scheme comply with UK law and as such shall be relieved of all contractual obligations in the event of an act of God, war, riot, terrorist action, strike action, labour disturbance, industrial dispute, fire, flood, explosion, shortage of material or labour or any cause beyond the control of the organisation. ESSA LTD shall not under any circumstance be liable for direct or indirect consequential loss arising from ECR membership howsoever, whensoever or wheresoever caused and whether or not resulting from negligent act or omission by the organisation.

The ECR website will normally be available for access 24 hours per day throughout the year however ESSA LTD will not be liable for any downtime experienced on all or part of the site however caused. ESSA LTD will exercise reasonable care to ensure content on the site is accurate and up to date, however errors, omissions and misrepresentations can occur and ESSA LTD will not be held liable for these and advises users of the site not take the accuracy of any information for granted. Further, the contents of the site do not constitute advice and should not be relied upon in making or refraining from making any decision. ESSA LTD will not be held liable for any damages arising from the use of or inability to use the site or any of its contents. Whilst ESSA LTD takes all reasonable precautions, it cannot guarantee that the site is free of infection by viruses or anything else that may be harmful or destructive. ESSA LTD will, upon notification, consider removing any material open to legal objection pending investigation.

Member Responsibilities

ECR members agree to comply with all regulations and conditions relevant to them under UK law and to provide ESSA LTD with accurate information as required by the scheme application form. As required, applicants agree to provide copies of relevant qualification certificates, professional institute membership certificates, event industry references confirming length of service in the industry, 2x counter-signed passport photos and payment where applicable. Subsequently, members agree to make ESSA LTD aware in writing of any changes of trading name, place of business or other contact information, cESSA LTD of business or of any new employees or subcontractors employed or contracted whose work falls within the categories covered by the ECR, within 28 days of the change. Individual scheme members also agree to make ESSA LTD aware of any changes of employer. All such notifications to be submitted in writing to ESSA LTD Competency Register, ESSA LTD, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ.

Intellectual Property & Branding

ESSA LTD retains the copyright and intellectual property rights of "Event Supplier and Services Association" and of "ESSA LTD Competency Register" and of all logos, documents and other written material authored by it relating to the ECR. Membership of the scheme cannot be claimed or advertised either with or without scheme logos without prior written permission from ESSA LTD. No part of the aforementioned material may be reproduced or stored in any other website, format or medium without the prior written permission of ESSA LTD. Where authorized use of branding material is granted by ESSA LTD it is understood that it is restricted to direct, specific references to the ECR, and shall not be used in any way that detracts from or that misrepresents the purpose or parameters of the scheme. The logo should not be used to imply a broad or generic association with or membership of ESSA LTD.

Parameters of the Scheme

The ECR seeks to meet the recommendations of local safety authorities by providing a reference tool to assist in contractor selection and management. The scheme makes no competency claims on behalf of its members or non-members and seeks only to make available key member information to help buyers and venues make competency based appointment decisions. Appointing a scheme member to do work is no guarantee of avoiding prosecution in the event that they commit a health and safety related offence; levels of liability will be decided by a judge who will take into account all of the contractor management precautions taken (including but not limited to the use of the ECR). It is the responsibility of the buyer to satisfy him or herself that a contractor has sufficient insurances in place and that they can provide the service(s) required. ESSA LTD cannot accept any liability for any service, advice, guidance or information provided by ECR members.

Eligibility

ECR applications will be welcomed from exhibition and event suppliers and contractors worldwide, covering all parts of the industry. Corporate Membership can be granted to organisations that wish to pledge that all of its employees and subcontractors undertaking the types of high-risk work covered by the scheme will be registered to it individually. Individual Membership can be granted to individuals who undertake the types of high-risk work covered by the scheme and who wish to showcase their professional credentials to employers and industry peers.

Costs

Initial application to join the ECR is free to full ESSA LTD members and their direct employees and to individual Professional Affiliate Subscriber Scheme members. There is a £20+vat charge for non-members and for all replacement lost badges and change-of-membership-category requests. This payment is non-refundable irrespective of the application's success. ESSA LTD reserves the right to review these costs annually, increase them and/or introduce an annual membership fee should the future project parameters of the ECR expand to require more complex administration or more sophisticated badging technology.

