



Membership Application Form

For

Supplier's Club

India Convention Promotion Bureau (ICPB)

(Sponsored by Ministry of Tourism, Government of India)

Room No. 233A, Ashok Hotel, Niti Marg, Chanakyapuri, New Delhi – 110021 INDIA

Tel: 26110101 Extn. 3186

E. connect@icpb.in , W. www.icpb.in

Date: _____

To,

The Chairman,
India Convention Promotion Bureau (ICPB),
(Sponsored by Ministry of Tourism, Government of India)
Room No. 233A, Ashok Hotel,
Niti Marg, Chanakyapuri,
New Delhi – 110021, INDIA

Subject: New Membership

Sir,

I/We hereby, apply for of **Membership** of the Indian Convention Promotion Bureau (ICPB), New Delhi under the category – Supplier’s Club

I/We agree to abide by the Memorandum of Association and Rules and Regulations of ICPB, New Delhi in force or any other rules or regulations or code of conduct prescribed both by the Governing Board / Bureau /Government from time to time.

I/We undertake to pay the annual subscription fee and hereby declare that the particulars given in the application are true and correct to the best of my/our knowledge and belief.

Yours faithfully,

(To be signed by the applicant)

Brief introduction about ICPB

As the MICE segment is flourishing in developed countries, the potential in India has also been discovered and companies started to explore the opportunities.

To promote India more effectively as a convention destination, India Convention Promotion Bureau (ICPB) was set up in the year 1988 jointly by the Ministry of Tourism, Government of India and the Industry and Trade.

In the recent past, the Bureau has undertaken a number of activities, which would give further exposure to the India's MICE Market. In order to further develop, ICPB is taking initiative and developing based on the feedback from its members and industry.

Membership under Supplier's Club category will enable service providers like horticulturists, photographers, printers, emcee, manpower agency, kit bag fabricators, memento manufacturers/dealers etc to join ICPB as members for availing ICPB platform and enhance their visibility to the conference organizers. The Supplier's Club membership will serve as a marketing tool for service providers to reach International & Domestic Meeting Planners under ICPB banner. ICPB will recommend the service providers enrolled as ICPB members to conference organizers enquiring of such services.

Applicable Admission fee and annual subscription charges

Category	Membership Fee	Application Fee (One Time)	GST	First Time	Subsequent Annual Subscription Charges
Supplier's Club	7000/-	3500/-	18%	12,390/-	8,260/-

(*) GST - as per govt. Rule, currently @18%

Benefits:

- Creating a business platform for members.
- ICPB will share suppliers list with meeting planners / conference organizers requesting for service providers contact details.
- Platform for Interaction with other industry stakeholders.
- Use of ICPB logo.
- Free listing on ICPB's website and member's directory.
- Enhanced exposure under ICPB banner, for attracting business queries.



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A. APPLICATION FOR SUPPLIER'S CLUB MEMBERSHIP

1. Name of Organization	
2. Contact Person	
3. Address	
4. Branch Office	
5. Type of Service	
6. GST / Tax / Pan Number (Copy attached)	
6. Contact Number	
7. Email Id	
8. Website	
9. Year of establishment	
10. ITR / Balance sheet last 2 years	
11. Recommendation of ICPB members (members organization)	



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Tel: 91-11-26873612, 26112264 & 26110101 Extn. 3186 Fax: 91-11-26874318

B. Supporting Documents required

1. Copy of GST certificate/PAN
2. Last 2 years balance sheet /ITR.
3. Recommendation letter from ICPB member.
4. Cheque / Demand Draft no. Dated.....for Rs..... Favoring **India Convention Promotion Bureau** towards admission fee and / or Annual Subscription charges as per our membership plus applicable services tax.

- I/We also undertake that we shall not use ICPB (Indian Convention Promotion Bureau) logo or name to defame it or its event/s.
- I/We undertake that the information provided in this application form are correct and true to the best of our knowledge and belief. We are fully responsible for any mis-declaration, if any, provided to Bureau, at any stage.
- I/We agree to abide by the Memorandum of Association and Rules & Regulations of the INDIA CONVENTION PROMOTION BUREAU, (ICPB) & **pay the annual charges**.

Place & date: _____

Signature _____

Name of Authorized Signatory _____

Designation _____

Institute Name _____

Address _____



INDIA CONVENTION PROMOTION BUREAU

Criteria for ICPB membership

Organization / supplier should be recommended by an ICPB member, who has a proven track of efficient & professional delivery of services.

Supplier club will include the following segment of the industry

- Horticulturists
- Printers
- Conference kit bag manufacturers
- Emcee
- Graphic designers
- Social media agencies
- Souvenir / gifts manufacturers / dealers
- Catering agencies
- Cultural programs troupes
- Artists for pottery, mehndi etc.
- Man power supplying agencies



INDIA CONVENTION PROMOTION BUREAU

Code of Conduct and Best Practices

1. We as ICPB members will strive continuously to improve professional standards within the MICE industry in tune with the international norms and quality standards.
2. Act professionally in all circumstances and in particular in relation to clients, suppliers, MICE professionals, fellow members and the public.
3. Represent their capabilities and services to potential clients and confirmed clients in an honest and professional manner, negotiate and agree on terms with a client, on the basis of the resources, that can reasonably be expected to be supplied.
4. Inform client of the conditions of engagement and scale of charges and agree that these conditions shall be the basis of the appointment.
5. To clearly mention charges and fees, as applicable and not attempt to get the contract by false representation. This will be treated as un-ethical trade practice.
6. Conduct business with integrity, in a manner which is not derogatory to the profession, nor bring ICPB and the country into disrepute, compete fairly with other members of the industry.
7. Governing Board membership should not use ICPB visiting card for commercial use.
8. Not to indulge in monopolistic and un-ethical trade practices.

Confidentiality – ICPB members will treat every client transaction confidentially and not disclose any information without permission of the client, unless required by law.

Compliance and Conclusion

We have read the Code of Conduct, have acceptance and recognition thereof, would follow Code of Conduct in its letter and spirit, and conduct business accordingly. Breach of any of the above articles, may result in a disciplinary action including expulsion from ICPB, as well as reporting to the concerned authorities.

Members shall co-operate in any investigation undertaken by ICPB into an alleged breach of the Code of Conduct and shall comply with the procedures of investigation and enforcement.

Name –

Designation

Name of Organization-

Date-

Place-

Signature-