

# **AIMS AND OBJECTS**

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**The National Association of Shopfitters is the only trade association that exclusively promotes the shopfitting and interior contracting industry and has been doing so since 1919. Its mission and objectives are:**

## **Mission**

- To provide a single authoritative voice for the shopfitting and interior contracting industry, protecting the interests of, and promoting dialogue between, our members.
- To promote at all times the highest levels of quality and professionalism within the industry.
- To deliver practical advice and assistance and encourage the exchange of best practice examples to members.
- To lead by example, regulating and maintaining, fair trade and competition throughout the industry.

## **Strategic Objectives**

- To act as the official channel of communication between the industry and Government.
- To provide a single voice on behalf of the industry, protecting its economic and commercial interests.
- To create and regulate fair trade practices within the industry.
- To provide a central conduit for industry research and the exchange of information between members.
- To promote the highest levels of technical competence, training and understanding among members.
- To foster good relations and understanding between members, their suppliers and their clients.

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***NATIONAL ASSOCIATION OF SHOPFITTERS  
411 Limpsfield Road, Warlingham, Surrey CR6 9HA***

***Tel: 01883 624961***

***Fax: 01883 626841***

***E-mail: [enquiries@shopfitters.org](mailto:enquiries@shopfitters.org)***

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## SERVICES

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**Up to date information circulars and news sheets are issued regularly, at least once a month, on all aspects of the shopfitting and interior fit out industry.**

**A 'first-stop' information and consultancy advice service available from the Association's head office on a range of subjects including**

- employment issues
- training
- contractual issues
- working abroad
- risk management
- be kept aware
- health, safety and environmental issues
- latest technological and legislative developments
- Publicly Available Specification – 3<sup>rd</sup> edition now available
- use of the NAS logo – a recognised badge of credibility
- information and ideas to increase your bottom line
- keep in touch with your market
- Health Surveillance through the RPS Group Ltd

### **Free preliminary advice services**

- on legal insurance and contract matters from
  - Alway Associates (London) Ltd
  - Darwin Clayton Insurance Brokers
- on training from the Shopfitting Independent Training Forum of which all NAS members are automatically and without charge enrolled
- on taxation through direct contact with national officials of Inland Revenue
- on product and service information through the Barbour Enquiry Service

**Additional services and advice** available to members individually or collectively through the Association's membership and affiliations with:

- the Construction Industry Joint Council
- the ConstructionSkills
- HSE Wood Action Group
- the Machinery Users Association
- the Health and Safety Executive
- the Cross Industry Construction Apprenticeship Taskforce

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# DISCOUNTED SERVICES

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NAS members have the opportunity to make savings on services, crucial to the successful running of the business, offered by independent organisations.

Among such services are:

- a package of **insurance benefits** designed specifically for shopfitters including a low claims rebate scheme and twelve months interest free credit agreement
- low cost **company status reports** through direct links with **Equifax**
- low cost **seminars** on a variety of subjects
- low cost assistance in the **design and development of web sites**
- a unique arrangement with the **Automobile Association** through which members obtain cover at low rates
- discounted **consultancy rates with Alway Associates (London) Ltd**
- a special arrangement with **Hertz UK**
- reduced fees for courses run through the **Shopfitting Independent Training Forum**
- specialist **computer packages** prepared for the shopfitting industry by **BITE Design**
- low cost or free **attendance at regular regional meetings** featuring speakers and presentations on matters of topical interest
- discounted rates on **BSI publications**
- discounted rates on **hotels**
- **15% off airport parking** and **10% off airport hotels** with **APH**
- discounted rates on **Westfield Health Scheme**
- discounted rates on **PASMA, IPAF, IOSH, RTITB/ITSSAR** courses
- discounted fuel with **Fuel Cards UK**

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Services to members are constantly being updated and regular information is provided on exhibitions relevant to shopfitters.

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## **PUBLICATIONS**

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Members are kept up to date with all relevant government publications as well as other publications by independent bodies which, it is believed, will be of general interest. Wherever possible, these publications are distributed free of charge with the regular mailings to members.

Logo bromides are freely available to members and their use encouraged on letter headings etc.

Where desirable, special publications are produced to provide members with detailed guidance on legislation and regulation. More recent publications include:

- A Shopfitters' Guide to the Construction (Design & Management) Regulations
- A Guide to the Working Time Regulations
- A Guide to Controlling Risks to Health in the Shopfitting Industry
- Careers in the Shopfitting Industry (leaflet and DVD)
- Quality Assurance in Shopfitting
- Recommended Standard Conditions of Trading
- Care and Maintenance of Shopfronts, Fittings and Interiors - designed for handing over to clients at completion.
- A Guide to Contract Matters for Shopfitters.
- A Code of Practice on the Safe Erection of Hoardings and Similar Structures.
- Health & Safety in Shopfitting
- Manual Handling in the Shopfitting Industry

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## PUBLICITY

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Recognising that many members do not carry large publicity budgets, the Association provides services through which members can publicise themselves and their expertise.

