



Mission:

To enrich the lives of small business owners in our community by providing support to grow their businesses and increase their livelihood while continuing to care for their families.

Membership:

Membership is open to both women and men involved in all types of businesses. There is a limit of three companies that any one member can represent; and, only one representative from each individual company is permitted. Consequently, if there are members who represent multiple companies and one of which is already represented in the group, only the “official” BizELinx (BEL) representative for that company can promote their mutual business at a public vendor event. All new membership inquiries must be directed through www.bizeworks.com.

Membership Activation:

A member is considered active when they have paid the semi-annual or annual membership fee **AND** have registered themselves on the Yahoo Groups Web page (YGW) or BEL Member forum (pending development). **This process must be completed within thirty (30) days of application acceptance for any new member.** For existing members, the membership dues payment deadline is by January 1st and June 30th. In the event the fee is not paid by these designated dates, membership will be suspended and that member will be removed from both the YGW and the BizEWorks/BizELinx website until the fee has been received by BizEWorks (BEW). After thirty (30) days, that official membership spot will then become open to a new member.

Membership Dues:

Membership dues for existing members must be paid semi-annually (January and June of each year) to remain active. The membership dues for 2009 are \$30.00 for each six (6) month period. New members will receive a pro-rated fee schedule based upon the commencement of the new member activation process. Members must also read and sign a copy of the BEL Guidelines upon membership renewal. Dues can be submitted through www.paypal.com by sending fees to payments@bizeworks.com or by check. Checks should be made payable to BizEWorks, LLC and can be mailed to:

BizEWorks, LLC
PO Box 1615
Gilbert, AZ 85299

Business Partners or Multiple Businesses:

Any business partner of a BEL affiliated business is welcome to join the group at no additional fee; the member fees are per business and not per person. Business partners will receive equal access to meetings and exhibitor opportunities as long as they are actively collaborating together on the same business. Individual business partners or both business partners may participate in meetings or events to fulfill the commitment requirement. Both partners are not required to participate at the same time for attendance to count.



BEL members may represent multiple businesses within BEL as long as there is availability within that category for those subsequent businesses. The member fee is per business, or per household, with a maximum of three (3) businesses represented per household. This is done to ensure all members have an equal access to tables at Marketplace events.

Dues for multiple businesses are as follows:

- One (1) business per household \$30.00 semi-annually
- Two (2) businesses per household \$45.00 semi-annually
- Three (3) businesses per household \$60.00 semi-annually

Member Participation:

Members must meet a participation requirement to stay active with BEL. Participation points are granted for meeting attendance, event attendance as either an exhibitor or volunteer, participation as a representative of BEL at any Chandler Chamber of Commerce or Local First Arizona function, completing any business transaction with a fellow BEL member, submitting an article for the BEW blog, referring a member or exhibitor to a Marketplace event, adding an email signature link to the BEW website or adding a link to www.bizeworks.com from an individual website, or volunteering with any BEL Helps activity. Members may also earn participation credit through other methods as determined by the directors. If a member joins after the beginning of a new six (6) month period, the requirement will be adjusted accordingly. After one (1) 6-month term of inactivity, members are given a personal written notice via email that their membership status may be in jeopardy. If a member has not received the required participation credits during that term, their membership may not be renewable the following term and may need to have a non member status for one full term before membership is approved again.

Inactive Status:

Following one full term of non-participation, the member will now be considered inactive. Any funds paid to BEW are non-refundable. That member's information will also be removed from the BizELinx Connection page of the BizEWorks website to allow for a potential new member to join. Upon a member becoming inactive, individuals on the group waiting list may be contacted to solicit membership. If a member becomes inactive prior to a vendor event and they have already submitted payment to participate in that event, and they choose not to re-join BEL, or are ineligible to re-join the group, the member may still take part in the event by paying the difference between the non-member and member rates for participation. That member will have two (2) weeks to pay this difference. If it is less than two weeks prior to the event, the member's table may be sold at any time during that period if they have not made a participation decision. If a member declines to participate in the event, any funds which may have already been submitted are non-refundable.

Medical Clause:

Any member may receive one term commitment requirement waived following any medical occurrence. If you need more time, or have additional concerns, please contact the BizEWorks (BEW) Directors as soon as possible. We would like to work with you during this time and assist you in maintaining your group status.



Costs of Membership:

This membership fee covers the cost of maintaining the BEL monthly meeting room rental as well as other operating costs which are deemed appropriate by the BEW Directors. There are also costs associated with participation in each vendor event which will vary depending on the expenses associated with said event. The cost of event participation will be kept minimal and appropriate and is only paid by individual members that choose to participate in that particular event.

Meetings:

Meetings will be held monthly during the first week of each month, with exceptions made for holidays and special events. At each meeting, two pre-determined member hosts may give a 10 minute demonstration of their company or products. The monthly hosts and their company(ies) the homepage of the BizEWorks website, and on the BizEBulletin. The sign-up for monthly hosts is available quarterly and is open to all members who have not previously hosted that same year. All meetings will begin at 6:30 p.m. and children are welcome to attend with the understanding that the parent is responsible to help make sure that the meeting is not disrupted and respect the time of the other members present as well as the guest speaker. Meetings will also feature guest speakers on general topics to provide information that is beneficial to all members. On occasion, members may be the guest speaker if they have specific knowledge about a topic of use to all members.

