

## **ADBA – TERMS AND CONDITIONS OF MEMBERSHIP**

1. ADBA's membership year runs from 1 October to 30 September and membership fees are payable annually in advance.
2. Membership of ADBA is automatically renewed every year unless members contact ADBA directly in writing before the 20 August each year confirming that they wish to cancel their membership. Any members who contact ADBA after this date will be liable for the full annual membership fee for the new membership year.
3. Once an application form is received from a new member, such member has the right, during the seven (7) day period from submission of the membership application form, to cancel their membership application and, if payment has been made, to receive a full refund. Thereafter the applicant is liable to pay the full amount of the membership fee and any fees already paid are non-refundable.
4. The banding and category of membership selected must be based on the member company's annual turnover or total output of plants managed and nature of business at the time of joining the Association or at the time of renewal, whichever is the later. If the company's turnover is subsequently found to be higher than stated or the membership category selected is found to be incorrect then the Association reserves the right to invoice the company for the correct band or category fee.
5. All membership fees and other amounts owed to ADBA are payable in pounds sterling only.
6. Payment of membership fees not received within 30 days of becoming due may result in membership being considered lapsed and all services being suspended pending receipt of payment. However, liability to pay membership fees will not lapse and interest will accrue at 2% above NatWest's base rate.
7. Companies are only eligible to receive membership discounts for events and publications if they are members both at the time of booking and on the day/s the event is being held or the publication is ordered. ADBA reserves the right to refuse entry and/or invoice for any additional fees to companies who do not meet these criteria and are not therefore eligible for such discounts.
8. Membership of ADBA covers all employees of the member company named on the application form only. Parent, subsidiary or related companies will need to join in their own right if employees of those companies wish to receive member benefits.
9. Only members who have paid their membership fees for the new membership year by the 1st October are eligible for a free listing or to advertise in the published Annual ADBA Members' Directory.
10. By completing a profile form for entry in the published Annual ADBA Members' Directory companies are also confirming their agreement to become members of the Association for the stated membership

year. Companies will be liable for the full annual membership fee for the stated membership year if an entry is submitted.

11. ADBA reserves the right to deny the applicant access to the members' area on ADBA's website, suspend their listing in the online members' directory and access to other ADBA services if payment of membership fees is not received by the due payment date.

12. It is members' responsibility to provide their company information for the directory. ADBA is under no obligation to chase members to provide this.

13. ADBA has no liability for advice provided by us, or through us by members or recommended third parties.

14. Terms and conditions of membership, in addition to those contained in ADBA's Articles of Association, may be revised from time to time and will be notified to members in writing.

15. Membership fees are revised annually and will be notified to members in writing.

16. Once a member has cancelled its membership or otherwise ceases to become a member, all references to ADBA and any items which remain ADBA intellectual property (e.g. logos) must be removed from company literature, stationery and company websites as soon as possible but in any event no later than 90 days

17. Any actions or behaviour by Members which brings ADBA into disrepute may result in termination of membership at the discretion of ADBA.

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