



MEMBERSHIP APPLICATION

Membership Dues: \$240 per calendar year

Please E-mail, Fax or Mail Completed Application to: Paul Latham, Louisville Wedding Association President, 620 South Third Street Suite 100, Louisville, KY 40202 or paul@fdleventsanddesign.com.

Please review, complete and submit this application to Paul Latham, LWA President. Your signature indicates that you agree to terms and conditions and code of ethics stated below. This application constitutes a binding agreement when accepted by the Louisville Wedding Association. The individual's signature that appears below warrants and represents that he/she has authority to enter into this agreement on behalf of the company or organization represented.

Membership Directory Information

Company Name:
Federal Identification Number:
Contact Person:
Alternate Contact:
Mailing Address:
City, State and Zip Code:
Phone:
Mobile:
Fax:
E-mail:
Website Address:

Description of products/services offered. (This description will be publish unaltered on the website and in the Perks Book.)

Perk*:

***Perk:** A perk is an offer or discount that you provided to potential clients that mention the perk from the website or perks book. There are no restriction on the type of perk that you can offer, but it is a requirement to have a perk listed. Example of perks would include: A percentage or dollar amount off a package, item, or total contract; a free product with purchase; or free or discounted delivery, setup, or upgrade.

Business References: Please provide at the name, phone number and email address of at least two business references that you have worked with in the past twelve (12) months.

Name	Phone Number	Email
1		
2		

Client References: Please provide at the name, phone and email address of at least two client references that you have worked with in the past twelve (12) months.

Name	Phone Number	Email
1		
2		

List all Professional Organizations, Awards and/or Accreditations and any special licenses that you hold:

How did you hear about us? Where you referred by a current member?

Service/Product Category:

Please select the service category you would like to be listed under. Each vendor may choose one category. Vendors (for the same business) may choose to be listed in more than one category on the website for an additional \$75 per year and in the Perks Book for an additional \$125 per year. Any vendor choosing to be listed in two categories in the Perks Book and on the website will receive an additional booth at the wedding show and will be allowed to bring one additional representatives to LWA meetings/socials.

<input type="checkbox"/> Alterations	<input type="checkbox"/> Gifts/Favors	<input type="checkbox"/> Special Touches
<input type="checkbox"/> Attire	<input type="checkbox"/> Guest Accommodations	<input type="checkbox"/> Transportation
<input type="checkbox"/> Beauty Services	<input type="checkbox"/> Jewelry/Accessories	<input type="checkbox"/> Travel
<input type="checkbox"/> Cakes/Desserts	<input type="checkbox"/> Health/Fitness	<input type="checkbox"/> Venues
<input type="checkbox"/> Catering	<input type="checkbox"/> Invitations/Stationary	<input type="checkbox"/> Videography
<input type="checkbox"/> DJ	<input type="checkbox"/> Ministers/Officiant	<input type="checkbox"/> Wedding Planner
<input type="checkbox"/> Floral/Decor	<input type="checkbox"/> Musicians	<input type="checkbox"/> Wedding Registry
<input type="checkbox"/> Financial/Insurance	<input type="checkbox"/> Photography	<input type="checkbox"/> Wedding Resources
<input type="checkbox"/> Formal Wear	<input type="checkbox"/> Rentals	<input type="checkbox"/> Other:

Louisville Wedding Association -- Membership Benefits

1. Additional Business credibility. The Louisville Wedding Association will advertise and promote its members to potential clients at our events and through print and social media mediums.
2. Members businesses will be advertised on the Louisville Wedding Association Website, Blog, and Facebook page.
3. Membership in the Louisville Wedding Association is a reassuring sign of your commitment to high ethical standards in your business practices.
4. You will receive a Louisville Wedding Association certificate for display at your place of business during your active membership.
5. Use of the Louisville Wedding Association logo for use in literature and advertising.
6. Your company listed in all LWA printed directories during the term of your membership.
7. Networking opportunities at monthly meetings and/or socials hosted by the Louisville Wedding Association.
8. Business development tips and resources and a focus on education and continual development presented at each Louisville Wedding Association meeting.
9. Business tips and wedding industry trend updates.
10. Free participation in an annual bridal show hosted by the Louisville Wedding Association.

Before Signing this Agreement, Please Read the Requirements, Rules and Regulations and Code of Ethics.

Louisville Wedding Association -- Requirements

To become a member of the Louisville Wedding Association you must be a business that supports and promotes the wedding and event industry.

1. Be current with all required permits, certifications, and licensing needs for product or services provided by your company.
2. Provide at least two vendor and two client references that you have worked with in the last twelve months.
3. Provide a copy of your current contract.
4. Provide information and a current digital portfolio of products or services that can be used on the website, in print and on other marketing material.
5. Attend as many monthly meetings as possible.
6. Keep your dues current.
7. Maintain a professional standing within the group and the industry.
8. Learn the art of networking and sharing leads.