Vendor Events:

Three (3) official vendor events will be held throughout the year. Members will receive a member registration period for each event prior to tables becoming available to the general public. During this period, members may purchase tables at reduced, member-only fees. If a new member joins after this member registration period, they may still participate at the member price, only if their fees are submitted within thirty (30) days of joining BEL, and a minimum of thirty days prior to the scheduled event date. Each vendor event will feature one joint raffle. Each member attending the event is required to contribute either product or a gift card to this raffle and members who are not able to attend may contribute voluntarily to the raffle prize. Members are not reimbursed by BEL for their product or raffle donation. Members must adhere to the deadlines for raffle item contributions. The names from the group raffle will be used solely for the purpose of promoting BEL as a group, in particular, future events. Individual registrants' names are not released to members unless they are the raffle winners, with the exception of the registrant list from the East Valley Bridal Affair. Each member who attends will have a minimum of one (1) table and can conduct their business in whichever manner they wish at their individual table providing they follow their company's guidelines. Members may purchase more than one table at the member price. Both members and outside vendors may not feature product, displays, or business literature from any individual or business not officially participating in the event without prior approval from the event coordinator. Both members and outside vendors may share tables only with prior notification and approval. Each event will feature a cap on the number of businesses allowed within each category. This number will vary depending on the size of the event and will be announced when tables are open for purchase.



The cost for each event will vary depending on facility rental and advertising for these events. If a member is not able to participate in any event, no other individual from the same company may participate in the official BEL event, unless prior approval has been given by the official BEL representative for that business and the event coordinator has been notified of the arrangement. Once a member or outside vendor makes the commitment to attend, any money received is non-refundable. All event costs will be minimal and appropriate for the type of event that is to be held. Members will be notified of the cost and expectations for each event as soon as information is available. All fees are due before the event and no table will be reserved without receipt of the event participation fee. Please do not hesitate to contact us with any questions or concerns, at any time. All information regarding events will be made available to members in a timely manner. Members are strongly discouraged from discussing the event with outside vendors. If there are issues or concerns please address them at a BEL meeting or directly to another member, Director, or the event coordinator.

Members may be asked, on a voluntary basis, to assist with specific duties relating to each event.

Linens:

As of June 8, 2007 all members will be required to obtain a table linen or be prepared to rent a table linen for each event if necessary. This must be a white table cover with a floor length drop to provide a uniform appearance. Any color or type of table cloth may be placed on top of the white linen, but the white drop in the table front must remain visible. Please contact the Directors, as a table linen may be available for purchase from the group. Members will be notified prior to each event if they need to bring their own table cover. All linens brought in to an event by a member must be clean and well kept. If the linen is excessively dirty or wrinkled, the member must make alternate arrangements (i.e. borrowing an extra table linen from a fellow member, having one delivered, etc.). The group may be able to help in this instance if there is a surplus of table linens on hand. However, if an alternate linen arrangement cannot be made, then the member may not participate in that event and they will have forfeited their event participation fee.

Directors:

Laura Wintemute and Tamara Hight BEW Directors, and are primarily in charge of making decisions pertaining to the group; however, all members are encouraged to offer input and suggestions. The goal of BEL is to remain a collaborative environment and all members are welcome to share their thoughts and ideas. Members are encouraged to share their experiences at events they have participated in and ideas from those events, successes that they have experienced, as well as communicate if they need assistance or to provide support to fellow members.

Directors Contact Information:

- Laura Wintemute at lbwintemute@cox.net or 623-202-6290
- Tamara Hight at AZVines@cox.net or 480-540-6794



BizEWorks.com Visitor Web Page:

BEW has purchased the domain name, BizEWorks.com, as well as web hosting starting March 2007. This website will allow our vendors' guests as well as any other guests the opportunity to preview the group and the businesses represented. We see this as another opportunity to market our members' businesses and create interest in BEW including BEL, the marketplace events featuring our members, and the member directory. Each member is responsible for researching their company guidelines for participation in this website. Each member has the opportunity to submit a short biography as well as contact information to be published on this site to increase your business. Members may only submit information for the business(es) they are the official representative for. Outside inquiries will be forwarded, by email, to the appropriate member. Individual member information will be up within 30 days of submission. Monthly member hosts will be featured on the website homepage. Please contact the BEW Directors to submit changes to the website.

BizEWorks.com Calendar:

The website, BizEWorks.com features a calendar which is visible to all website visitors. Any member is invited to include any business information, such as parties or open houses on this calendar. Outside events may be listed on this calendar, but never events from another representative with a company already represented in the group. Please be aware that all calendar listings are at your own risk. Calendar listings may be emailed to calendar@BizEWorks.com

Proprietary Information:

BEW is founded upon and supports the sharing of ideas and suggestions within our membership. However, the structure, format, mission, and pursuits of the BEW organization are the results of hard work and time away from our families. We kindly ask that all members please respect the organizational structure, discussions, and group plans by not sharing or recreating such an environment outside of BEL.



Membership Guidelines

By signing this document, or electronically submitting the membership registration form, I agree to the terms and conditions described in the BEL Membership Guidelines. I agree to fulfill the requirements needed in order to remain an active affiliate. I also understand and commit to initiate my own involvement which encompasses meeting all requirements of active membership and maintaining current knowledge of the activities, opportunities, and workings of BEL.

Name (print) Date

Signature

Business