



The Industry Voice for Workplace Solution

REGULAR 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 regular membership in BIFMA. Please complete the entire form and submit with your payment to:

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

If your company system requires an invoice document in order to initiate payment, please contact our office at:

Phone - 616-285-3963, or
Fax - 616-285-3765, or
Email – email@bifma.org

Thank you.



The Industry Voice for Workplace Solution

REGULAR MEMBERSHIP APPLICATION

The undersigned firm agrees to become a member of the Business and Institutional Furniture Manufacturer's Association (BIFMA) and to pay one full year's dues based on the BIFMA Dues Schedule dated June 1, 2008. 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 are manufacturers of the following type of business and/or institutional furniture: (general product line description)

Our manufacturing facilities are located at:

Street Address and/or PO Box () _____
Telephone Number

City, State, Zip Code () _____
Facsimile Number

Internet: _____

Firm's Dues Category: _____ (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 Number

email: _____

City, State, Zip Code () _____
Facsimile Number

FOR BIFMA USE ONLY

Membership Effective Date: _____

Accepted by:

Signature Date



The Industry Voice for Workplace Solution

Regular Member Dues

BIFMA DUES SCHEDULE Effective June 1, 2008

ANNUAL SALES OF BUSINESS AND INSTITUTIONAL FURNITURE	DUES CATEGORY	ANNUAL DUES AMOUNT (in U.S. dollars)
\$0-\$1 MILLION	A	\$ 1,110
\$1-\$5 MILLION	B	2,060
\$5-\$10 MILLION	C	3,060
\$10-\$15 MILLION	D	4,220
\$15-\$25 MILLION	E	5,460
\$25-\$50 MILLION	F	6,800
\$50-\$75 MILLION	G	8,450
\$75-\$100 MILLION	H	10,400
\$100-\$150 MILLION	I	12,360
\$150-\$200 MILLION	J	14,420
\$200-\$300 MILLION	K	16,800
\$300-\$400 MILLION	L	19,500
\$400-\$500 MILLION	M	22,400
\$500-\$625 MILLION	N	25,750
\$625-\$750 MILLION	O	29,500
\$750-\$875 MILLION	P	33,900
\$875 MILLION-\$1 BILLION	Q	38,950
\$1.0-\$1.2 BILLION	R	44,000
\$1.2-\$1.4 BILLION	S	49,100
\$1.4-\$1.6 BILLION	T	54,500
\$1.6 BILLION and above	U	60,000

(over)

BIFMA Membership Dues Policy

- BIFMA “regular member” dues are based upon a company’s total domestic (North American) and export shipments of office, business and institutional furniture, including ready-to-assemble and home office furniture.
- Product categories (as defined in the association by-laws) include, but are not limited to, seating, desks, storage units, tables, files, systems furniture, conference room and library furniture.
- Design, method of manufacture, price point, distribution channel and targeted market segment have no bearing on whether a product fits the aforementioned description.
- A Member Company is considered to be all affiliated companies controlling, controlled by, or under common control of the member company. The dues category is based upon total aggregate shipments of the Member Company and all of its affiliates.

Billing Procedure

- BIFMA’s fiscal year runs from June 1 through May 31 of the following year. A company can join BIFMA International at any time during the association’s fiscal year upon payment of a full years dues.
- 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 International estimates that 10% of your dues are not deductible as a business expense because of lobbying activity.