Application

Applications should be made using this form (on request a hardcopy version of the form can be posted to applicants). Completed application forms along with the required additional documentation (as detailed on the form) must be posted to ESSA LTD, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ. The scheme administrator will verify by phone any applications suspected as bogus and will also review scheme records to ensure the application is not from a previously suspended or struck off member. Where phone contact cannot be made with suspect applications or where applications are found to be from suspended or struck off members, the applications will be discarded. All genuine applications will be given "Pending" status whilst being checked.

Applicants who have submitted a complete form with all of the correct documents will be approved for membership; applications that are incomplete or that are not accompanied by all of the correct documents will be returned to sender with an explanatory letter and chased for response via telephone or email, to a maximum of 3 chases.

Applications that do not qualify for the class of membership applied for will be sent to a panel of three ESSA LTD /AEV Technical Committee members for a vote. Their decision will be final and the candidate will be informed of the decision either way. Newly approved members will be periodically added to the ECR website and will receive a welcome pack containing letter, certificate, badge, emailed badge, terms of membership and scheme contact details.

Processing Time

ESSA LTD aims to process all applications within 28 days of receipt but does not accept liability for applications that take longer than this to process due to any circumstance.

Compliance to Scheme

ECR members are required to comply with the terms and conditions described above in "Members Responsibilities" as well as to the conditions relating to their specific category of membership as detailed in the application form. It is also a prerequisite of membership that member organisations and individuals remain equipped with suitable and sufficient health & safety knowledge, documentation and procedures in order to undertake their work in compliance to UK law.

Complaints Procedure

ESSA LTD is committed to providing a high quality, accessible and responsive service to ECR members and website users. Appropriate categories of complaint can be made against ECR members by using the form attached within the downloadable FAQ document. Categories of complaint may include unsafe conduct, lack of health & safety training, use of non-registered staff and/or subcontractors, fraudulent application submissions, bogus membership advertised within the marketplace or any conduct that could be deemed as compromising the integrity of the scheme.

ESSA LTD will not be held liable, financially or otherwise, for the conduct of register members and will not provide financial compensation for any injury or loss resulting directly or indirectly from the actions or work of an ECR member.

ESSA LTD does commit to investigating complaints made against members, both in confidence, with reasonable time and resources and with the intention of resolving complaints fairly and efficiently for all parties. Complaints that cannot be resolved by standard investigation procedures will be put before panel of three ESSA LTD /AEV Technical Committee members for a vote. Their decision will be final and all parties will be informed of the decision either way.

Suspension and Striking Off

Where an investigation or ESSA LTD/AEV Technical Committee decision rules that a member has breached the terms and conditions of membership, the member will either be formerly warned, suspended or struck off depending on the seriousness of the non compliance and the case history of the member. The final decision will be for the ECR management team who may consult with the ESSA LTD/AEV Technical Committee, the Health & Safety Executive, and other event industry bodies and figures in order to arrive at a fair and just conclusion.

In the event of suspension, a member will be removed from the register whilst they put in place corrective measures for review by the ECR management team prior to reinstatement. In the event of strike-off, a member will be permanently removed from the register. In both instances members will be required to remove any ECR branding from their promotional materials and return their certificates and badges to ESSA LTD within 28 days of the decision.

Appeals Procedure

Appeals to suspension and strike-off decisions can be made in writing to ESSA LTD, and should state the case for reinstatement in detail, including relevant witnesses, testimonials, unconsidered evidence and any other valid mitigating circumstance or factor. In scenarios where the ECR management team feels there is justification in doing so, a conditional probationary reinstatement may be granted.

Cancelling Membership

Members can voluntarily choose to cancel their membership to the ECR at any time by writing to ESSA LTD, 119 High Street, Berkhamsted, Hertfordshire, HP4 2DJ

Data Protection Law

ESSA LTD is a data controller under the Data Protection Act, 1998. This statement confirms ESSA LTD's commitment to protect member's privacy, to process member's personal information in a manner which meets the requirements of this legislation and to use member's data only for the delivery of the competency register scheme, unless otherwise authorised to do so by the member.