Louisville Wedding Association -- Rules and Regulations

1. This agreement will commence upon payment of dues by member (hereafter, "You" / "Your") and approval of the Louisville Wedding Association Executive Board (hereafter, "LWA"). It shall continue until December 31 thereafter. LWA reserves the right to cancel this agreement without further obligations under this contract, or for cause if You have failed to pay as agreed or if You fail to perform any material term or condition of this agreement. Member shall pay a fee of \$50 for any check presented that is returned by the bank, and a fee of \$30 for any late payment.
2. Code of Ethics. You must adhere to the LWA Standards of Excellence, which guides the business practices of all members and helps ensure adherence to the principles upon which LWA is based. It is understood that You are familiar with its contents and will uphold each of the Articles and pledges it contains. You acknowledge that membership may be terminated without any refund, should LWA and/or LWA Executive Board determine in its sole discretion that You have violated any aspect of the Code. LWA will always seek to address any such matters directly with you in order to have full information before a termination hearing occurs.
3. Licenses. You shall be required to obtain and keep in force any & all licenses for operation of your business.
4. Logo. You are permitted to utilize the LWA logo in your advertising, letterhead, business cards, and signage. Artwork of the logo is available free of charge to You; the logo must not be altered in any fashion. The use of the LWA logo must be discontinued immediately upon lapse in, non-renewal or termination of membership.
5. Liability and Insurance. LWA is not responsible or liable in any way for any injury to person or property, loss or damage of any kind, sustained by You, your employees or any other person by reason of fire, theft, water, accident, or negligence of LWA or any of its agents or employees or any other cause whatsoever, except in cases of gross or sole negligence or willful misconduct. It is further understood that You will indemnify and hold harmless LWA from damages, loss, cost or expense, including costs of defense and reasonable attorney fees of any and all kind arising out of sole or contributing negligence of You, your employees, or agents, or LWA, or otherwise.
6. Miscellaneous. (A) All matters & questions not covered herein are subject to decision of LWA. Should either party resort to litigation or any form of alternative dispute resolution relating to this event under terms of this contract, parties agree that jurisdiction, venue and

choice of law shall be in the State of Kentucky, County of Jefferson. (B) Any member needing assistance relating to a disability must contact LWA no later than 30 days prior to a LWA hosted event. (C) LWA reserves the right to use photos and/or video taken of You, your employees, and agents for publicity purposes. Louisville Wedding Association and its members acknowledge the need to preserve and encourage fair and professional business practices. As a condition of membership, all members pledge to adhere to our Code of Professional Ethics.

Louisville Wedding Association -- Membership Bylaws (Adopted 06.06.2011)

Article 1: Purpose

Section 1: Name & Location: The group shall be known as “Louisville Wedding Association” – Association of Wedding Professionals serving Louisville and Surrounding Areas. Meetings may be held at such places within the Louisville and surrounding areas as may be designated by the Board of Directors.

Section 2: Purposes: The Louisville Wedding Association’s goal offer continuous education, networking and group marketing opportunities.

Section 3: As of January 08, 2008, The Louisville Wedding Association is organized and shall operate as a non-profit organization.

Article 2: Board of Director’s & Duties

Section 1: Composition: The Louisville Wedding Association shall operate under a volunteer membership Board of Director’s consisting of a President, Secretary, Treasurer and Members at large.

Section 2: Term of Office: The Board of Director’s shall be elected to a one year term annually at the last meeting of the year in December. Voting shall be by ballot – one member, one vote. No voting by proxy. Annual term runs January 1st through December 31st.

Section 3: Removal: Any director may be removed with or without cause by a quorum vote, at a regular or special meeting of the Board, provided that written notice of the intent to call for such a vote naming the director is sent to Board members and said director at least five days prior to that meeting.

Article 3: Membership

Section 1: Qualifications: Membership is open to those persons, entities, and associations who demonstrate a high standard of quality, ethics, professionalism and reliability, both personally, and with regard to their products and/or services.

Section 2: Membership: Membership is limited to companies who provide a product or service directly related to a wedding rehearsal, ceremony, and/or wedding reception. To obtain membership a prospective member may attend one regular monthly meeting at no cost. A prospective member may attend regular monthly meeting at a \$20.00 person fee after the first visit.

Section 3: Requirements: Admission into membership requires that each member meet the following requirements and/or make the following commitment.

- Members must provide a product or service directly related to a wedding rehearsal, ceremony, and/or wedding reception.
- Three years business experience in the event/wedding industry.
- Agrees to adhere to the Membership Bylaws
- Utilize fellow members for business or personal needs whenever possible.
- Conduct oneself in a professional ethical manner in all respects.
- Annual Membership Dues of \$240.00 per year to be paid upon membership approval.

