



604-5657 Spring Garden Road, Lobby Box 142
Halifax, NS B3J 3R4
Phone 902-425-2445 Fax 902-425-2441

Issued: July 10, 2024

0

DEALERSHIP MEMBERSHIP APPLICATION 2024-2025

- ☐ 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): ____
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.	_____	_____	☐	☐	☐	☐	☐	☐
2.	_____	_____	☐	☐	☐	☐	☐	☐
3.	_____	_____	☐	☐	☐	☐	☐	☐
4.	_____	_____	☐	☐	☐	☐	☐	☐
5.	_____	_____	☐	☐	☐	☐	☐	☐
6.	_____	_____	☐	☐	☐	☐	☐	☐

Corporate Shareholders:

1. _____ Company Name	_____ Province	Limited Partnership	Corporation
2. _____ Company Name	_____ Province	Limited Partnership	Corporation

Dealer Group – A Dealer Group is two or more RV dealerships, each of which controls, or is controlled by another member of the group, or each of which is controlled by the same person or persons.
*A Dealer Group may not have more than one member elected to the ARVDA board.

SECTION C: MEMBERSHIP CATEGORY / CATEGORIES – Dealer, Repair Facility

DEALER MEMBER:

- | | | | |
|---------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| ☐ Sales | ☐ New | ☐ Used | ☐ Consigned |
| ☐ Rental | ☐ Self-Owned | ☐ Lease Back | ☐ Motorized |
| ☐ After Market | ☐ Parts | ☐ Towable | |

Franchise Brands Represented: _____

- ☐ Service Dept. Number of Service Bays: _____
 Number of Technicians: _____
 Number of Propane Certified Technicians: _____

A photocopy of dealership's license is required.

Please include the following photographs:

- Dealership Exterior
- Dealership Showroom
- Parts Department
- Service Department

"REPAIR FACILITY ONLY" MEMBER"

Number of Service Bays: _____
Number of Technicians: _____
Number of Propane Certified Technicians: _____

A photocopy of the facility's license is required.

Please include the following photographs:

- Facility Exterior
- Parts Department
- Service Department

SECTION D: REFERENCES

Bank Reference:

Name _____ of _____ Bank: _____
Branch: _____
Contact Person: _____
Telephone: _____

Trade Reference #1:

Company: _____
Contact Person: _____
Telephone: _____

Trade Reference #2:

Company: _____
Contact Person: _____
Telephone: _____

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>
☐	1 to 5	= \$566.42 +	\$84.96 HST	=	\$651.38
☐	6 to 12	= \$664.12 +	\$99.62 HST	=	\$763.74
☐	13 to 20	= \$750.27 +	\$112.54 HST	=	\$862.81
☐	21 +	= \$841.67 +	\$126.25 HST	=	\$967.93

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.