



International Door Association
*Enhancing the Value and Professionalism
 of Door & Access Systems Dealers*

Membership Information and Application

VALUE

Value for your money is what you receive with your IDA membership. What do members want from IDA?

Here are some recent responses to that question:

- Technician training at a reasonable cost
- Representation within the industry
- Promotion of professionalism
- Help with employment recruitment and training issues
- Insurance programs
- Public awareness

PROFESSIONALISM

Enhance your professionalism by being a member of the only association geared specifically for the door and access systems dealer.

Make a statement when you join IDA!

When you display your membership plaque and Code of Business Conduct certificate in your showroom, it lets consumers know that you, as business owner or top manager:

- care enough about your profession to belong to your industry's professional organization
- have long-term experience in the industry
- have agreed to abide to a comprehensive Code of Business Conduct as part of your membership
- believe in the concept of life-long learning.

Consumers can find you on the IDA website in the membership listing, and through two other consumer oriented websites.

Promote your professional affiliation even further with IDA logos and decals. Dealers and industry members are permitted to reproduce the IDA logo on their business documents and marketing materials. IDA logo decals for truck windows and office windows convey your affiliation directly to your customers.



Members were recently asked to list IDA's greatest strengths. Here are some of their responses:

- **The EXPO provides top quality workshops and speakers.**
- **The magazine and its 'tech tips' are great.**
- **IDA provides solutions to problems facing our industry.**
- **IDA can communicate important issues relating to our industry very quickly.**
- **IDA is raising the bar for competence and professionalism in the industry.**
- **IDA gathers dealers and suppliers together to exchange ideas and determine solutions to existing problems.**
- **IDA's greatest strength is its accessibility to door industry professionals throughout North America and around the world.**



Code of Business Conduct

Installing/Serviceing Dealer Member Code Of Business Conduct

The guidelines by which Installing/Serviceing Dealer members of the International Door Association are guided in relationship with their customers are:

1. Customer Satisfaction.

Of utmost importance to dealers is customer satisfaction. Dealers should establish customer satisfaction as a top priority, and deal with all complaints in an honest, fair and timely manner.

2. Truth in Selling.

Dealers should avoid misleading selling techniques and practices that encourage customers to purchase unnecessary products or services. The necessity and reasons for the selling of enhanced products should be documented in writing to customers.

3. Responsible Conduct.

Dealers should avoid conduct or practices likely to discredit their companies or the door and access systems industry as a whole, and shall honor their obligations and commitments to customers. Dealers should avoid conduct or practices intended or likely to discredit their competitors and/or customers.

4. Truth in Advertising.

Advertising, corporate and product literature, letters, and sales presentations should be strictly truthful, avoiding claims which are misleading or inaccurate

5. Product Installation.

Products shall be installed in accordance with the specific installation instructions provided by the product manufacturer.

6. Safety Compliance.

Dealers shall provide a safe working environment for employees and shall comply with applicable safety regulations. In addition, dealers

shall inform customers regarding safety features of products and safety precautions to be taken in the operation and maintenance of a door system.

7. Contracts.

Dealers shall have written contracts and/or purchase orders, which shall clearly state the essential terms for performance, including but not limited to the work to be performed, the products being purchased and/or installed, the time for performance, and all terms relating to pricing.

8. Consultation Services.

A door and access systems dealer's professional knowledge is a valuable result of the dealer's training and experience, and when called upon for service or for technical advice, it is proper that the dealer be paid for rendering these services. If applicable, such charges should be stated and/or estimated, in writing if possible, by the dealer prior to providing the service and/or technical advice.

9. Bid Procedures.

When the sealed bid process is utilized, the following should apply: Dealers should not seek to obtain price information concerning a competitor's bid or proposal before all bids are submitted.

10. Proposal Compliance.

Proposals and product installation shall comply with all applicable building codes, ordinances, regulations and laws.

11. Warranties.

Dealers shall present all warranties in writing, and shall respond to warranty service on a timely basis.

The Code of Business Conduct is intended solely to guide the conduct of the members of the International Door Association, and provide a minimum standard of conduct for said members. The Code does not create a right of action against any member on the part of any other member, competitor, or non-consumer member of the public. The International Door Association expressly notes that it does not and will not engage or participate in any action to enforce the goals and/or obligations of the Code, except those internal disciplinary actions specifically described in the *IDA Administration Manual*.

Visit the IDA website at www.doors.org for the most up-to-date information and member benefits, and to join IDA.



IDA can and does provide all of this to you, plus more...

Dealers benefit from their IDA membership through the following programs:

- Beneficiary of a national public relations programs (GarageWowNow.com and GarageCareNow.com)
- Listing on the IDA website (www.doors.org)
- Discounts to the annual IDAExpo™
- A full complement of technical and educational workshops for installers and business owners at IDAExpo™
- Access to the industry's recognized accreditation and certification programs.
- Regional educational conferences held in conjunction with industry affiliated organizations
- Business Support Services such as: *Employee Safety & Health Manual plus Loss Control Guidelines, HR Best Practices Guide, Sample Job Descriptions on website, Dealership Marketing Manual, Access to Business and Technical Forms, Special Marketing Tools, Service Decals, and Hang Tags*
- Discounts on the DoorTech Residential Installer Training Program and Operator Troubleshooting DVD.
- Availability of General Liability Business Insurance through IDA.
- IDA Scholarships for immediate family members of IDA Member Companies and Employees.

