



Dear Concierge or Business Owner;

The Bay Area Concierge Association's purpose is to promote awareness of the local business community and attractions by organizing and implementing events, educational programs and other activities that help those working in the hospitality industry inform visitors coming to Tampa Bay.

Our professional and dedicated Concierges and Front Office Staff members know the area well, have a great working relationship with many of Tampa Bay's businesses and organizations by participating in regular monthly meetings and events at a variety of locations.

Founded in 1996, our group has grown immensely with members representing hotels, resorts, museums, transportation companies and all major area venues.

We encourage you to look over the information provided and consider joining our association. Feel free to contact us with any questions or further ideas you may want to explore to keep our hospitality family growing.

Sincerely

Board of Directors

Bay Area Concierge Association, Inc.



B.A.C.A.

BAY AREA CONCIERGE ASSOCIATION

P.O. Box 14403

St. Petersburg, FL 33733

www.BayAreaConcierge.com

Concierge Membership Application

MEMBER INFORMATION

(Please type or print legibly, filling out all information, including zip code)

Name _____ Title _____

Business Type _____

Company Name _____

Address / City / State / Zip _____

Office Phone _____ Cell Phone _____

Email _____ Referred by: _____

SELECT MEMBERSHIP TYPE:

Individual Membership - Annual membership for 1 person (non-transferrable). **\$75.00 / year** ☐

Standard Concierge Membership - Annual Corporate membership: Included 2 Hotel Concierge/ Front Office Staff. **\$150.00 / year / per location** ☐

Corporate Concierge Membership - Annual Corporate membership: Included 3 Hotel Concierge/ Front Office Staff. **\$225.00 / year / per location** ☐

Criteria to Join: Valid only for Bonafide Primary Front-line Guest Services Providers in a Hotel, Condominium, Hospital or Office Building environment to include:

- Hotel Lobby & Executive Lounge Concierges
- Hotel General Managers, Rooms Directors, Front Desk Managers
- Assistant Managers & Associates
- Guest Services Directors/Managers
- Bell Captains & Bellmen
- Welcome Center Managers & Associates.

Membership also includes business listing on B.A.C.A. website, introduction in monthly newsletter, special announcements to membership, mention in social media posts and monthly membership meetings.

For Standard and Corporate Concierge Members, the membership belongs to the hotel, business or organization and is transferable to other representatives of the hotel, business or organization.

Membership is subject to approval by the Membership Committee and must be renewed annually, no later than the annual anniversary date based on date originally joined. For existing Members who wish to renew, applications and payment of dues are expected to be received no later than 30 days past their annual anniversary date. I agree to notify the Membership Committee within one month of any changes in status.

I have enclosed my check/money order payable to Bay Area Concierge Association for the appropriate amount. **Please complete a separate application form for each location.**

Signature of Applicant _____ Date _____

Signature of Owner or Manager _____ Date _____

For Office Use Only

Deposit Date: _____ Chk No: _____ Amt: _____ Website _____ Social Media _____ Quickbooks _____



B.A.C.A.

BAY AREA CONCIERGE ASSOCIATION

P.O. Box 14403

St. Petersburg, FL 33733

www.BayAreaConcierge.com

Affiliate Membership Application

MEMBER INFORMATION

(Please type or print legibly, filling out all information, including zip code)

Name _____ Title _____

Business Type _____

Company Name _____

Address / City / State / Zip _____

Office Phone _____ Cell Phone _____

Email _____ Referred by: _____

SELECT MEMBERSHIP TYPE:

Affiliate Membership – Annual membership for hospitality related business \$150.00 / year ☐

Additional Business – If a current member has an additional business, they can join at a reduced rate for each additional business and must still meet the requirements for the Affiliate Membership. \$50.00 / year ☐

Criteria to Join: Valid for Hospitality Industry Businesses and Organizations who have a Direct Relationship to services/attractions that a Concierge, etc., would offer a guest or client to include:

- Attractions – such as Theme Parks, Zoos, Aquariums, Museums, etc.
- Transportation Providers – such as Limousines, Motor Coach, Rental Cars & Boats
- Tourism Marketing & Publication Representatives
- Golf Clubs, Sports Teams
- Dining Yachts and Restaurateurs.

Membership includes

- Contact Details on B.A.C.A. Website Membership Page w/Link to members website
- Company Logo displayed on B.A.C.A. Website Affiliate Page w/Link to member website
- Special Announcement in Social Media Post
- Introduction at Monthly Membership Meeting or Monthly Events

For the Affiliate Associate Members, the membership belongs to the business or organization and is transferrable to other representatives of that business or organization.

Membership is subject to approval by the Membership Committee and must be renewed annually, no later than the annual anniversary date based on date originally joined. For existing Members who wish to renew, applications and payment of dues are expected to be received no later than 30 days past their annual anniversary date. I agree to notify the Membership Committee within one month of any changes in status.

I have enclosed my check/money order payable to Bay Area Concierge Association for the appropriate amount. **Use a separate application form for any additional businesses.**

Signature of Applicant _____ Date _____

Signature of Owner or Manager _____ Date _____

For Office Use Only

Deposit Date: _____ Chk No: _____ Amt: _____ Website _____ Social Media _____ Quickbooks _____

Benefits Of BACA MEMBERSHIP

- Be part of Tampa Bay's professional organization for the concierge specialist
- Monthly networking and educational opportunities with other industry professionals
- Ongoing professional development support to stay informed of industry changes
- Active involvement in charitable causes that make a difference in the community
- Become the hotel's asset with privileged information to better serve its guests
- Experience exclusive events, tours and opportunities sponsored by local businesses and chambers



Bay Area Concierge
Association, Inc.

www.BayAreaConcierge.com

PO BOX 14403
St. Petersburg, FL 33733

BAY AREA CONCIERGE ASSOCIATION, INC.

Serving Tampa Bay and the
Suncoast since 1996



BayAreaConcierge.com

OUR MISSION

To promote the education of our membership on the area's multitude of attractions, natural environments, civic volunteerism and professional career advancement in Les Clefs d'Or USA, and to bring to the forefront the importance of Hotel and Condominium Concierges and Tourism Specialists to the Hospitality Industry.

It is our purpose to support the growing tourist industry in the Tampa Bay area, and promote education and exceptional service for hotel guests and the hospitality industry.

REASONS TO JOIN

Nobody knows the Tampa Bay area more than the professional, dedicated Concierges of the Bay Area Concierge Association. We are a nonprofit organization committed to providing not only the best possible service to our guests, but the best possible service to our community.

Founded in 1996 our group has grown immensely with members representing all major area hotels and resorts in Clearwater, St. Petersburg and the Tampa area.

- Professional organization for the concierge specialists
- Monthly networking events to learn about area restaurants, museums, attractions and things to do
- Ongoing professional development support
- Become the hotel's asset with privileged information
- Exclusive opportunities sponsored by local businesses



INTERESTED?...

If you are interested in knowing more about BACA, our monthly events or if you want to join our association, contact one of our representatives:

Hillsborough and Pinellas County
membership@bayareaconcierge.com
or visit our website to join
www.BayAreaConcierge.com



Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Bay Area Concierge Association, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Other (see instructions) ▶

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Not For Profit Corporation

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
P.O. Box 14403

6 City, state, and ZIP code
St. Petersburg, FL 33733

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

-

-

or

Employer identification number

5

9

-

3

2

4

5

1

3

4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶ *Hans Hess*

Date ▶ 1/1/2021

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

Form **W-9** (Rev. 12-2014)