

## Supplier Membership

Dear Prospective Member:

We appreciate your interest in the BIFMA organization. Please contact us if you need further information or have questions that are not answered either with this or other communications that you have received.

Following this page is the application form for supplier membership in BIFMA. Please complete the entire form and submit to:

BIFMA  
678 Front Ave., NW  
Suite 150  
Grand Rapids, MI 49504-5368

Application forms are also accepted via email and can be paid by check, credit card, ACH or wire transfer. To make payment arrangements, please contact the BIFMA office at:

Phone: +1 616.285.3963, or  
Email: [mhubbel@bifma.org](mailto:mhubbel@bifma.org)

Thank you.

## Supplier Membership Application

The undersigned firm agrees to become a Supplier member of the Business and Institutional Furniture Manufacturers Association (BIFMA) and to pay one full year's dues based on the BIFMA Dues Schedule dated June 1, 2019. Dues cover a twelve (12) month period, commencing with the acceptance date of the application by BIFMA. Membership services begin upon receipt of payment.

Date: \_\_\_\_\_ Firm Name: \_\_\_\_\_

We supply goods, parts or components to the office and institutional furniture industry (general product line description).

### Our Corporate Office Address:

Street Address and/or PO Box \_\_\_\_\_ Telephone \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Facsimile \_\_\_\_\_

Website: \_\_\_\_\_

Firm's Dues Category: A B C D E F (Based on the most recent calendar/fiscal year's volume.)

Submitted By: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

### Firm's BIFMA Representative:

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_ Telephone \_\_\_\_\_

Email: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Facsimile \_\_\_\_\_

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### FOR BIFMA USE ONLY

Membership Effective Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## Supplier Membership Dues Policy

“Supplier Member” dues are based on a material and/or component part supplier’s annual sales to the North American office, business and institutional furniture industry, including ready-to-assemble and home office furniture.

A Member Company is considered to be all affiliated companies controlling, controlled by, under common control, or under the collective membership of the Member Company. The appropriate dues category is based upon the total aggregate sales (as defined above) of the Member Company and all of its affiliates.

### Supplier Dues Schedule

<b>Annual Business Volume</b>	<b>Supplier Dues Category</b>	<b>Annual Dues Amount</b>
Under \$2 million	A	\$1,300
\$2 - \$10 million	B	\$2,200
\$10 - \$25 million	C	\$2,800
\$25 - \$50 million	D	\$3,400
\$50 - \$100 million	E	\$3,900
Over \$100 million	F	\$4,400

### Billing Procedure

Annual membership dues cover BIFMA’s fiscal year, from June 1 through May 31 of the following year.

A company can join the association at any time during the association’s fiscal year. All new members pay for a full year of dues on the date they join, followed by an interim billing on their 1-year anniversary date based on the months left to the next fiscal year schedule beginning on June 1. Thereafter, membership renewal billings cover the regular fiscal year.

Membership dues may be tax deductible as an ordinary and necessary business expense. BIFMA estimates that 10% of your dues are not deductible as a business expense because of lobbying activity.