

Application for BPMA membership



Please ensure that you have read and understood the BPMA policy guidance before filling in the form. The information requested will be considered in conjunction with the membership criteria. ALL fields MUST be completed.

1. Membership Level

Please refer to the membership criteria

I would like to apply for:

Membership Band	Annual Turnover Bracket	Annual Fee	
Associate/Start Ups	£0	£345 +VAT	<input type="checkbox"/>
Accredited/Affiliate Members			
Band 1	£0 - £250,000	£345 +VAT	<input type="checkbox"/>
Band 2	£250,001 - £500,000	£445 +VAT	<input type="checkbox"/>
Band 3	£500,001 - £1,000,000	£525 +VAT	<input type="checkbox"/>
Band 4	£1,000,001 - £2,000,000	£625 +VAT	<input type="checkbox"/>
Band 5	£2M +	£995 +VAT	<input type="checkbox"/>

Please note that there is an additional one off £75+vat joining fee charged with membership.

It is mandatory for all members to setup a direct debit with the BPMA on an annual or monthly payment plan.

Please note that monthly direct debit payment plans will incur an annual £25+vat administration fee.

Membership Criteria

Members shall be companies, partnerships or sole traders who are involved in the promotional merchandise aspects of the sales promotion industry with a UK/Irish registered office or dedicated UK/Irish agent.

Associate Member
Associate membership is aimed entirely at new companies who do not yet have any financial accounts. Applicants will have to show at least two trade references and must move up to Accredited membership after 3 years of joining. They will only be able to use the Associate logo.

Accredited Member
The applicant should have traded within the promotional merchandise market for a minimum of 3 years and provide financial accounts to prove that they have traded in a commercially sustainable manner.

The applicant should also demonstrate a proven track record in promotional merchandise which should indicate a dedicated person/department in the area of promotional merchandise and/or should actively undertake one of the BPMA qualifications.

This is an established organisation but one in which merchandise accounts for more than 50% of total turnover or more than £1m.

Affiliate Member
Affiliate members are established organisations in which promotional merchandise accounts for less than 50% of their turnover unless the company's total turnover in promotional merchandise is above £1m.

2. Company Details

Company Name _____

Address _____

Postcode _____ Tel No. _____

Website _____

Date of incorporation _____ Registration no* (*mandatory if applicable) _____

Corporate Structure:

Plc Partnership Limited Company Sole Trader Other (please specify) _____

Number of staff:

Under 5 5 - 10 11 - 25 26 - 50 51 - 100 100+

Are you a part of any of the buying or catalogue/franchise groups below?

Advantage Group Encore Envoy IBG Group Ignite Page Group Promotional Union
 Select Spectrum AGF Other (please specify) _____

Do you have any of the following memberships?

Sedex PSI PPAI FSB Other (please specify) _____

Do you have any of the following accreditations?

ISO 9001 ISO 14001 Other (please specify) _____

3. Products and Services

Which ONE statement best categorises your company?

Trade Exclusive Supplier – An organisation that either imports or manufactures products and supplies promotional merchandise exclusively through the distributor channel.

Multichannel Supplier – An organisation that either imports or manufactures products and supplies promotional merchandise through a variety of routes to market.

Distributor – A reseller of a range of products sold to a range of customers for a commercial profit.

Service Partner – An organisation that supports or supplies to the promotional merchandise industry but is neither a supplier nor distributor of products.

Please provide 100 – 150 words to best describe your business and the products and services you offer.

Upon approval this will be posted into the member directory of the BPMA website.

What percentage of your turnover is derived from promotional merchandise _____ %

4. Trade References

Please supply TWO trade references.

We require these details so that we can check your credit and payments terms with your existing suppliers.

Trade reference data is only collected and used to obtain a reference on your business and will not be contacted for marketing purposes, unless we already hold their data.

Contact Name _____

Company Name _____

Tel No. _____ **Email** _____

Contact Name _____

Company Name _____

Tel No. _____ **Email** _____

5. Directors/Owners

All details **MUST** be supplied in order for your application to be processed

The personal data collected in this section of the application form will be used and stored by the BPMA to provide trade association services to you efficiently and effectively.

The chosen contacts will receive Product Media magazine and e-marketing from the BPMA, the chosen contacts can opt out at any stage using the unsubscribe functions within each medium.

