



## DEALER/DEVELOPER/GC MEMBERSHIP APPLICATION

### PLEASE COMPLETE THE FOLLOWING

Company \_\_\_\_\_

Official Representative\* \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip, Country \_\_\_\_\_

Shipping Address \_\_\_\_\_ City, State, Zip, Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Internet \_\_\_\_\_

Additional Company Contact	Name/Title	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*Official Representative is the person who will represent the company as a voting member of the Modular Building Institute

### COMPANY PROFILE

Help us get to know your company so that we can better serve you as a member of the Modular Building Institute.

1. What year did you company open? \_\_\_\_\_
2. What is your company's total number of offices (including your headquarters office)? \_\_\_\_\_
3. How did you hear about MBI (e.g., MBI member, mailing, web-site, etc.)  
 \_\_\_\_\_
4. What is your primary reason for joining MBI?  
 \_\_\_\_\_
5. Is there a member of MBI you would like to meet to help increase your business?  
 \_\_\_\_\_

Does your company qualify for a set-aside code? \_\_\_\_\_

If yes, please check appropriate box(es):

- |  |   |
|--|---|
| <input type="checkbox"/> Competitive 8(a)                              | <input type="checkbox"/> HUBZone        |
| <input type="checkbox"/> Veteran-Owned Small Business                  | <input type="checkbox"/> Minority-Owned |
| <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business | <input type="checkbox"/> Women-Owned    |
| <input type="checkbox"/> Other (please list): _____                    |   |

### MARKETS SERVED

The following information is being requested to create the listings for the online Member Finder, the printed Member Directory, for statistical analysis of our industry, as well as to assist MBI Headquarters with referrals, and directing requests for quotes. **If you leave this blank, your company will not be listed, and not receive referrals or rfq's.**

#### Building Types:

Please select the building types, and sizes your company provides. (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Construction Site Offices  | <input type="checkbox"/> Healthcare                     |
| <input type="checkbox"/> Education                  | <input type="checkbox"/> Institutional or Assembly      |
| <input type="checkbox"/> General Office             | <input type="checkbox"/> Security                       |
| <input type="checkbox"/> Retail or Hospitality      | <input type="checkbox"/> Equipment/Storage              |
| <input type="checkbox"/> 5000 square feet or less   | _____ % of floors sold for Temporary space requirements |
| <input type="checkbox"/> 10,000 square feet or less | _____ % of floors sold for Permanent space requirements |
| <input type="checkbox"/> Over 10,000                | _____ % of floors sold for Multistory use requirements  |

#### Financing:

Please indicate the financing options your company provides. (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Finance Lease     | <input type="checkbox"/> Outright Purchase |
| <input type="checkbox"/> Lease-to-Purchase | <input type="checkbox"/> Rent              |

## GEOGRAPHIC REGIONS OF BUSINESS

Please indicate the areas your company does business in. (Check all that apply)

