



Central Ohio Employee Services and Recreation Association

P. O. Box 995 Columbus, Ohio 43216

(614) 830-0265 Fax (614) 388-5753 www.coesra.org

VENDOR MEMBERSHIP APPLICATION (2009)

Vendor membership is available to companies, trade associations and other business organizations and enterprises willing to offer specific discounted products and/or services to COESRA members and their employees.

Company Name _____ No. of Cards Req _____

Mailing Address _____
(Street) (City) (St) (Zip)

	Representative #1	Representative #2
Rep Name:		
Email:		
Phone:		
Fax:		

*Please list (2) contacts for your business.

Website www. _____ No. of Employees _____

How do you want your business name listed? _____

Who referred you? (Name) _____ (Company) _____

Vendor Membership Terms & Conditions

As a Vendor Member, you agree to offer all COESRA members a general discount off your normal retail price or your best advertised price offered to the general public, or a specific product/service discount, whichever offers the greater savings. **The discount must be the best or equal offering for the year to any program or group**, excluding any special time limited sale. If the above discount(s) is not possible, you must submit your proposed discount to the COESRA Board, by contacting the office at (614) 830-0265, by FAX at (614) 388-5753, or by e-mail to vendors@coesra.org. **Discount pricing cannot be changed during the membership year unless approved by the COESRA Board.**

Vendors must be active COESRA members in order to participate in any COESRA sponsored events such as Vendor Fairs, Employee Discount Fairs (EDFs) and Trade Shows. Furthermore, Vendors agree to abide by COESRA Code of Conduct. Should Vendors choose not to renew membership, Vendor agrees not to solicit any COESRA General, Community or other Vendor members under the COESRA name without the written consent of the Board. This includes phone contact, mailings, or electronic communications.

COESRA Vendor Membership Fees

Membership is **\$250** per calendar membership year. Membership after July 1st **\$375** through the next calendar year. *Example: Vendor joins August 2008 and pays \$375 for remaining 2008 & all of 2009 membership.*

Fax or email completed application to: (614) 388-5753/ vendors@coesra.org
For questions, send email to vendors@coesra.org



Please answer the following questions completely

Describe what product(s) and/or service(s) will be discounted, and what the percentage or amount of discount will be? Please be specific.

How will employees obtain your discounts? (coupons, code, COESRA membership card, etc.)

Is your company a member of the Columbus Chamber of Commerce? Y/N

Is your company a member of the Better Business Bureau? Y/N

What other discount program(s) are you a member of or do you participate in? (Please include any programs that you offer to other companies.)

List two business references: (Company, Contact Person, Phone)

How did you hear about COESRA? Please mention reference if applicable.

Authorized Signature _____ Date _____

Print Name _____

By signing this application, you agree to abide by the COESRA Code of Conduct and all information on this application is true and accurate. Failure to abide by either will be grounds for removal from the program.



METHODS OF PAYMENT: MONEY ORDER BANK CHECK COMPANY CHECK

IF PAYING BY CHECK, PLEASE MAKE YOUR Money Order / Bank Check / Company Check payable to: COESRA. *No Personal checks accepted!*

Circle one:	VISA	MASTERCARD	DISCOVER
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Credit Card # _____	Expiration Date _____		
Name on credit card _____			
Complete billing address of credit card _____			
Address _____			
(Address)	(City)	(State)	(Zip)
Signature: _____	Date _____		

By signing the above, I authorize membership fees to be charged to my credit card.

VENDOR MEMBERSHIP REQUIREMENTS

PLEASE READ!

FAILURE TO FOLLOWING INSTRUCTIONS BELOW WILL DELAY YOUR MEMBERSHIP

You must submit a copy of your flier (preferably in PDF format), coupon or website for approval, at the time of application. The flier must prominently state or show the phrase **“COESRA DISCOUNT”**, state the percentage or type of discount, and be no larger than 4 mb in size. Make your flier attractive, descriptive and interesting to the reader. Please give a full description of your product and/or service. Be specific about any limitations on the discount. Colors & graphics should be appropriate for making copies within companies and/or printing from the internet. After your approval by the COESRA Board, you will be asked to email a final copy of your approved flier to vendors@coesra.org. The file will only be posted on the website if 4 mb or less in size. As part of your membership fee, the flier will be posted on the COESRA website, as soon as possible.