

## Membership Registration Central Otago TOURISM Operator/s

Thank you for your interest in becoming a member of Tourism Central Otago (TCO).

**Tourism Central Otago (TCO)** is the official Regional Tourism Organisation (RTO) responsible for coordinating and facilitating the marketing of Central Otago as a visitor destination within New Zealand and internationally. Tourism Central Otago:

- Is a resource unit available to local Central Otago based tourism businesses as well as national and international Travel Trade.
- Develops Central Otago marketing resources for the consumer and travel industry;
- Is available to assist operators who wish to learn more about working with different visitor markets and distribution outlets;
- Develops and maintains the regional website [www.centralotagonz.com](http://www.centralotagonz.com);
- Works closely with Tourism New Zealand, local and national tourism organisations and industry.

Tourism Central Otago operates within the principles of 'destination management' which requires that member businesses **must** meet all their legal obligations and adhere to the following principles:

- All relevant consents, permits and operating licenses must be held
- The contact details for your service/product must be administered (ie phones answered; emails checked)
- If you advertise and/or offer a tour, product or service you must run / deliver it.

**Please complete all relevant information on the membership form to allow us to process your application in a timely manner, retaining a copy for your records.**

Once your membership application has been processed (and fee paid if a subscription member) the details of your business will be forwarded to our four Visitor Information Centres to include in their product list/s, and uploaded onto our database ready for you to supply us with the website content.

**Membership Registration Details:** *Please complete ALL information to enable us to process your registration.*

<b>Business / Trading Name:</b> _____	
Name: _____	Position: _____
Name: _____	Position: _____
<b>Physical Address:</b> _____	
_____	<b>Postcode:</b> _____
<b>Postal Address:</b> _____	
_____	<b>Postcode:</b> _____
Phone: _____	Mobile: _____
Freephone: _____	
Email: _____	
Website: _____	
<b>Type of Product / Business / Description:</b> _____	
_____	
_____	
Hours and Days of Operation: _____	
Capacity (number you can cater for): _____	
Additional Services / Other Information: _____	
_____	
_____	

## Membership Categories

Tourism Central Otago provides membership to **BUSINESSES** trading in the **Central Otago District Council (CODC) area**. We have two types of membership.

**Please select the correct category for your tourism business, either A or B.**

<b>A</b>	<b>Rate Contributing Member:</b> An individual, company or partnership who pay or contribute to the current CODC rate or an individual, company or partnership who pay rent to CODC for the operation of their 'Tourism Business'. <input type="checkbox"/>
	<b><u>No membership fee is required.</u></b>
	Registered name of the person / organisation paying rates: _____
	CODC Rates Assessment (Valuation) Number: _____
	<b>Do you require a Resource Consent to run your business?</b>
Yes	<input type="checkbox"/> Resource Consent Number _____ RC
No	<input type="checkbox"/>
Unsure	<input type="checkbox"/>
	Comments: _____
	<b>Other information to be supplied where applicable:</b>
	DOC Concession Number: _____
	Other Licences: eg LTSA / CAA / MSA _____
	Comments: _____

**OR**

<b>B</b>	<b>Subscription Member:</b> An individual, company or partnership trading in Tourism, who <b>does not</b> pay or contribute to the current rate of CODC and <b>do not</b> pay rent to a CODC ratepayer. <input type="checkbox"/>
	These businesses can become members of TCO upon payment of an <b><u>annual membership subscription of \$300 + GST per annum (1 Jul – 30 Jun) – pro-rata from date of joining.</u></b>
	<b>Do you require a Resource Consent to run your business?</b>
Yes	<input type="checkbox"/> Resource Consent Number _____ RC
No	<input type="checkbox"/>
Unsure	<input type="checkbox"/>
	Comments: _____
	<b>Other information to be supplied where applicable:</b>
	DOC Concession Number: _____
	Other Licences: eg LTSA / CAA / MSA _____
	Comments: _____

## MEMBERSHIP BENEFITS:

Please complete this section to ensure your free TCO membership benefits are actioned on acceptance and confirmation of membership.