### United States

- |                                      |                                    |  |   |  |
|--------------------------------------|------------------------------------|--|---|--|
| <input type="checkbox"/> Alabama     | <input type="checkbox"/> Hawaii    | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> New Mexico     | <input type="checkbox"/> South Dakota    |
| <input type="checkbox"/> Alaska      | <input type="checkbox"/> Idaho     | <input type="checkbox"/> Michigan      | <input type="checkbox"/> New York       | <input type="checkbox"/> Tennessee       |
| <input type="checkbox"/> Arizona     | <input type="checkbox"/> Illinois  | <input type="checkbox"/> Minnesota     | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Texas           |
| <input type="checkbox"/> Arkansas    | <input type="checkbox"/> Indiana   | <input type="checkbox"/> Mississippi   | <input type="checkbox"/> North Dakota   | <input type="checkbox"/> Utah            |
| <input type="checkbox"/> California  | <input type="checkbox"/> Iowa      | <input type="checkbox"/> Missouri      | <input type="checkbox"/> Ohio           | <input type="checkbox"/> Vermont         |
| <input type="checkbox"/> Colorado    | <input type="checkbox"/> Kansas    | <input type="checkbox"/> Montana       | <input type="checkbox"/> Oklahoma       | <input type="checkbox"/> Virginia        |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Kentucky  | <input type="checkbox"/> Nebraska      | <input type="checkbox"/> Oregon         | <input type="checkbox"/> Washington      |
| <input type="checkbox"/> Delaware    | <input type="checkbox"/> Louisiana | <input type="checkbox"/> Nevada        | <input type="checkbox"/> Pennsylvania   | <input type="checkbox"/> Washington D.C. |
| <input type="checkbox"/> Florida     | <input type="checkbox"/> Maine     | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Rhode Island   | <input type="checkbox"/> West Virginia   |
| <input type="checkbox"/> Georgia     | <input type="checkbox"/> Maryland  | <input type="checkbox"/> New Jersey    | <input type="checkbox"/> South Carolina | <input type="checkbox"/> Wisconsin       |
|                                      |                                    |  |   | <input type="checkbox"/> Wyoming         |

### Canada

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Alberta          | <input type="checkbox"/> Newfoundland          | <input type="checkbox"/> Nunavut              | <input type="checkbox"/> Quebec          |
| <input type="checkbox"/> British Columbia | <input type="checkbox"/> Northwest Territories | <input type="checkbox"/> Ontario              | <input type="checkbox"/> Saskatchewan    |
| <input type="checkbox"/> Manitoba         | <input type="checkbox"/> Nova Scotia           | <input type="checkbox"/> Prince Edward Island | <input type="checkbox"/> Yukon Territory |
| <input type="checkbox"/> New Brunswick    |  |   |  |

### Mexico and Outside North America

- |  |  |  |                                     |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Mexico          | <input type="checkbox"/> Southern Africa | <input type="checkbox"/> Oceania       | <input type="checkbox"/> Europe     |
| <input type="checkbox"/> Northern Africa | <input type="checkbox"/> Southeast Asia  | <input type="checkbox"/> South America | <input type="checkbox"/> South Asia |
| <input type="checkbox"/> East Asia       | <input type="checkbox"/> Central America | <input type="checkbox"/> Central Asia  | <input type="checkbox"/> Antarctica |
| <input type="checkbox"/> Caribbean       | <input type="checkbox"/> Middle East     | <input type="checkbox"/> Arctic        |                                     |

## MEMBERSHIP DUES SCHEDULE

PLEASE CHECK BELOW THE LEVEL IN WHICH YOU ARE APPLYING FOR REGULAR MEMBERSHIP:

- Dealer (Companies engaged in leasing, renting, or selling factory-built structures)
- Developer /Contractor (a person or business entity that contracts for completing a construction project usually involving the use of subcontractors.)

**REGULAR MEMBER FEE STRUCTURE** (Dues are based on annual gross revenues attributable to NON-RESIDENTIAL factory-built structures including sales to government agencies)

Level	From	To	Dues	Level	From	To	Dues
1	\$ 0	\$ 1 million	\$ 1,000	7	\$ 20 million	\$ 25 million	\$ 8,000
2	\$ 1 million	\$ 2.5 million	\$ 1,500	8	\$ 25 million	\$ 30 million	\$ 9,000
3	\$ 2.5 million	\$ 5 million	\$ 2,500	9	\$ 30 million	\$ 40 million	\$ 10,000
4	\$ 5 million	\$ 10 million	\$ 4,000	10	\$ 40 million	\$ 50 million	\$ 11,500
5	\$ 10 million	\$ 15 million	\$ 5,500	11	\$ 50 million	\$ 100 million	\$ 13,000
6	\$ 15 million	\$ 20 million	\$ 7,000	12	\$ 100 million	And over	\$ 15,000

## PLEASE SIGN BELOW

Membership Dues (from Schedule above) \$ \_\_\_\_\_

*Important:* MBI has determined that 12% of dues & seals are considered by the IRS to be lobbying related, and therefore not deductible by the purchaser as an ordinary business expense.