For further information on how we use personal data, please read our privacy notice at the end of this application form.

1. Name _____ Job Title _____

Email _____ Tel No. _____

2. Name _____ Job Title _____

Email _____ Tel No. _____

3. Name _____ Job Title _____

Email _____ Tel No. _____

4. Name _____ Job Title _____

Email _____ Tel No. _____

6. Contacts

The personal data collected in this section of the application form will be used and stored by the BPMA to provide trade association services to you efficiently and effectively.

The chosen contacts will receive Product Media magazine and e-marketing from the BPMA, the chosen contacts can opt out at any stage using the unsubscribe functions within each medium.

For further information on how we use personal data, please read our privacy notice at the end of this application form.

To ensure we communicate effectively please supply us with the following contact's details:

BPMA Membership Main Contact

(This will be our main contact responsible for ensuring the company profile is correct at all times and for updating the BPMA with any updates)

Name _____ Job Title _____

Email _____ Tel No. _____

BPMA Membership Secondary Contact

Name _____ Job Title _____

Email _____ Tel No. _____

Sales Contact:

Name _____ Job Title _____

Email _____ Tel No. _____

Marketing:

Name _____ Job Title _____

Email _____ Tel No. _____

Finance:

Name _____ Job Title _____

Email _____ Tel No. _____

Please inform us of any additional staff you wish to add to your company record within our database.

Please note that All contacts for your company provided on this form will receive Product Media magazine and e-marketing from the BPMA, they can opt out at any stage using the unsubscribe functions within each medium.

1. Name _____ Job Title _____

Email _____ Tel No. _____

2. Name _____ Job Title _____

Email _____ Tel No. _____

3. Name _____ Job Title _____

Email _____ Tel No. _____

4. Name _____ Job Title _____

Email _____ Tel No. _____

5. Name _____ Job Title _____

Email _____ Tel No. _____

7. Code of Conduct & Disciplinary Code

Please read the code of conduct and disciplinary code below, by applying and signing to become a member of the BPMA you will be agreeing to abide by the codes on behalf of your company.

With membership comes responsibility and accountability. Our industry supplies a multi-disciplined industrial landscape which, in turn, has to abide by legal and ethical practice guidelines. In order to fulfil the standards expected of members, this Code of Conduct is set out to re-enforce a qualitative and enhanced value-chain perception of our association and, as such, is not open to re-interpretation or alteration.

All BPMA members are, without exception, required to comply with the following:

1. Members must display, demonstrate and represent their products and services in a fair and transparent manner and avoid deceptive, misleading and unethical practices (which includes all supply-chain partners/contractors).
2. Members must not disparage fellow members in any circumstance or in any format. Concerns or queries can be channelled through the BPMA Secretariat in the first instance.
3. Members must conduct their business at all times in a manner which upholds the reputation of the Association itself, and the promotional merchandise industry per se.
4. Members must abide by all rulings of the Advertising Standards Authority, the Committee of Advertising Practice, and all relevant regulatory bodies supported by the BPMA (which directly affect the promotional merchandise industry).
5. Members must take adequate steps to ensure that all products and services comply with applicable legislative requirements including safety laws, regulations, and guidelines in each relevant market. The BPMA deem avoidance / non-compliance to be indefensible within the terms of this code.
6. Members are as equally responsible for the conduct of their (non-member) supply chain partners and contractors as they would be for themselves. All relevant legal and social guidelines must be adhered-to. This will specifically (but not exclusively) relate to the following areas ;
 - Product Safety
 - Environmental Issues
 - Abuse of Labour/Child Labour
 - Freedom of Association
 - Working Environment/Conditions
 - Hours of Work/Wages
 - Discrimination
7. Members must give complete respect and confidence to any confidential information which comes into their possession in the course of their work. Whilst any issue concerning redress for breach of confidentiality is strictly within legal boundaries, members are encouraged to put any concerns to the Secretariat in the first instance.
8. Members must comply with any decision reached by a) the Board of the BPMA, or b) any committee of the BPMA regulated by the procedures of the association. Failure to do so may result in disciplinary action including membership removal.
9. All members acknowledge that payment within in agreed terms is an essential part of good trading practice within our industry. Therefore members should understand that regular abuse of terms will potentially result in revocation of BPMA membership, an action which the member must fully endorse and uphold.

