

MEMBERSHIP APPLICATION



Contact Information

DATE: _____

Business Name: _____

Business email: _____ Website: _____
(info@company.com—Used for your web site listing and general public)

Social Media pages: _____
(Facebook URL) (Twitter URL)

Physical Address: (street address where your customers will find you)

Address _____ Phone _____ Toll Free _____

City _____ State _____ Zip _____ Fax _____ Other _____

Mailing Address (If different than physical address): (Where we will send invoices, marketing opportunities and other correspondence)

Address _____ Phone _____ Toll Free _____

City _____ State _____ Zip _____ Fax _____ Other _____

Primary Contact: (person who will receive marketing materials, invoices, emails, etc.)

Mr. Ms. Mrs. Miss Dr. Sister Father Professor Other _____

Primary Contact Name: _____ Title: _____

Please list one primary contact who will receive all printed and electronic correspondence. Additional contacts may be added to the account.

Primary Contact Email: _____ Other Email: _____
(for GLCVB purposes ONLY)

Primary Contact Office phone: _____ Cell phone: _____

Secondary Contact Name: _____ Title: _____

Secondary Contact Email: _____ Other Email: _____
(for GLCVB purposes ONLY)

Secondary Contact Office phone: _____ Cell phone: _____

For additional contacts please list name, title, phone, and email address on additional sheet.

Who should we contact about the following programs, if different than the primary contact?

Visitor Guide: _____ Web site listing: _____

Membership renewal: _____ Invoices: _____

.....

Business information

Business Region: North South East West Downtown Other: _____

Is your business locally owned: Yes No

Please see attached form for membership category and amenities.

Web and Mobile Application Listings: Please provide a business description of your business, products and services. Include your logo and other images on our website and mobile application listing page. Logo and images should be in .jpeg format. After your membership is active, log on to membership portal at www.lansing.org/members/member-portal to add or change your business listings, upload photos, and coupons/special offers, post on the member-to-member post board, post event on the Calendar of Events. Email questions to: membership@lansing.org

Listing options: Lansing.org LansingSports.org Use same listing for both web sites

You may have different wording for the web sites. Example: if you have amenities or services that would be attractive to sports groups that would not be of interest to the general leisure visitor, you may have different wording. List business description here: (Use additional sheet if needed). Unlimited characters and photos.

Visitor Guide Listing:

GLCVB hospitality related members receive a free 375 character (approximately 50 words) business listing (determined by the editor). Description may be edited by the Marketing Department for space.

MEMBERSHIP INVESTMENT (Dues are prorated based on the month joined. Membership renews in July each year.)

- General (up to 49 employees) \$250
- Corporate (50+ employees)..... \$400
- Corporate (200+ employees) \$650
- Associate Membership (additional business owned by same firm) ... \$125
- Non-Profit/Seasonal (25 or fewer employees)..... \$125
- Merchant Association Member (25 or fewer employees) \$125
- Restaurant/Lounges
 - Deli/Quick Serve/Casual.....\$125
 - Bar and Grill/Family\$200
 - Fine Dining.....\$250
- Hotel/Motel/Bed and Breakfast..... \$250
 - Hotels with more than 25 rooms add:
 - \$2.50 per room
 - \$1.00 per room—food and beverage annually
 - \$1.00 per room annually if banquet facility

Join Date	Defer	\$125	\$200	\$250	\$400	\$650
January	18	\$187.50	\$300.00	\$375.00	\$600.00	\$975.00
February	17	\$177.10	\$283.35	\$354.15	\$566.65	\$920.85
March	16	\$166.65	\$266.65	\$333.35	\$533.35	\$866.65
April	15	\$156.25	\$250.00	\$312.50	\$500.00	\$812.50
May	14	\$145.85	\$233.35	\$291.65	\$466.65	\$758.35
June	13	\$135.40	\$216.65	\$270.85	\$433.35	\$704.15
July	12	\$125.00	\$200.00	\$250.00	\$400.00	\$650.00
August	11	\$114.60	\$183.35	\$229.15	\$366.65	\$595.85
September	10	\$104.15	\$166.65	\$208.35	\$333.35	\$541.65
October	9	\$93.75	\$150.00	\$187.50	\$300.00	\$487.50
November	8	\$83.35	\$133.35	\$166.65	\$266.65	\$433.35
December	7	\$72.90	\$116.65	\$145.85	\$233.35	\$379.15

Annual membership investment: \$ _____

Total due now (Prorated dues amount): \$ _____ Refer to chart above

X _____ Date

Main Contact Signature

The Greater Lansing Convention and Visitors Bureau retains the right to edit all listings and text. Membership investment is classified as a tax deductible business expense. Membership with GLCVB may be terminated for cause and dues will not be refunded. Delinquency of payment after 120 days constitutes automatic cancellation of membership. I acknowledge that this annual contract will renew automatically and I will be invoiced for membership dues, unless I notify the GLCVB of cancellation.

