

MEMBERSHIP APPLICATION



Legal Business Name

Business Name (DBA) if different from above

Mailing Address

Business Registration Number **(required)**

City

Province

Postal Code

Tel.

Fax

Voting (main) contact for the membership

Title

Contact Tel.

Ext.

Contact Email

Billing Contact (if different than voting)

Tel.

Contact Email

Please describe your business. Once your application is approved, you will have the ability to change or update this through our Member Extranet.

Social Media:

Facebook

Twitter

Instagram

Base Member

Ottawa Tourism members are an active part of the local tourism industry and receive benefits including invitations to networking events, website listing, an electronic newsletter, and other communications, access to tourism research, a vote at the Annual General Meeting, inclusion of brochure in visitor information mailing package (upon visitor request), option to purchase banner advertising on **ottawatourism.ca** and option to participate in Leisure Campaign programs.

Calculate the number of full-time equivalent (FTE) employees in your organization using the following: $FTE = \text{total number of hours worked by all employees in an average week} \div 35$. Using this formula, my business has a total of _____ FTEs, making it a:

- Small business** (5 or less FTE employees) **\$310 annually** **
- Medium business** (6 – 99 FTE employees) **\$530 annually** **
- Large business** (100 or more FTE employees) **\$840 annually** **

** The membership fee will be prorated based on the date of application. **

STEP 1 TOTAL

Tour & Travel Option

Benefits Include:

- **Destination Planners Guide** (DPG) listing
- Tour & Travel business leads for groups & FIT clients
- Additional Tour & Travel opportunities (e.g. invitations to participate in FAMs, annual campaigns, and more)

Add \$200 for this option

Tour & Travel Contact Person

Title

Tel.

Ext.

Email

Convention & Meeting Option

Benefits Include:

- **Destination Planners Guide** (DPG) listing
- Convention and meeting sales leads
- Quarterly Convention Calendar of confirmed meetings
- Additional Convention & Meeting opportunities (e.g. invitations to participate in FAMs, annual campaigns and more)

Add \$350 for this option

Convention/Meeting Contact Person

Title

Tel.

Ext.

Email

STEP 2 TOTAL

Your Public Listing Information

Information available to the public on www.ottawatourism.ca:

Business Name (English)

Business Name (French)

Location Address for Public (if different from above) (e.g. ticket booth)

Public Tel.

Toll-free

Public Email

Website

Your business is bike-friendly.

As a member you will receive one FREE listing under the primary category which BEST describes your business. Please check the box of the primary category. If your business offers more than one service or you feel it fits under two categories it can be listed under additional categories for \$150 per category. Please specify the additional category(s) below with a #2, #3 etc.

Examples

- A retail store which provides a seated restaurant in it's vicinity may also be listed as a restaurant.

Accommodation*

Attraction*

Convention & Meeting Facility

Restaurant

Number of rooms: _____

Retail*

Tour operators/Tour services*

Type: _____

We are unionized.

Number of Seats: _____

of additional categories _____ at **\$150.00** per category **STEP 3 TOTAL**

*Has several sub-categories. Please contact membership@ottawatourism.ca to get a full list of the subcategory options.

A Member Extranet login will be sent to you to add all of your publication information once the membership has been approved.

Associated Business

If you have an associated business that would benefit from membership with Ottawa Tourism, please see below. In order to qualify, the business must have either the Tour & Travel or Convention & Meeting option.

Add \$250 per business

Business Name (English)	Business Name (French)	
Location Address for Public (e.g. ticket booth)		
Public Tel.	Toll-free	
Public Email	Website	
Facebook	Twitter	Instagram

Your business is bike-friendly.

Business category: _____

STEP 4 TOTAL

ANNUAL FEE = STEP 1 + STEP 2 + STEP 3 + STEP 4 =
Annual fee

Ontario Residents ONLY Add HST (13%) #R119360618

TOTAL

Quebec Residents ONLY Add GST (5%) # R11936018

Quebec Residents ONLY Add QST (9.975%) #1207891220

TOTAL

Payment will be required upon receipt of invoice.

- **All membership applications must be approved by Ottawa Tourism's Board of Directors.** At each Board meeting, all new applications for membership are reviewed. Should an application for membership be denied by the Board of Directors, any fees already paid to Ottawa Tourism will be refunded in full.
- **Membership benefits** are subject to change.

Should you have any questions, please contact Ottawa Tourism's Membership Coordinator at membership@ottawatourism.ca