Section 4: Membership Benefits

- Membership for one year in The Louisville Wedding Association
- No monthly meeting fees
- Membership listing on The Louisville Wedding Association website.
- Networking opportunities at the monthly meetings.
- Professional Development
- Opportunity to make presentations, display your products and/or services.
- Local advertising of the Association.
- Right to use The Louisville Wedding Association member logo on your printed materials and/or website.
- Opportunity to serve on Board of Directors.
- Voting rights.
- FREE participation in The Louisville Wedding Association Showcase events

Section 5: Attendance - Attendance is not mandatory. The Louisville Wedding Association hosts 10 monthly meetings a year on the first Monday of each month from 6:30 until 8:30pm. There is no meeting in January or September. Also due to the some holidays some of the meeting may be rescheduled. Members who are unable to attend meetings will still have the right to participate in events, group marketing and the website.

Section 6: Referrals - It is understood that each The Louisville Wedding Association member will make every effort to create referrals for the members of the group.

Section 7: Resignation - Any the Louisville Wedding Association member may resign from The Louisville Wedding Association at any time. The resignation shall be submitted in writing or email to the President of the board. The resignation shall become effective immediately upon receipt by the President of the board of director's. Any membership due will be forfeited.

Section 8: Bylaws - Any person who is proposed and accepted for membership shall be deemed to accept these bylaws and subsequent changes and be bound by them in all respects.

Article 4: Expenses - Any expenses The Louisville Wedding Association incurs on behalf of The Louisville Wedding Association will be paid out of the treasury. Expenses will be agreed upon by way of a majority vote of those present at any regularly constituted meeting.

Article 5: Amending Bylaws - Amending Bylaws: To amend these Bylaws, Members must present proposed changes, draft the revisions, and be approved by way of majority vote of those present at any regularly constituted meeting.

Article 6: Dissolution Clause - Any action to dissolve The Louisville Wedding Association must be approved by way of majority vote of eligible voting members of The Louisville Wedding Association present at a meeting called to specifically consider such action, for which meeting written notice has been issued to all Members eligible to vote in accordance with the provisions of these bylaws. If the group at its own option shall cease to exist, all assets shall be divided equally among the current active members.

Louisville Wedding Association -- Standards of Excellence

Our organization has been founded to:

- Facilitate networking between wedding professionals
- Strengthen the local wedding industry through continuous educational opportunities
- Be the most comprehensive resource for engaged couples

The Louisville Wedding Association will gain the respect & confidence of the wedding community by having members which conduct business with the highest of standards. It is our determination to have professionals who provide only top quality services & products. In order to gain the respect & confidence of the wedding community all members must agree to uphold the standards of excellence & conduct business in an ethical manner. As a condition of membership every LWA member agrees to adhere to the following ethical standards and fundamental practices:

1. **TRUTH:** Always make accurate claims to your customers & use only competent testimonials. Strive to be open about all aspects of the products or services you offer. Communicate clearly your prices & what services and/or products your customers will receive. Maintain the trust & the affairs of clients as well as other LWA members. Do not disclose any information shared in confidence with you directly, in a meeting, or over email.
2. **HONESTY:** Accurately represent your qualifications & expertise. Uphold the principles of fair play & be vigilant against conduct, which has the intent, capability, or effect of being deceptive towards consumers or other vendors. Only provide service in those areas in which you are qualified. When you are unable or unqualified to fulfill requests for service make every effort to recommend the services of a qualified LWA member.
3. **INTEGRITY:** Avoiding all devices & schemes which prey on human ignorance or gullibility. Honor all agreements made with customers & service providers. Observe all laws & obtain any licenses(s) required by law for your type of business. LWA members will not participate in any unfair business practice which limit or restrain access to the marketplace by any other wedding professional or to the public. LWA members will not engage in price fixing or any other manipulation of a competitive free market system.
4. **COOPERATION:** Make every effort to become familiar with the products & services provided by other LWA members. Plan to attend LWA meetings regularly. Support a healthy marketplace for all thru cooperation with customers & other businesses.
5. **PROFESSIONALISM/ANTI-DEFAMATION:** Treat all wedding professionals with courtesy & dignity. Do not speak negatively about other wedding professionals.

6. SELF-REGULATION: Honor all commitments and guarantees, & seek to resolve any disputes in a fair & expeditious manner. If a dispute is brought to the attention of the association, the executive board will make every effort to assist in settling the manner professionally & promptly. The executive board will investigate & full inform the consumer of any health, environmental, safety or other hazards posed by the normal use of our products or service.

I pledge myself to honesty and integrity, to pursue my profession and education so that services to my clients shall reflect the highest standards. I pledge myself to comply with the standards of Louisville Wedding Association. I pledge myself to seek and maintain association with fellow members and others who may become a part of my business and professional life in an honorable and cooperative manner. I know that my clients rely on my knowledge, experience and recommendations. I pledge not to betray the trust my clients place in me.

I herein submit my application for membership in the Louisville Wedding Association. I understand that the term will begin once the application has been processed and approved, and my membership fee has been received. By signing this application, I agree to uphold the code of ethics and fulfill the requirements stated by the Louisville Wedding Association.

Print Name:	Date:
Signature:	

Current Annual Membership Fee: \$240.00

Membership is for one calendar year beginning January 1 and ending on December 31. Membership dues are non-refundable. Please make checks payable to the Louisville Wedding Association.

Adopted from the California Wedding Association