- I agree to abide by the Bylaws governing the Modular Building Institute (MBI) and the policies established by the Board of Directors. I have read and adhere to the MBI Code of Ethics.

Signature of Official Representative \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Signature of Company's Chief Financial Officer/Controller \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

NOTE: Application must be signed by an authorized representative of the firm and the Chief Financial Officer or Controller to certify that the dues classification is correctly stated.

## PAYMENT INFORMATION

- My check # \_\_\_\_\_ is enclosed.
- Please charge to my credit card:
- MasterCard
  - VISA
  - American Express

Modular Building Institute  
944 Glenwood Station Ln., Suite 204  
Charlottesville, VA 22901

Or Fax Payment to 434-296-3361

Card #: \_\_\_\_\_

Ex. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Card Holder (print): \_\_\_\_\_

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



## CODE OF ETHICS

The Modular Building Institute has adopted these articles to promote and maintain high standards of professional service and ethical business conduct among its members.

- A member shall deal fairly with customers, colleagues, fellow members, and the general public.
- A member shall conduct his or her professional life in accordance with the interests of MBI, the commercial factory-built structures industry, and the general public.
- A member shall adhere to honesty and integrity and to generally accepted principles of professional conduct.
- A member shall not engage in any practice, which tends to corrupt the integrity of MBI, the commercial factory-built structures industry, or process of government.
- A member shall not intentionally misrepresent information concerning his or her financial and professional business background.
- A member shall make proper, just and prompt payment for all contractual obligations.
- A member shall abide by all lawful agreements to which he or she is a party, including all agreements with suppliers.
- A member shall compete vigorously, and fairly, with other members.

As a member of the Modular Building Institute, we pledge:

- To conduct ourselves professionally, with truth, fairness, and responsibility to our customers, MBI, and the commercial factory-built structures industry.
- To improve our individual competence and advance the knowledge and proficiency of the commercial factory-built structures industry through continuing education.
- To subscribe to and offer to the public quality products at a fair price.
- To promote greater awareness of alternative construction methods and practices.
- And to adhere to the articles of the Code of Ethics as adopted by the governing Board of the Modular Building Institute.

## MBI INDUSTRY SEAL PROGRAM

The commercial modular industry's first and only labeling program dedicated to promoting high standards of honesty, integrity, professional service, and conduct.

### WHAT IS THE SEALS PROGRAM?

Members of the association, working together for the betterment of their product, business, and industry, have bundled their knowledge and expertise. Through the MBI, their efforts have produced a symbol befitting their commitment, the MBI Seal.

### HOW DOES IT WORK?

As a symbol of commitment from MBI members, the MBI seal proudly displays the Modular Building Institute logo, as well as MBI's toll-free telephone number and web site address. Direct access to the Modular Building Institute—a clearinghouse for customer praise, questions, and even complaints—provides your customers with an added assurance that they are getting a product from a member of the MBI.

All new units that are manufactured or purchased by members will have an MBI seal affixed to it at the factory.

By joining the "Seals Team," you will ensure that our industry grows and that our products and services are promoted in the most favorable fashion.

### PRICE:

Members - US\$10.00 Per Seal    Non-Members - US\$50.00 Per Seal

### FIVE WAYS TO ORDER:

#### WITH YOUR MEMBERSHIP APPLICATION

Just simply add in the number of seals you would like to purchase on your membership dues amount.

#### ONLINE

Place your order online and get an immediate confirmation:

[www.modular.org](http://www.modular.org)

#### BY MAIL

Modular Building Institute  
944 Glenwood Station Lane, Suite 204  
Charlottesville, VA 22902  
USA

#### BY FAX

434-296-3361

#### BY PHONE

888-811-3288 toll-free