The BPMA Board of Directors are empowered to enforce this Code of Conduct and to consider any complaint made against a member company, and to act accordingly. The BPMA expects its members to be responsible, ethical, and to competitively trade in a genuine and transparent manner at all times.

Disciplinary Code:

1. In the first instance, a complaint under the Code of Conduct will be considered by the director general who will make a decision as to whether a prima facie case* is made out.
2. If a prima facie case is made out, the director general will write to the other party asking for a written response within 14 days.
3. The papers will then be handed to the Board who will at their next meeting make a decision on the complaint. The Board may ask for the attendance of either or both parties if they consider it appropriate to resolving the complaint.

4. The Board, if they find the complaint justified, may admonish the member and ask for such remedial action as seems appropriate. If the Board considers the breach sufficiently serious, or there have been repeated breaches in the past, they may order suspension or expulsion from the Association. In the case of expulsion, the member may appeal to an independent appeal tribunal to be appointed by the chairman of the Association.
5. All costs of any appeals will be borne by the member company.
6. In the event of a member being expelled the Board will inform other BPMA Members by publishing the name of the member in the BPMA communications explaining which section of the code has been broken.

***NB:** For the purposes of the Policy the meaning of "a prima facie case" means: - A case that has been supported by sufficient evidence for it to be taken as proved in the absence of adequate evidence to the contrary.

Information Supplied

Applicants must ensure that the information provided within the application is, to the best of the knowledge, complete and accurate at the date of the application.

Where false or misleading information is provided, the BPMA reserves the right to terminate membership without refund.

I confirm I have read the criteria applicable to my application and the information I have given on this form is correct.

I confirm I have read the code of conduct and disciplinary code and agree to abide by them.

Signature _____ Name _____ Date _____

How did you hear about us?

- Exhibition. Which one: _____
- Referral. From whom: _____
- Internet. Which site: _____
- Through the BPMA directly. Who did you speak to? _____
- Direct mailing _____
- Other (please specify) _____

What is the main reason why you joined the BPMA? _____

Please complete the form in full. Payment to cover your membership fee up to 31st May and a one off joining fee of £75, (all prices are plus VAT) will be due immediately on acceptance:

Email: Enquiries@bpma.co.uk - **please scan and email for speed, alternatively:**

Post: BPMA, Fetcham Park House, Lower Road, Fetcham, Leatherhead, Surrey, KT22 9HD

Using corporate and personal data

It is necessary for the BPMA to hold personal data provided on this form for your company on its CRM database.

The data will be used for marketing purposes by the BPMA to keep member companies informed of industry news, events, member benefits and services and will allow the Trade Association to deliver its services and communications efficiently and effectively.

All personal data will be used in a business to business capacity only and will be used in ways expected by an industry trade association and which will have minimal privacy impact.

The BPMA will not share your information with 3rd party contacts for marketing purposes. Minimal data is shared with member benefit providers. For more information explaining how we use personal data please see our privacy policy.

1. Membership Vetting Process

The board is fully committed to upholding the professionalism and integrity of our industry and to protecting the full supply chain. Applications will be accepted if the applicant:

- Meets the criteria of the application.
- Is capable of meeting its obligations under the code of conduct.
- Is approved by the board of the BPMA.

2. Board Approval

Any application to join the BPMA will be submitted to the Board of the BPMA for approval and applicants must meet all the relevant criteria.

The Board shall not be bound to give any reason for accepting or refusing the application of any applicant for membership of the Association.

3. The Application Process

Completed application forms are received by the secretariat by:

Email Enquiries@bpma.co.uk

Post BPMA, Fetcham Park House, Lower Road, Fetcham, Leatherhead, Surrey, KT22 9HD

- Credit checks are carried out on the company applying and directors. Accounts can be obtained and checked (if part of a holding company or a subsidiary, all accounts may be requested).
- Trade references will be obtained if applicable
- In addition, annual credit checks are monitored by our accounts provider to ensure all Directors meet the criteria set out.
- Your acceptance for membership will be confirmed to you subject to board ratification

4. Payment

Once your application has been accepted we will contact you for payment to cover your first years' membership fee, which will be pro-rated from date of joining to 31st May. You will also be charged a one off joining fee of £75. All prices are plus VAT.

