



## MEMBERSHIP APPLICATION

<b>Company:</b>	
<b>Contact name:</b>	
<b>Position in company:</b>	
<b>Address for mailing purposes:</b>	
<b>Postcode:</b>	
<b>Tel:</b>	<b>Mobile:</b>
<b>Fax:</b>	<b>Email:</b>

**Subscription:** I enclose £                      in payment of my membership subscription.  
Cheques payable to Produced in Norfolk Limited

1. I/We, the above, apply to become a member of Produced in Norfolk Limited.
2. I/We agree that we will abide by the Terms and Conditions of Membership.
3. I/We endorse Produced in Norfolk's commitment to diversity which states that:

Produced in Norfolk is committed to the principle that every person associated with the Co-operative deserves to be treated with dignity and respect. Produced in Norfolk has a genuine commitment to diversity and equal opportunity, and values diversity among our members and colleagues, a diversity that we consistently work to foster and enlarge. Produced in Norfolk is committed to this policy and we take its implementation very seriously.

4. I/We agree to contribute in kind, in addition to the membership subscription, a minimum of £25 as calculated in terms of time/products/transport etc for the benefit of Produced in Norfolk Limited.

Signed .....

**Please tick those business areas in which you have an interest or seek opportunities:**

Craft Fairs /Country Shows	Farmers Markets	Food Hall Marquees
Trade Fairs / Wholesale Caterers	Retail Trade	Mail Order
Galleries & Exhibitions	Corporate Gifts	Commission Work
Selling independently through shops		

**Please tick if you have any of the following promotional materials:**

Brochure	Product Card	Catalogue	Website
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\* A list of our members will be sent to HSBC bank. Please tick box if you do not wish the company you represent to be included

**BANK DETAILS**

From time to time Produced in Norfolk may need to make payments to our members, for example if your products are sold through one of our outlets. To ensure payments are made promptly please provide the following details. All information remains strictly confidential.

Bank/building society:

Sort code:

Account name:

Account number:

**ENVIRONMENTAL ISSUES/ANIMAL WELFARE**

We will have opportunities to highlight products or processes that benefit the environment. Please give details below of any environmental benefits your business contributes.

*e.g. organic, environmental protection, recycling; use of reclaimed/ local materials; enhanced animal welfare standards.*

**DETAILS TO BE PRINTED IN PRODUCED IN NORFOLK BROCHURE & WEBSITE**

**Company name:**

**Address:**

**Postcode:**

**Telephone:**

**Fax:**

**Email:**

**Website:**

**Promotional Description** - In no more than 50 words you need to sell your products and services. This may include product descriptions, skills, processes or any special characteristics that make you stand out from the rest.

*e.g. A unique range of kiln formed glass products for the interior environment including mirrors and lighting.*

**Existing Facilities** - Please tick if you have the following that can be visited by the public:

Factory Shop / Farm Shop    Workshop    Tea Room    Gallery    Other.....

**Please return completed form, together with your payment, to:  
Produced in Norfolk, Melbourne House, Arminghall Close, Norwich NR3 3UE**



To be retained  
by applicant

## TERMS AND CONDITIONS OF MEMBERSHIP

1. Produced in Norfolk Limited is hereinafter called the scheme.
2. All products labelled with the above Produced in Norfolk logo will either be wholly manufactured in the County of Norfolk or the last treatment or process, resulting in a **substantial change** to the product by means of **substantive creative input**, shall have taken place in Norfolk.
3. All manufacturers, processors and producers, hereinafter called the member(s), must be cognisant of, and abide by, the relevant legislation.
4. All consumer goods must satisfy current consumer legislation, including the general safety requirement and any other relevant approved safety standards and regulations.
5. Customer complaints to the member(s) shall be dealt with promptly and at an appropriate level. If a complaint is not resolved to the satisfaction of the customer, he / she should be advised by the member(s) that their local Trading Standards Department may be able to offer advice or help. The member(s) shall establish and maintain a system of monitoring complaints from customers, agents and retailers to ensure that corrective and preventative remedial action is taken.
6. Member(s) must be aware of their obligations regarding product liability and ensure that these have been fulfilled satisfactorily with regards to procedures, insurance, contracts and records.
7. Member(s) shall only use the Produced in Norfolk logo in strict accordance with the scheme's design specifications.
8. All publicity material carrying the Produced in Norfolk logo must comply with the Trade Descriptions Acts.
9. Members of the scheme and use of the Produced in Norfolk logo shall not be construed as a mark of approval, credibility or status by Produced in Norfolk Limited and the member shall in no way claim or suggest that this is the case.
10. Produced in Norfolk Limited reserves the right to rescind the membership of any participant from the scheme, for whatever reason, at its absolute discretion. It may also preclude certain products from the scheme which, in its judgement, for whatever reason, may be considered to prejudice the scheme in any way. Should such action be taken, the Produced in Norfolk logo shall no longer be displayed on any existing or future products of the participant without written permission from Produced in Norfolk Limited.
11. Produced in Norfolk Limited accepts no liability for the members' products or actions.
12. Produced in Norfolk Limited shall in no way be liable for any losses, either financial or of goodwill, which may result from any rescinding of membership of the scheme.
13. Produced in Norfolk Limited reserves the right to modify this agreement to reflect any change in the law and for any other purpose it may deem relevant.
14. I/We agree to my/our details being given to Norfolk County Council Trading Standards by Produced in Norfolk Limited.