

REPRESENTATIVE MEMBERSHIP APPLICATION

PTRA membership runs June 1 – May 31 to align with PTRA's fiscal year. New PTRA members will receive a pro-rated fee depending on when they join. New members will still be required to pay full membership dues through November 30th. After December 1st, new members that join the association will receive a 50% discount on their dues. This does not apply to renewing members, or those who have previously lapsed their membership.

Qualifications for Representative Membership in PTRA:

- All applicants must meet the qualifications of the Association's Bylaws. See www.ptra.org or call PTRA headquarters for a copy.
- Representative membership in the Association is open to independent manufacturers' representatives for power transmission and motion control equipment who sell primarily through distribution or to designated markets.
- Membership includes individuals and firms, such as sole proprietorships, partnerships and corporations.
- The applicant must represent at least two manufacturers in the product category and must operate under contracts or agreements for specific territories.
- The applicant must not be under the control of a distributor and must be free of financial control by any manufacturer.
- The applicant must also agree to comply with the Association's Code of Ethics as approved by the Board of Directors. *See page 3.*



Send completed application along with dues payment to:

PTRA
10700 Highway 55, Suite 275
Plymouth, MN 55441

Phone: (952) 564-3051
Fax: (952) 252-8096
E-mail: ptrahq@ptra.org
Web site: www.ptra.org

Company Name: _____

Address: _____

City: _____ State/Province: _____ ZIP+4/Postal Code: _____

Country: Phone: _____ Fax: _____

E-mail: _____ Web Site: _____

Year Firm was Founded: _____ Sole Proprietorship Partnership LLC Corporation

Number of Outside Salespeople: _____ Number of Inside Salespeople: _____

Name and Title of Firm's Primary Representative to the Association: _____

Spouse's name for the Directory: _____

Spouse's home address for special interest mailings: _____

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Territory Covered (Check all states/provinces served wholly or in part):

US Territories:

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

Canadian Territories:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- New Foundland
- Nova Scotia
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan

International Territories:

- Mexico
- Puerto Rico
- South America
- South Korea
- Virgin Islands

Other: _____

Branch Locations (List address and phone numbers of each; attach supplemental sheet if necessary):

List all manufacturers you represent. Provide full name and address; attach supplemental sheet/line card if necessary. (This information is for the application process only and is not available to the membership.)

Complete the following:

- A. Can you provide warehouse space? Yes No
- B. Do you invoice in your company name? Yes No
- C. Do you warehouse any lines? Yes No
- D. List the names of the suppliers you invoice under your company name:

E. Is your business predominately Power Transmission OR Motion Control ?

SPONSOR. Please list your Firm's PTRAs member sponsor:

Name: _____

Firm: _____

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PTRA Code of Ethics

The position of Manufacturers' Representative is unique in that the Representative is the liaison between the distributor, the original equipment manufacturer, the consumer, and the company represented.

As a power transmission/motion control advisor, the Representative upholds a high professional responsibility to the distributor and the original equipment manufacturer, and at the same time occupies a position of trust and loyalty to the company represented. Only by observing the highest ethical balance can the Representative avoid conflict between these responsibilities.

As a Manufacturers' Representative, it is my responsibility to:

- Hold my business in high esteem and strive to maintain its prestige.
- Keep the needs of my distributors at the forefront.
- Respect my distributors' confidence and hold in trust personal information.
- Render continuous service to my distributors, customers and manufacturers.
- To employ every proper and legitimate means to persuade my customers to use the proper equipment for their application, if known, while strictly adhering to the highest standards of business and professional conduct concerning these recommendations.
- Present accurately, honestly and completely every fact essential to my distributors' and customers' final decisions.
- Perfect my skills and add to my knowledge through continuous thought and study.
- Conduct my business on such a high plane that others emulating my example may help raise the standards of my profession.
- Keep myself informed with respect to my manufacturers' policies, rules and regulations, and to observe them in both letter and spirit.
- Respect the prerogatives of and cooperate with all others whose services are constructively related to mine in meeting the needs of my distributors and customers.

Do you agree to comply with the Association's Code of Ethics? Yes No

Dues are \$450 per year for the firm (including the owner/president), plus \$50 per additional employee.

\$450

for membership 6/1-5/31

+

\$50

per additional employee

Primary Dues Amount: **\$450**

Additional Employee Amount: (Number of employees _____ x **\$50**) = \$ _____

TOTAL: _____

Payment method: Check # _____ (payable to PTRA) enclosed.

Or, the following credit cards are accepted: Visa MasterCard American Express

Credit Card Account #: _____ Security Code _____

Expiration Date: _____ Signature required for Credit Card _____

STATEMENT: Contributions or gifts to the Power-Motion Technology Representatives Association are not deductible as charitable contributions for federal income tax purposes. Dues payments are deductible by members as an ordinary and necessary expense.

See 10701 of the Revenue Act of 1987. PTRA's Federal ID Number is 23-7267570

Signature of firm's representative: _____ Date: _____