It is mandatory for all members to setup a direct debit with the BPMA on an annual or monthly payment plan. Please note that monthly direct debit payment plans will incur an annual £25+vat administration fee.

5. Membership Renewal

Renewal of membership is an automatic process and you'll be invoiced on the 1st June of each year, in line with a common renewal we have for all of our members.

6. Overdue Invoices

Any member failing to pay any membership fees due within a period of 60 days from the due date will have their membership benefits frozen and at 90 days your membership will automatically be terminated. At this stage we may hand over any debts to a debt collection agency and a fee of 12% will be added to the amount owed.

7. Ending of Membership

Should you wish to cancel your membership, you will need to notify us in writing to : enquiries@bpma.co.uk by the 1st May, before the annual renewal takes place. Failure to do so will result in you being liable for an additional year's membership. The membership fee is non-refundable. Membership will automatically cease if your subscription remains unpaid after a period of 90 days from the invoice date, you will still be liable to pay the membership fee.

The board can suspend, and/or expel a member company for not adhering to the Code of Conduct and/or found to be bringing the industry into disrepute; this can also include Charter Members who have not adhered to the criteria of Charter Status.

NB: in all cases when membership ends all company details and listings on the BPMA website will be removed. You will have to remove the BPMA logo from your website immediately and from your stationery as soon as is practical but within 3 months. Your rights to ALL BPMA benefits including the discounts on forward bookings for exhibitions will also cease.

8. Privacy Notice

At the British Promotional Merchandise Association (BPMA), we are committed to protecting and respecting your privacy.

This privacy notice will help you understand how we collect, make use and protect your business and personal information. If you have any queries about this Privacy Notice or how we process your personal information, **please contact the Data Protection Officer by email:** enquiries@bpma.co.uk **or by post:** Data Protection Officer, The BPMA, Fetcham Park House, Lower Road, Fetcham, Leatherhead, Surrey, KT22 9HD.

Who we are

The British Promotional Merchandise Association Ltd (The BPMA) is the UK trade association representing the promotional product industry. As an organisation, we are responsible for the processing of personal information for business to business purposes only. The BPMA act as the Data Controller. Our registration number with the Information Commissioner's Office is ZA334505

Why do we obtain data?

In order for the BPMA to operate its business in a focused, efficient and sustainable manner and to provide its services to its members and promotional merchandise industry at large, it will obtain industry specific data that may contain some personal information. All data obtained by the BPMA is used for business to business purposes only.

What information we collect about you

The majority of data held by the BPMA is business data. Personal data collected and stored is used in ways in which individuals would reasonably expect and which have a minimal privacy impact.

The personal data held by the BPMA may have been provided by you or we have collected from you or from one of your colleague and may include:

- Name
- Email address
- Telephone number – business and or business/ personal mobile
- Dietary requirements (if provided by you or a colleague when booking to attend an event organised and hosted by the BPMA)

How we collect information about you

We collect information about you in a number of ways:

- When your business joins the BPMA
- When you or a colleague places an event booking and you are attending
- When you or a colleague registers you onto the BPMA Education programme
- Or when you contact us by phone, email or use our websites to express interest in our services, or to process an order for a BPMA product, service or benefit
- If you voluntarily complete our online forms, online surveys, provide feedback and or participate in competitions whether online, by attending an event or exhibition
- When you subscribe to Product Media Magazine.
- Data is also collected when a complaint is made against a member company that may contact personal information.

- We collect information from the BPMA website and its affiliated websites
 - www.bpma.co.uk
 - education.bpma.co.uk
 - www.bpmaclothing.co.uk
 - www.bringyourbrandtolife.co.uk
 - www.promotionalproductsweek.co.uk
 - www.productmediamagazine.co.uk
 - www.bpma-student-design-award.co.uk

Cookies General Use

We use cookies, tracking pixels and related technologies on our website. Cookies are small data files that are served by our platform and stored on your device. Our site uses cookies dropped by us or third parties for a variety of purposes including to operate and personalize the website. In addition, cookies may also be used to track how you use the site to target ads to you on other websites.

