



**Central Ohio Employee Services and Recreation Association**

P.O. Box 995 Columbus, Ohio 43216  
(614) 830-0265 FAX (614) 388-5753 [www.coesra.org](http://www.coesra.org)

**VENDOR MEMBERSHIP APPLICATION**

**Vendor Membership** – available to companies, trade associations and other business organizations and enterprises willing to offer specific discounted products and/or services to COESRA members and their employees.

Company Name \_\_\_\_\_ # of employees \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Representative #1 \_\_\_\_\_

Direct Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Representative #2 \_\_\_\_\_

Direct Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

How do you want your name listed? \_\_\_\_\_

**How many COESRA membership cards will you be needing this year to distribute to employees? \_\_\_\_\_**

**COESRA DISCOUNTS ARE AVAILABLE TO ALL GENERAL AND ASSOCIATE MEMBERS.**

**COESRA ASSOCIATE VENDOR MEMBERSHIP FEE**

**\$250 per current year or \$375.00 after July 1 for membership through the following year.**  
(See "Membership Fee & Application Information" sheet for complete details.)

**Forward the completed application by FAX or mail to:**  
**COESRA**  
**P.O. Box 995**  
**Columbus, Ohio 43216**  
**(614) 388-5753 FAX**

**For questions, please send e-mail to [vendors@coesra.org](mailto:vendors@coesra.org).**

**Read & fill out the following information completely. PLEASE PRINT!**

**Method of payment:**      MONEY ORDER      BANK CHECK      COMPANY CHECK

Please make your Money Order / Bank Check / Company Check payable to: COESRA.  
**No Personal checks accepted!**

VISA                      MASTERCARD                      DISCOVER

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on credit card \_\_\_\_\_

Complete billing address of credit card

Address \_\_\_\_\_  
(Street)                      (City)                      (State)                      (Zip)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

I authorize membership fees to be charged to my credit card.

**Vendor Membership Requirements & Information**

When you join COESRA, as an Associate Vendor Member, your membership allows you to market your products and/or services to the entire membership of COESRA. Although there is no guarantee that every member company of COESRA will offer your product and/or services, the potential is very impressive.

To assure your success and good standing in COESRA, the Board of Directors has set the following guidelines:

You agree to offer all COESRA members a general discount off your normal retail price, or your best advertised price offered to the general public, or a specific product/service discount, whichever offers the greater savings. **The discount must be the best or equal offering for the year to any program or group**, excluding any special time limited sale. If the above discount(s) is not possible, you must submit your proposed discount to the COESRA Board, by contacting the office at (614) 830-0265, by FAX at (614) 388-5753, or by e-mail to vendors@coesra.org. **Discount pricing cannot be changed during the membership year unless approved by the COESRA Board.**

All applicants will have their references checked and will be verified with the Better Business Bureau for complaints and improper business practices.

**You must submit a copy of your flier, coupon or website for approval, at the time of application, to the board by email as a .pdf file or by FAX.** The flier must prominently state or show the phrase “**COESRA DISCOUNT**”, state the percentage or type of discount, and be no larger than 4 mb in size. Make your flier attractive, descriptive and interesting to the reader. Please give a full description of your product and/or service. Be specific about any limitations on the discount. Colors & graphics should be appropriate for making copies within companies and/or printing from the internet.

After your approval by the COESRA Board, you will be asked to email a final copy of your approved flier as a .pdf file to the webmaster. The file will only be posted on the website if 4 mb or less in size. As part of your membership fee, the flier will be posted on the COESRA website, as soon as possible.

**Answer the following questions completely. PLEASE PRINT!**

Describe what product(s) and/or service(s) will be discounted, and what the percentage or amount of discount will be? Please be specific.

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Is the COESRA membership card all that is required to receive the discount, or must other arrangements be made?

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Is your company a member of the Columbus Chamber of Commerce?

Is your company a member of the Better Business Bureau?

What other discount program(s) are you a member of or do you participate in? (Please include any programs that you offer to other companies.)

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List two business references: (Company, Contact Person, Phone)

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How did you hear about COESRA?

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Company Authorized Representative

Printed Name

Signature \_\_\_\_\_ Date \_\_\_\_\_