<p><b>FREE Standard Website Listing</b></p>	<p>Members of TCO may have a free standard listing on <a href="http://www.centralotagonz.com">www.centralotagonz.com</a></p> <p>If you wish to take advantage of this please email the content detailed to <a href="mailto:alison.mason@codc.govt.nz">alison.mason@codc.govt.nz</a></p>	<ol style="list-style-type: none"> <li><b>Two Hundred (200) Words Descriptive text</b> about your product – in a Microsoft word document</li> <li><b>FIVE (5) x Landscape shaped images</b> in JPEG file (200 – 300 dpi recommended)</li> <li><b>Your Business and Qualmark logos</b> as applicable in JPEG files</li> </ol>
<p><b>Central Otago Visitor Guide</b></p>	<p>TCO publishes 55,000 copies of the Central Otago Visitor Guide each year. The guides are distributed throughout New Zealand and to key international markets.</p> <p>Operators have the option of purchasing colour advertising space at rates applicable at the time of publication.</p>	<p><input type="checkbox"/> Yes, I am interested in advertising in the next edition of the Central Otago Visitor Guide.</p>
<p><b>FREE Electronic Newsletter</b></p>	<p>A regular emailed newsletter titled 'A World of Tourism' to communicate current opportunities, events, and happenings in tourism relevant to our region.</p> <p>The newsletter alerts you to key marketing opportunities. You are encouraged to receive and read it.</p>	<p>I wish to receive the TCO Newsletter 'A World of Tourism'</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Bookings via Central Otago Visitor Centres</b></p>	<p>Central Otago Visitor Centres transact bookings on behalf of approved tourism operators on a commission basis.</p> <p>An online booking engine is also available via <a href="http://www.centralotagonz.com">www.centralotagonz.com</a></p> <p>A Commission component of 10% will be retained upon each booking (as agreed by both parties).</p> <p>NB: All Operators must complete the Agency Supplier Agreement forms included in this pack.</p>	<p><input type="checkbox"/> Yes, I wish to utilise the services of Central Otago Visitor Centres.</p> <p><i>NB: Commission charges are NOT to be added to the retail rate the client pays, nor shall the customer pay an additional charge to cover a commission component.</i></p>
<p><b>Brochure Display</b></p>	<p>Members of TCO may display a <b>professionally printed DLE-sized</b> brochure at each of our FOUR Central Otago Visitor Information Centres.</p> <p><b>A fee applies.</b></p>	<p><input type="checkbox"/> Yes, I have a brochure I wish to display.</p>

**By signing this document I declare:**

1. That I have the appropriate Health and Safety systems and procedures in place to meet my duty under the Health and Safety 2015 Act and am prepared to provide evidence of this if / when requested.

**And**

2. That I have read and understood the conditions and benefits associated with becoming a member of Tourism Central Otago

**Signature:** \_\_\_\_\_

**Thank you.**

Please check you have completed all sections and signed this form. Please keep a copy for your own records.

**To lodge your application please forward all completed forms to:**

**Alison Mason – Media and Marketing Manager  
 Tourism Central Otago  
 1 Dunorling Street  
 Alexandra 9320**

**PO Box 353  
 Alexandra 9340**

**P: 03 440 0637  
 E: [alison.mason@codc.govt.nz](mailto:alison.mason@codc.govt.nz)**

Once your application has been processed and approved, we will contact you to confirm your membership. We look forward to working with you as we continue to promote Central Otago as a visitor destination making a 'World of Difference'.

- \* *Tourism Central Otago reserves the right to revoke membership at any time should the need arise.*
- \* *Please note that Tourism Central Otago does not supply information from our database to third parties.*

<b>Office Use Only</b>			
	Date	Initials	Comments
Appointment	<input type="text"/>	<input type="text"/>	<hr/>
Planning	<input type="text"/>	<input type="text"/>	<hr/>
Finance (if applicable)	<input type="text"/>	<input type="text"/>	<hr/>
Database	<input type="text"/>	<input type="text"/>	<hr/>
Website Listing	<input type="text"/>	<input type="text"/>	<hr/>
Correspondence	<input type="text"/>	<input type="text"/>	<hr/>
Visitor Centres Advised	<input type="text"/>	<input type="text"/>	<hr/>