Third Parties

Our website employs the use of the various third-party services. Through the use of our website, these services may place anonymous cookies on the Visitor's browser and may send their own cookies to the Visitor's cookie file. Some of these services include but are not limited to: Google, Facebook, Twitter, Adroll, MailChimp, Sucuri, Intercom and other social networks, advertising agencies, security firewalls, analytics companies and service providers. These services may also collect and use anonymous identifiers such as IP Address, HTTP Referrer, Unique Device Identifier and other non-personally identifiable information and server logs.

What we use your information for and the legal basis for processing

We may store and use personal data for the purposes of:

- managing your business membership or prospective membership with the trade association
- managing your product media magazine subscription
- informing and sharing any industry related communications to you, such as industry news, industry related training and education, events and benefits.
- processing orders for event bookings or education programme registrations
- assisting the BPMA with any industry research
- allowing you access to your member profile and member only resources within the bpma.co.uk website
- allowing the BPMA to contact you with important association and industry information relating to product compliance and
- processing your sourcing enquiry

Our "legitimate interests" as referred to above include our legitimate business purposes and interests in operating our business in a focused, efficient and sustainable manner.

Using your personal data for marketing

We will send you marketing communications by post, email, telephone and through digital channels, such as social media. Our communications will always be industry relevant and informative.

Communications will be of business interest and will relate to:

- industry news
- industry or marketing related events
- education and training
- benefits / special offers
- BPMA services
- your membership rights and responsibilities
- Product Media Magazine (an industry trade journal owned by the BPMA)
- Where applicable, to process any grant applications on behalf of the Department of International Trade.
- Purchasing promotional merchandise from a BPMA member

You can object to receiving marketing from us at any time. Please follow the unsubscribe link in our marketing emails; or send us your name, address via email to enquiries@bpma.co.uk or by post to: Data Protection Officer, The BPMA, Fetcham Park House, Lower Road, Fetcham, Leatherhead, Surrey, KT22 9HD.

All unsubscribes are actioned and those individuals will not receive further e-marketing from the BPMA.

We consider that it is within our legitimate interests to send you industry and BPMA related information for marketing purposes.

Whom we share your data with

The BPMA works closely with third parties, particularly those who offer benefits to its members. Where relevant, the BPMA shares minimal data with such third parties so that members can be informed of such benefits that would be of business interest to that company. When applicable, third party service providers who support the operation of the business, such as IT and print management suppliers, marketing suppliers and financial service providers would also receive such data from the BPMA. Third party contacts only have permission to use the data provided to perform the tasks requested by the BPMA and data transferred to them will be protected by the terms in their Privacy Policies.

The BPMA use Mailchimp to send our e-marketing, the software allows us to transfer and store your business email address, name and track interactions. Data we pass to Mailchimp for communication purposes is protected by the terms in Mailchimps Privacy Policy. <https://mailchimp.com/legal/privacy/>

The BPMA are willing to share a full list of third party contractors upon a signed Non Disclosure Agreement.

How long your information is kept (Data Retention Period)

We will retain your personal information for a number of purposes as necessary to allow us to carry out our business, particularly in the context of members. Details will be held on file until the BPMA feels the data is no longer required or if an individual contacts us, requesting their data is removed.

If you have any questions in relation to our retention policy, please contact our Data Protection Officer using the details provided above and below.

Your Rights

Under the General Data Protection Regulation (GDPR) you will also have the following rights:

- to require us to erase your personal information from our database;
- to require us to restrict or object to our data processing activities;
- to receive a copy of the personal information we hold about
- to require us to correct the personal information we hold about you, if it is incorrect or needs updating.

Notice of Breach of Security

If the BPMA are aware of any breach that materially affects you, then we will notify you as soon as possible and later report the action we took in response. Should the ICO be notified of the breach the BPMA shall do so and inform the individual.

Changes to this Policy

We keep our privacy notice under regular review. This privacy notice was last updated on 24th May 2018. Any changes to our Privacy Policy will be placed here and will supersede this version of our Policy. We will take reasonable steps to draw your/members attention to any changes in our Policy.

Contacting Us

If you have any questions about our Privacy Policy, or if you want to know what information we have collected about you, please email us at enquiries@bpma.co.uk. You can also correct any factual errors in that information or require us to remove your details from any list under our control. You can also contact us in writing to BPMA, Data Controller, Fetcham Park House, Lower Road, Fetcham, Leatherhead, Surrey, KT22 9HD.