

The following companies are eligible to apply for membership:

- A) UK based manufacturers of mattresses, divan sets, bedsteads, divans & bases, headboards, bunk beds & cabin beds, waterbeds, futons, mattress protectors, duvets, pillows and toppers. The company must be manufacturing a reasonably substantial proportion of their products in the UK (as a guide, 50% would be considered substantial). Assembling from flat pack, finished, boxed products does not constitute manufacturing.
- B) Companies and/or agents supplying bedding components to companies in the UK

Sole traders, partnerships or limited companies are all equally entitled to join.

All applicants for Membership are required:

- 1 To have a minimum of one year's trading in the UK bedding industry
- 2 To comply fully to the requirements of the UK flammability regulations for foam and fillings; and to the requirements for mattresses to comply with the General Product Safety Regulations and undertake to indemnify the National Bed Federation with respect to any losses it might suffer as a result of non-conformity.
- 3 To conform to all aspects of the NBF Constitution and to observe the terms and conditions of membership. Full details are available in the Memorandum & Articles of Association, a copy of which can be obtained from the Secretariat.
- 4 To nominate a proposer and a seconder from within the ranks of existing NBF Membership.

**All applications will be submitted to the NBF Executive Board for approval. Final approval of membership is solely at the discretion of the Board whose decision is binding.**

### **COST OF MEMBERSHIP**

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Membership is for a **minimum of one full year (January - December)**. **Any company joining part way through the year is liable for the pro-rata costs for the year of joining PLUS payment in full for the following year.** Subscriptions payable for members in **Categories A and B** are based on bedding turnover which is defined for this purpose as shown below:

Bedding turnover is the total net sales revenue of mattresses, divan sets, bedsteads, divans & bases (sold separately), headboards, bunk beds & cabin beds, waterbeds, futons, mattress protectors, duvets, pillows and toppers manufactured plus re-making & re-conditioning; and the total net sales revenue of all components supplied to UK bedding manufacturers.

It is not possible for one of a group of related companies to join the NBF in isolation, if those related companies are also making and/or selling beds. "Related" might be sister or subsidiary organisations; or companies with directors or owners in common. Membership should rest with the "parent" holding company and the relevant bedding related turnover of all related or subsidiary companies must be taken into account.

**The current subscription formula is:**

<b>UK Bedding/Bed-Related Turnover</b>		<b>Annual Fee</b>
Band 1	£0 - £1,000,000	£700
Band 2	£1,000,001 - £5,000,000	£1,500
Band 3	£5,000,001 - £10,000,000	£3,000
Band 4	£10,000,001 - £25,000,000	£5,000
Band 5	£25,000,001 Plus	£10,800

Subscriptions are billed annually, quarterly, tri-annually or half yearly based on each member's annually declared bedding turnover in respect of the previous complete financial year.

Subscriptions are billed annually, quarterly, tri-annually or half yearly on request.

NB VAT will be applied to subscriptions in accordance with HM Revenue & Customs regulations in force at the time of invoicing.

- Terms are 30 days from date of invoice and late payment of subscriptions will incur additional administration charges of 5% per month.
- Failure to pay within three months of the due date will result in suspension of membership services and withdrawal of benefits until payment is brought up to date.
- The NBF reserve the right to verify the declaration of turnover of members on a random basis.

## APPLICATION FORM

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**Please complete all parts of this form and send it to the National Bed Federation, High Corn Mill, Chapel Hill, SKIPTON, North Yorkshire BD23 1NL**

*If you would like further information or any part of this application clarified further, we should be pleased to assist. Please call us on 0845 055 6406 or email: [info@bedfed.org.uk](mailto:info@bedfed.org.uk)*

I/We ..... (individual or company name of applicant) hereby make application under Group ....., Category .....to become a MEMBER of the National Bed Federation Ltd, in accordance with the provisions of the Memorandum and Articles of Association.

**In making such application we undertake to comply with the following terms and conditions of the Federation:**

1. I/We are manufacturers, suppliers or importers of beds and bedding component parts to the UK market.
2. I/We have been trading in the UK for a minimum of 12 months.
3. I/We have nominated a proposer and a seconder from existing members.
4. I/We declare that we understand and adhere fully to the requirements of the UK flammability regulations for foam and fillings; and to the requirements for mattresses to comply with the General Product Safety Regulations and we undertake to indemnify the National Bed Federation with respect to any losses it might suffer as a result of non-conformity.
5. I/We declare that we conduct our business operations so as to fulfill all relevant legal obligations (both general and specific to the nature of its business) to promote and foster high standards of consumer, customer and employee safety; and generally to operate in an ethical manner conducive to fair competition and fair dealing with employees, customers and suppliers.
6. I/We agree to use the NBF and Sleep Council logos only in accordance with usage guidelines – and upon termination of membership to remove all logos from premises, literature, labelling, advertisements, stationery, websites, etc within six months.

Furthermore, I/we understand that our application is subject to approval solely at the discretion of the Board whose decision is binding.

I/we further understand and agree to the following terms and conditions of membership

1. Membership shall be for a minimum of one full year (January - December) plus the pro-rata period of the year if joining part way through. Notice to cease membership must be received in writing by the end of October annually. If no such notice is received, it shall be deemed that membership from the following January will continue for a further 12 months.
2. Membership Subscriptions are to be based on a self-declaration of bedding turnover. This is the total net sales revenue of mattresses, divan sets, bedsteads, divans & bases (sold separately), headboards, bunk beds & cabin beds, waterbeds, futons, mattress protectors, duvets, pillows and toppers manufactured plus re-making & re-conditioning; and the total net sales revenue of all components supplied to UK bedding manufacturers.

3. Declarations of turnover for the last financial year are due no later than 15 December annually. If your declaration is not received by the due date your turnover will be estimated and subscription calculated accordingly, based on previous information supplied.
4. Subscriptions will be invoiced in January with subsequent invoices at regular intervals for members choosing quarterly, half yearly or tri-annual payments. All invoices are due within 30 days from date of invoice.
5. Late payment of subscriptions will incur additional administration charges of 5% per month.
6. Failure to pay within three months of the due date will result in suspension of membership services and withdrawal of benefits until payment is brought up to date.
7. The NBF reserve the right to verify the declaration of turnover of members on a random basis.

Company Name: .....  
***If part of a group or there is a parent company, please provide details below:***

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Trading Name or names: *(if different from above)* .....

Names of any subsidiary companies to be included in this application:

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Company Registration No:..... Date of Incorporation.....

Business Address.....

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.....Postcode:.....

Telephone No: ..... Fax No: .....

Email: ..... Website: .....

Annual UK bedding related turnover (last audited accounts) ..... Year end:.....

***\*Please enclose a copy of your most recent audited accounts or (for overseas applicants only) authorised verification of your UK turnover.***

Number of employees: .....

Names of Directors and Principals: .....

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Name of main contact to receive NBF information: .....

Email: ..... Direct Telephone No: .....

Mobile No:.....

Range of products or nature of business activities appropriate to the bed industry:

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