Manufacturers, distributors and other suppliers to the door and access systems industry benefit from IDA membership as well:

- Discounts on IDAExpo™ exhibiting fees and any of IDA's business support services, special marketing tools and service decals.
- Access to IDA's dealer network.
- Opportunities to participate in IDA's online membership directory, Product Guide, and in the industry magazine *International Door & Operator Industry*.
- IDA Scholarships for immediate family members of IDA Member Companies and Employees.

IDA subscribers receive discounts on IDAExpo™ registration fees, business support services, special marketing tools and service decals.

INTERNATIONAL **Door & Operator** INDUSTRY

The industry information leader.



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www.doors.org**

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Visit us online...



www.doors.org

www.idaeducation.com

IDA educational programs

www.garagewownow.com

Garage door home improvement

www.garagedoorcare.com

Consumer education for garage doors



Facebook: Search and like: **Twitter:** @IntlDoorAssoc
International Door Association



2018 IDA Dealer & Industry Membership Application

STANDARD TERM MEMBERSHIP (U.S. and Possessions and Canada)

Membership categories
are described on the
reverse of this form.

JAN.1 - DEC.31, 2018

- Installing/Serviceing Dealer****
\$50.00 Initiation Fee plus \$325.00, **Total: \$375.00** (par value)
- Dealer Branch Member (USE SEPARATE FORM)**
\$50.00 Initiation Fee plus \$200.00, **Total: \$250.00** (par value)
- Primary Industry***
(U.S. and Possessions, Canada, Mexico and International)**
Manufacturer/Vendor Member
\$50.00 Initiation Fee plus \$575.00, **Total: \$625.00** (US funds only)

SPECIAL TERM MEMBERSHIP

Five Year Membership, save 20%

- I/S Dealer...\$1,300 plus \$50 initiation fee, **Total \$ 1,350** (par value) (savings of \$325)
- Ind./Vend...\$2,300 plus \$50 initiation fee, **Total \$ 2,350** (US funds only) (savings of \$575)

Three Year Membership, save 10%

- I/S Dealer...\$877.50 plus \$50 initiation fee, **Total \$ 927.50** (par value) (savings of \$97.50)
- Ind./Vend...\$1,552.50 plus \$50 initiation fee, **Total \$ 1,602.50** (US funds only) (savings of \$172.50)

Half Year Dues if joining on or after June 1st

- I/S Dealer \$162.50 plus \$50 initiation fee, **Total \$ 212.50** (par value)
- Dealer Branch \$100 plus \$50 initiation fee, **Total \$ 150** (par value)
- Ind./Vend.\$287.50 plus \$50 initiation fee, **Total \$ 337.50** (US funds only)

INTERNATIONAL STANDARD TERM MEMBERSHIP*

JAN.1 - DEC.31, 2018

Installing/Serviceing Dealer, Total: \$125.00 (US funds only)
International members do not receive IDA manuals, but may purchase them at member price.

How do you prefer to receive the ID&OI magazine? Electronic Print

*International dues for Installing/Serviceing Dealers only. International Industry/Vendor members must join as an Industry/Vendor member for \$575.00 (US funds only).

NON-MEMBER SUBSCRIPTION CATEGORIES

JAN.1 - DEC.31, 2018

- Subscribing Dealer****
Less than 3 years in business. **Total: \$100.00**
(US funds only. Not open to dealers with 3 or more years in business.)
- Subscribing Associate*****
Provides ancillary services to dealers.
Total: \$100.00 (US funds only.)
- Subscribing Professional****
Has 3 years experience in another core business and has added the sale, installation and service of door and access systems to its business.
Total: \$100.00 (US funds only.)
- Subscribing Technician**
An employee of an Installing/Serviceing Dealer Member who installs and services door and access systems. **Total: No Charge**

Application is hereby made for membership in the **International Door Association (PLEASE PRINT OR TYPE)**

Company _____ License # _____
(if required by state in which Dealer is located)

Contact Name/Title _____ Owner's Name/Birth Year _____

Mailing Address _____

City/State/Province _____ Country/Postal Code _____

Shipping Address (if different) _____

City/State/Province _____ Country/Postal Code _____

Telephone _____ Fax _____

Toll Free _____ Contact Email _____

Website _____ Online Directory Email _____
(Required for IDA website - Members Only area)

If referred, please name sponsoring member/company _____

If a manufacturer, please list your products:

THIS AREA FOR OFFICE USE ONLY

Please check the following statement to indicate your agreement:

I have reviewed and fully understand the IDA Code of Business Conduct. I shall comply with the code as a mandatory requirement for my Installing/Serviceing Dealer membership with IDA. I understand that failure to comply with the Code will result in permanent expulsion from the IDA. **(Required for membership)**

