



Haliburton Highlands CHAMBER of COMMERCE

Box 670, 195 Highland St, Suite L1, Haliburton, ON K0M 1S0
Tel: 705-457-4700 ~ Toll Free: 1-877-811-6111 ~ Fax 705-457-4702
Email: admin@haliburtonchamber.com, www.haliburtonchamber.com

2011 APPLICATION FORM

Name of Business: _____

Physical Location: _____

Mailing Address: _____

Phone: _____ Fax: _____ Toll Free: _____

Email: _____ Website: www._____

No. of Employees : _____ Date business opened: _____

(two part time employees = one full time employee)

Name and Title of Owner/Manager _____

Name & Title of Primary Contact: _____

Business Classification: _____ Business Number: _____

What are your expectations of Chamber Membership: _____

Two Business References:

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

How did you hear about the Chamber?

Chamber Sales Rep Media Attended Chamber Event Board of Directors

Media Other Member Referral _____

Areas of Interest

Advertising & Marketing Opportunities

Group Insurance

Member-to-Member Discount Program

Sponsoring Events

Chamber AM Sponsor/Speaker

Attending Events/Networking

Hosting a Business After Hours

Participating on a Committee/Board of Directors



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MEMBERSHIP FEES:

Not-for-Profit & Charitable Organizations	\$ 97.25	\$ _____
Government Organizations	\$153.90	\$ _____
Sales/Services Business:		
➤ Owner/Operator	\$182.75	\$ _____
➤ 2-10 employees	\$245.75	\$ _____
➤ 11-20 employees	\$287.75	\$ _____
➤ 21-40 employees	\$319.25	\$ _____
➤ 41-75 employees	\$349.60	\$ _____
➤ 75-100 employees	\$498.95	\$ _____
Second Business of Same Owner:	\$120.00	\$ _____
Cross Association Membership Fee	\$ 75.00	\$ _____
Ontario Chamber of Commerce Membership		\$ _____
	Set-Up Fee	\$ 10.00
	Sub-total	\$ 40.00
	HST (13%)	\$ _____
	TOTAL	\$ _____

****Overdue accounts will be charges 2% interest on the amount outstanding after 30 days.*

Payment Options: We accept cash, cheque, VISA, MasterCard, *telephone credit card orders accepted.*

Card Number: _____ Exp. Date: _____
Card Owner: _____ Signature: _____

Billing Dates: Please select one of the following dates to renew your annual membership.

January 1 April 1 July 1 October 1 and Quarterly Semi-Annual
(Post-dated cheques required for quarterly and semi-annual payments)

Note: Your membership will be automatically renewed each year unless timely written notice is received by our office.

Apply simply by sending or dropping off this completed form along with your payment to:

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Signature: _____ Date: _____

****The Haliburton Highlands Chamber of Commerce does not collect, use or disclose personal information of individuals except when individuals give consent and provide the information on a voluntary basis. Any personal information that the Haliburton Highlands Chamber of Commerce retains is kept in such a manner as to ensure its security and confidentiality at all times. The information collected will be published on the Chamber of Commerce website, in other Chamber publications and membership listings from time to time, and business referrals will be given.*

Offices Use Only

Representative: _____ Date: _____

Membership is subject to approval by the Board of Directors



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“CRITERION”

“Business Classification”

- The main product or service provided by a business or organization. This information is used for the purpose of sorting members into general classifications for our database.
- To include more detailed business information and classification information including a category and sub-category (For example, a category could be “Construction” and the sub-category could be “Carpentry” which is found on the Chamber’s website www.haliburtonchamber.com, please fill out the website information sheet included in your membership kit.

“Non-Profit” Organizations”

Defined as a *registered not-for-profit* corporation.

“Owner-Operator”

Defined as family owned and operated. For example, a husband and wife team running a business would not be considered 2 employees, but an owner-operator business.

“Associate Membership”

- This classification is designed to permit business owners who operate more than one business to include any subsidiary businesses as Chamber members without paying full fees for each business. The “Primary” business pays the full base membership fee, including the total number of employees for all associated businesses, and then the secondary business(es) pay the \$90.00 associate membership fee to become a member with all privileges.
- Associate Members are voting members. The Associate member is entitled to all other member benefits such as Visa discounts, employee benefits programs, listings on the website, and other promotional programs.
- Associate Members still need to pay the \$10.00 OCC fee in addition to the \$90.00.

“Ontario Chamber of Commerce Contribution”

The Haliburton Highlands Chamber of Commerce is a member of the Ontario Chamber of Commerce, and as such the OCC charges us a fee of \$10.00 per member. This cost is passed along to our members. All members must make their contribution to the OCC, including Private Cottage Owners, Non-Profits and Associate Members. Remember to add it in to get your subtotal!

Billing Dates

- New members can choose one of four billing dates, according to which will be most convenient for them. This policy was developed because of the seasonal nature of our economy. Winter-based businesses may choose to pay in January, whereas summer tourist operators may choose to pay in July or September depending upon their standard cash flow. The selected date becomes your regular anniversary date, upon which your annual fees come due. Dues are payable at the beginning of each year of membership. For example, a member with a July anniversary date pays in July 2011 for the year up to July 2012.
- Membership dues will be prorated on a monthly basis in order to calculate an accurate fee. For example, a member who joins in September but selects a January anniversary date will be billed for the period September – December PLUS the period from January – December of the following year. Billing will be done on an annual basis thereafter.
- If no date is selected on the application form, the anniversary date will be defaulted to January.

Renewal of Membership

- Renewal invoices will be mailed out 30 days prior to renewal date. They are due and payable on the first day of the renewal month. If your membership lapses due to lack of payment and you are removed from our roster, a \$30.00 re-activation fee will be charged along with your overdue membership fees.

“Good Business” Clause:

It is important that all members of the Chamber practice ethical business practices and that they endeavour to satisfy the concerns of their customers when they are notified of the same. The Haliburton Highlands Chamber of Commerce reserves the right to deny membership, or to remove members from their roster.



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BUSINESS INFORMATION SHEET FOR WEBSITE LISTING

www.haliburtonchamber.com

Please complete and return "Business Information Sheet for Website Listing". The information you provide will be the information displayed on the website, as it appears on this sheet. If you do not complete and return this sheet the Haliburton Highlands Chamber of Commerce reserves the right to utilize the application form to complete your website listing, at our discretion and HHCC is not responsible for the accuracy of your website listing.

Complete and return with information for your Business as you would like for your information to appear on the Chamber website database, this information will also be used as content with any other advertising within the Chamber.

BUSINESS NAME: _____

CONTACT NAME: _____ **TITLE:** _____

MAILING ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

PHYSICAL LOCATION: _____

TELEPHONE: _____ **FAX:** _____

TOLL FREE: _____

EMAIL: _____ **WEBSITE:** _____

BUSINESS CLASSIFICATION(S): _____

PHOTO/LOGO BEING PROVIDED: **yes** **no**

DESCRIPTION OF BUSINESS: *(attach a separate sheet if necessary)* _____

Key Words/Tags: _____

Note: these will not be visible on your website listing, but will be accessed when the consumer uses the search engine)

Photo and/or logo: Acceptable formats - PC formatted disc or email attachments with .jpg or .tif graphics. E-mail attachments are also acceptable. Scanning logos from the newspapers or brochures will not be clear enough for our purposes. (We reserve the right NOT to use a photo or graphic if it doesn't meet scanning requirements.) All logos/photos should be emailed to kendra@haliburtonchamber.com or delivered to the Haliburton Highlands Chamber of Commerce.