For office use only: application updated November, 2016

Application received by: _____

Date Joined: _____ SBA SV Trip Advisor

Affiliate: _____ (e.g. business organization, chamber)

To be in PEI compliance, the information below will be shredded after membership processing.

Payment method: Cash Check # _____ Credit Card: Visa MC Discover AmEx

Credit Card # _____ Expiration Date: _____ CVS: _____

Name on Card _____ Signature: _____

Membership Categories

Choose one as you main category, you may choose additional categories, if appropriate.

Restaurants

- Asian/Middle Eastern
- Bakery, Bistro & Desserts
- Bar and Grill
- Family
- Fine Dining
- Food Trucks
- Italian/Greek
- Mexican/Southwestern
- Quick Casual
- Steak/Seafood

Things To Do

- Attractions & Museums
- Arts and Theatre
- Breweries, Wineries & Distilleries
- Agri-tourism
- Golf
- Historic Sites
- Michigan State University
- Multi-cultural
- Nightlife/Entertainment
- One of a kind
- Parks, Trails and Gardens
- Spa and Wellness
- Sports

Shopping

- Antiques
- Apparel
- Arts/Galleries
- Book/Music
- Culinary
- Downtown Shopping Districts
- Gift Shops
- Shopping Centers/Plazas
- Specialty Shops

Transportation

- Air Travel
- Bus/Motor Coach
- Car Rental
- Taxi/Limousine
- Train

Meeting Facilities

- Event Facilities
- Facilities/Hotels
- Hotels with Meeting Space
- Restaurants with Meeting Space
- Team Building Venues
- Unique Venues

Business Services

- Advertising
- Associations/Professional Organizations
- Automotive
- Beverage Distributors
- Consultants/Lobbyists
- Dry Cleaning Services
- Employment Services/Labor
- Environmental
- Financial/Legal/Insurance
- Graphics/Mailers
- Media
- Office Equipment/Cleaning/Design
- Other _____
- Publishers
- Realtors/Developers/Housing
- Technology Services
- Travel Agents
- Utilities/Moving Services

Event Suppliers

- Catering
- Equipment Rental
- Event Planning
- Floral/Decorations
- Gift Baskets
- Golf
- Photography
- Printing
- Promotional Items
- Security/Parking
- Signs/Banners
- Speakers/Entertainers
- Transportation

Hotels

- Bed and Breakfast
- Camping/RV Parks
- Lodging & Hotels



Amenities

General amenities apply to ALL members, and then check amenities that apply to your appropriate business category.

General Amenities

Applies to ALL members

- Credit Cards Accepted
 - Visa MC Discover AmEx Diner Club
 - AAA/AARP Discount
 - Corporate Rates
 - Entertainment
 - Family/Kid Friendly
 - Free WiFi WiFi for Fee
 - Game Room
 - Gift Store
 - Green Practices
 - Group Rates/Discounts
 - Meeting/Banquet Facilities
 - Motor Coach Parking
 - Pets Allowed (leash required)
 - Pets Not allowed (Service Animals Only)
 - Reservations Accepted
 - Hours of Operation:
-
-
-

Restaurant Amenities

Check all that apply

- Average Dinner Price: Under \$15 Over \$15
- Restaurant Seating _____
- Beer/Wine only
- Full Service Bar
- Breakfast
- Brunch
- Lunch
- Dinner
- Delivery Service
- Catering
- Group of 10 or more
- Number of private rooms _____
- Outdoor Seating available
- Valet Parking
- Menu Link: _____ (or send pdf)

Attractions Amenities

Check all that apply

- Admission Price _____
- Food Available
- Accommodate Groups

Meeting Facilities Amenities

Check all that apply

- Number of rooms: _____
 - Largest room size: _____
 - Theater Capacity: _____
 - Classroom Capacity: _____
 - Exhibit Space. # of Exhibits: _____ # of Booths _____
 - Total Square Ft.: _____
 - Banquet Capacity: _____
 - Reception Capacity: _____
 - Floor plan link: _____ (or send pdf)
 - Description:
-
-
-

Space Notes:

Hotel/Motel/B&B Amenities

Check all that apply

- Total Number of Guest Rooms: _____
- Number of Suites: _____
- Suites with Whirlpool
- Accommodation Rating:
 - 1 = ♦/★
 - 2 = ♦♦/★★
 - 3 = ♦♦♦/★★★
 - 4 = ♦♦♦♦/★★★★
- Airport/Area Shuttle
- Business Center
- Cancellation policy: _____
- Check In Time: _____
- Check Out Time: _____
- Complimentary Breakfast
- Complimentary HOT Breakfast
- Fitness Center/Exercise Facility
- Food and Beverage
- Full Service Bar
- Restaurant/Lounge-on site
- Room Service
- Indoor Pool
- Outdoor Pool
- Sauna/Whirlpool
- Internet-Data Ports
- Last Restoration date: _____
- Year Built: _____
- Laundry Facilities
- Laundry Service
- Microwave
- Refrigerator
- Valet Parking

