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DEALERSHIP MEMBERSHIP APPLICATION

- Initial Application
- Change in Classification

Note: Change in Classification refers to change of ownership of existing members amalgamations between corporations, sole proprietorships, or partnerships becoming corporations, sole proprietors adding new partner(s), former partners becoming sole proprietors, or general partnerships adding or losing partners or becoming a limited partnership.

SECTION A: DEALERSHIP INFORMATION

Legal Name of Dealership: _____ Date Established: _____ Company Operating Name (if different): _____
Business Location: _____ City: _____ Province: _____ Postal Code: _____ Mailing Address (if different): _____ City: _____ Province: _____ Postal Code: _____
Business Phone: _____ Business Fax: _____ Website: _____ Email: _____
For corporations based outside of Atlantic Canada, provide the location of the head office: Business Location: _____ City: _____ Province: _____ Postal Code: _____ Mailing Address (if different): _____ City: _____ Province: _____ Postal Code: _____
Contact Name (for voting purposes): _____ Position or Title: _____ Phone Number: _____ Fax: _____ Email: _____

If different from above, please include the particulars of the individual who has effective control over the day-to-day operations of the dealership?

Contact Name: _____

Position or Title: _____

Phone Number: _____ Fax: _____

Email: _____

Alternate Contact:

Contact Name: _____

Position or Title: _____

Phone Number: _____ Fax: _____

Email: _____

SECTION B: DEALERSHIP MAKE-UP AND DEALER GROUPS

In this section you must include information on all officers, directors, majority shareholders, sole proprietors, partners, and authorized company representatives. You must also disclose anyone who has invested in, or will profit from the dealership. In addition you must include information on all other companies that have an interest in the dealership as partners or shareholders. Please attach additional sheets if necessary.

	First Name	Last Name	Position – Check as many as apply					
			Sole Proprietor	Partner	Officer	Director	Shareholder	Other
1.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corporate Shareholders:

1. _____ Limited Partnership Corporation
 Company Name Province

2. _____ Limited Partnership Corporation
 Company Name Province

ARVDA Member Reference:

Name of ARVDA Member Company: _____
Name of Contact Person: _____
Telephone: _____

SECTION E: DUES

Dues – Dealer and Repair Facility Members

HST 89112 8308

(Please indicate your category)

<u>Number of Employees</u>		<u>Plus HST</u>	<u>Total</u>
<input type="checkbox"/> 1 to 5	= \$549.92 +	\$82.49 HST =	\$632.41
<input type="checkbox"/> 6 to 12	= \$644.78 +	\$96.72 HST =	\$741.50
<input type="checkbox"/> 13 to 20	= \$728.22 +	\$109.23 HST =	\$837.45
<input type="checkbox"/> 21 +	= \$817.16 +	\$122.57 HST =	\$939.73

Dues Policy – Dues are for the membership year (July 1st to June 30th)

If membership dues are unpaid after 60 days from date of invoice, membership is suspended.

Your dues include membership in both the Atlantic RVDA and the RVDA of Canada. Please make cheques payable to Atlantic Recreation Vehicle Dealers Association, and send cheque with this application.

SECTION F: NOTICE AND CONSENT AND UNDERTAKING

How were you made aware of ARVDA?

Application Sponsor

We hereby agree that ARVDA may make inquiries concerning our application to determine our qualifications for membership and may request us to provide a police record check. Our application is sponsored by the following person who represents an ARVDA member in good standing.

Name of Individual: _____
Company: _____
Address: _____
Telephone: _____

Code of Ethics & Standards of Practice

We wish to become a member of ARVDA and hereby agree to adhere to its By-Laws, Code of Ethics, and Standards of Practice. I have received the Code of Ethics and Standards of Practice attached to this application. _____ (Initials)

Time in Business

We certify that our company has been active in the RV business for a minimum of twelve months, at the date of this application. _____ (Initials)

Definition of Dealership

We certify that our company has met the RVDA Standard for Definition of a Dealership. _____ (Initials)

Anti-Spam Legislation

To comply with the Anti-Spam legislation, our business consents to the ARVDA to send electronic newsletters, registrations, emails and member updates to our attention via the email address provided to the ARVDA

Please indicate your response with a check mark or X

____ Yes, I provide my consent

____ No, I do not provide my consent

Name of Dealer / Authorized Individual

Signature of Dealer / Authorized Individual

Position of Dealer / Authorized Individual

Date

Have you attached?

- **Completed Application**
- **Copy of Dealership License**
- **Photographs of Facility Exterior, Parts Department, and Service Department**
- **Cheque payable to ARVDA**

RVDA of Canada
Definition of an RV Dealership

A Recreation Vehicle (RV) Dealership is more than a gravel lot or open field, displaying units for sale to the retail public.

A professional RV Dealership has evolved into a multifaceted facility focusing primarily on the Marketing of Recreation Vehicles products and services.

Professional Full-Service RV Dealerships encompass the following:

- primary business operation is the marketing, for sale, of RV products and services,
- are in operation essentially 12 months a year,
- hold a signed Dealer Agreement for at least one new RV product line,
- sell and service new and used rolling stock,
- have a permanent facility which includes:
 - the company's name displayed prominently on the main building,
 - a service department with service bays large enough to accommodate the largest RV intended for sale at that dealership,
 - a sales lot of adequate size to display inventory properly at all times.
- maintain a Parts Inventory large enough to service the products they sell,
- employ or have under contract a minimum of one full-time licensed RV technician,
- hold all provincial, municipal licenses, permits or other authorizations legally required to carry business,
- acknowledge and respect both Federal and Provincial legislation with regards to the sale of products,
- adhere to the RVDA of Canada code of ethics which encourages members to:
 - strive to promote the image of the industry; in the local community and on regional and provincial levels,
 - make the greatest contribution possible to the safety and welfare of the public in the purchase of the industry's products and services,
 - operate in an open and honest business relationship.

ATLANTIC RECREATION VEHICLE DEALERS' ASSOCIATION
Code of Ethics

Members of the ARVDA subscribe to the RVDA of Canada Code of Ethics:

RVDA members shall conduct their businesses in a professional manner as well as maintain the highest standards of ethical conduct.

RVDA members shall agree to strive for exceptional customer service at all times.

RVDA members shall, at all times, refrain from making any statement or conducting themselves in any manner which may bring discredit to the association or other members of the association.

RVDA members shall support programs and initiatives, which increase education and professional development within the RV industry.

RVDA members shall not condone hiring practices which may place fellow members in jeopardy.

RVDA members shall not discriminate against any customer, employee or supplier on the basis of race, religion, gender, age, sexual orientation or disability.

RVDA members shall respect and deal honestly with customers, suppliers and employees at all times.

RVDA members shall resolve customer concerns promptly and courteously.

RVDA members shall merchandise their RV industry products and services honestly, without false promise or misrepresentation.

RVDA members shall not engage in false or misleading advertising, nor will they misrepresent any vehicle, product or service to a customer.

RVDA members shall not participate in any form of price fixing or any other unethical marketing practice.

RVDA members shall maintain a policy of complete compliance with all existing laws and regulations governing their business operation.

RVDA members shall treat with respect all regulatory personnel who may have jurisdiction over the business' activity.

RVDA members shall hold confidential any privileged information entrusted or made known and shall not disclose this information without permission to any third party except as required by law.

RVDA members found to be in violation of the above Code of Ethics will risk the possibility of having their membership and privileges suspended or revoked at the discretion of their provincial or regional association.

This Code of Ethics binds not only the principal contact but the entire member business and staff.