Foremost among these services are:

- free entry in the Association's Annual Report & Directory of Members
- free entry in 'Shopspec' the annual shopfitting specification annual
- free listing on the NAS Web Site with the opportunity for a link with their own site or an extended entry on the NAS site
- inclusion free of charge in NAS news releases of details of contracts that have been recently won or completed
- a free telephone enquiry service for potential clients of the industry
- low-cost displays from time to time at selected trade exhibitions
- corporate full-colour publicity leaflets which can be personalised by overprinting of members' own names and addresses
- free web link on the NAS website

In addition, the Association regularly provides articles and editorials to the trade, national and regional press **and co-operates in the preparation** of specialist media news items and articles on shopfitting.

The annual NAS Design Partnership Award is the Association's foremost promotional event and each year the Awards Evening is attended by an increasing number of leading designers along with many representatives of the clients of the industry.

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## **SUBSCRIPTIONS**

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Annual subscriptions are based on the level of shopfitting turnover as verified by annual accounts or auditor's certificate. Our subscription year runs from 1st January to 31st December.

**First year subscriptions are pro rata depending on when we receive your application.**

A banding system is used to determine the rate due and for 2011 the relevant bands and rates are:

### **FULL MEMBERS**

<b><u>Turnover</u></b>	<b><u>Subscription</u></b>
Up to - £500,000	£700 plus VAT
£500,000 - £1 m	£820 plus VAT
£1 m - £2.5 m	£950 plus VAT
£2.5 m - £5 m	£1,100 plus VAT
£5 m - £10 m	£1,200 plus VAT
£10 m - £20 m	£1,250 plus VAT
Over £20 m	£1,300 plus VAT

### **AFFILIATE MEMBERS**

All Affiliate Members pay a rate of £650 plus VAT

### **GROUP MEMBERS**

Special subscription rates apply to companies who are part of a Group but who require individual membership

Members who pay their subscriptions by **29th January** are entitled to a **10% prompt payment discount** and those who take up membership during the year have their subscription reduced proportionately. Payments received after **31<sup>st</sup> May** attracts a **5% supplement** and this **increases to 10%** for payments received after **31<sup>st</sup> July**. Further discounts are available to those members who introduce other new members to the Association.

**Subscription can be paid via interest-free direct debit by arrangement.**

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# Application for Membership

To be completed by all applicants and returned to:

The Director  
National Association of Shopfitters  
NAS House  
411 Limpsfield Road  
Warlingham, Surrey CR6 9HA

I/We wish to apply for membership of the National Association of Shopfitters and, if elected, agree to co-operate in the working of the Association and to observe its Objects and Rules for the time being in force.

I/We understand that this application is subject to the approval of the Executive Council whose decision is final.

1.

2.

3.

4.

5. Authorised Representative for List of Members and contact

Please supply the following information which remains confidential to the Director:

6. Date of formation of firm or company  
Nature of Business

7. State whether your firm or company is associated with, controls or is controlled by any other company

8. If so, please state names, addresses and types of business and relationships with the above firm or company

9. If applicable, please state where your factory is situated

10. The number of workers normally directly employed  
(a) by applicant  
(b) by Associated Companies





11. The proportion of workers normally employed on specialist shopfitting as distinct from building and contracting

12. How many apprentices or trainees do you employ?

13. Are your operatives engaged in shopfitting work employed under conditions laid down by the Construction Industry Joint Council?

14. Have you a Design Office? If so how many staff are employed in the following categories:  
(a) Design Staff  
(b) Setters-Out

15. What experience have your principals had in shopfitting and with whom did they gain their main experience?

16. Are you a member of any other trade association(s). If so, please state name(s).

17. Value of shopfitting undertaken by you during your last financial year – see definition of “Shopfitting Work”

18. Can you please inform us if any Director or principal has been made bankrupt, or has made a composition with his creditors.

19. It would be helpful to Council to learn from where you heard about the NAS or what prompted your application

Signed.....Date.....

Position .....



**Photographs or Brochure**

When assessing an applicant’s suitability for membership, it is helpful if Council can see photographs of completed projects, or, possibly publicity brochures. These will be returned once your application has been considered.

**Accounts**

All applications must be supported by the applicant’s latest published accounts. Again, these will be returned once your application has been considered.