Signed _____

Date _____



2018 IDA Dealer & Industry Membership Application *(cont.)*

Firm _____

Membership Categories

Installing/Serviceing Dealer Member

A company that sells, installs, and services residential and/or commercial door and access systems as its primary business. Minimum 3 years in business and/or majority owner(s) must have minimum of 3 years management experience including: owner, president, vice president or operations manager with a door and access systems dealership, product manufacturer or product vendor. Must be compliant to the IDA Installing/Serviceing Dealer Code of Business Conduct. Must provide a state license number if required by the state in which the Dealer's office is situated. If the company is not licensed where required by the state, said company may apply for Subscribing Dealer Service. May refer to IDA and use the IDA logo in advertising and marketing. Full rights of membership including voting; may hold Board and/or officer position. After three consecutive years of membership, may qualify for a one-time economic or medical hardship dues waiver upon written request to the Membership Committee. Types of Installing/Serviceing Dealer Members: United States and Possessions, and Canada.

Dealer Branch Member

A Dealer Branch Member is a company 100 percent owned by an Installing/Serviceing Dealer Member. A Branch must have a physical office located within a 100 mile radius from the primary Installing/Serviceing Dealer Member, and must be staffed by at least one full-time manager. The Branch must be open for business not less than 35 hours spread over not less than four days each week. The Branch must have a telephone number unique to the physical office in the locality. The physical office must have on-site capability of providing sales, and must have either on-site, or through the Installing/Serviceing Dealer member, the ability to sell, install and/or service door and access system products. Must provide a state license number if required by the state in which the Dealer's office is situated. If the company is not licensed where required by the state, said company may apply for Subscribing Dealer Service. May refer to IDA and use the IDA logo in advertising and marketing. Full voting rights of Membership including voting, may hold Board and/or Officer positions. Branch Member is IDA Code of Business Conduct compliant via Installing/Serviceing Dealer Member.

Primary Industry Manufacturer/Vendor Member

A company that provides door and access systems products and services to door and access systems dealers as its primary business to the door and access systems industry. May refer to IDA and use the IDA logo in advertising and marketing. Full rights of membership including voting; may hold Board and/or officer position.

Subscription Categories

Subscribing Dealer

A company that sells, installs, and services residential and/or commercial door and access systems as its primary business with **less than 3 years in business or management experience in the industry**. May not refer to IDA or use the IDA logo in advertising or marketing. The IDA Installing/Serviceing Dealer Code of Business Conduct compliance is not applicable. May not vote or hold Board and/or officer position. **After three years in business tenure requirement is met, Subscribing Dealer will become an Installing/Serviceing Dealer Member.**

Subscribing Associate

A company or person that provides services to door and access systems dealers including franchisers, legal firms, accounting firms, advertising agencies, architects, specifiers, engineers, and officials having jurisdiction. May not refer to IDA or use the IDA logo in advertising or marketing. May not vote or hold Board and/or officer position.

Subscribing Technician

A person who is an employee of an Installing/Serviceing Dealer Member and who installs and/or services door and access systems.

Subscribing Professional

A company whose primary business is **not** selling, installing and servicing residential and/or commercial door and access systems **but has 3 years experience in another core business, and has added the sale, installation and service of door and access systems to its business**. For the first 2 years, the company shall be a Subscribing Professional and may not refer to IDA or use the IDA logo in advertising or marketing. IDA Code of Business Conduct compliance is not applicable. **After 2 years as a Subscribing Professional will become a Professional Member** with full rights of membership with the exception of voting or holding a Board and/or Officer position.

PAYMENT

TOTAL PAYMENT: _____

Payment method Credit Card Check

Card Number _____

Expiration Date _____ 3 or 4 digit security code (on back of card)

Name on Card (please type or print) _____

X _____
Signature

Send payment to:
**International Door Association
L-2276
Columbus, OH 43260**
Make checks payable to IDA. If you are paying by credit card,
you may fax your completed
application toll free to:
888-283-4512.

**** REQUIRED INFORMATION**
IF APPLYING AS AN INSTALLING/SERVICING
DEALER MEMBER OR A SUBSCRIBING
DEALER OR PROFESSIONAL, PLEASE COMPLETE:

Commercial Installation & Service
 Residential Installation & Service
 Commercial Service
 Residential Service
 Automatic Pedestrian Door Distributor

Month/Year business initiated _____
of Trucks _____
of Personnel _____
Are you currently a member of an
IDA Affiliate Yes No
If yes, which one? _____

If your primary business is Automatic
Pedestrian Door Distributor, please check
this box.

***** REQUIRED INFORMATION**
IF APPLYING AS A PRIMARY INDUSTRY
MANUFACTURER/VENDOR MEMBER OR
SUBSCRIBING ASSOCIATE,
PLEASE COMPLETE:

We provide door and access systems
products and services to door and access
systems dealers as our primary business
in the door and access systems industry.

We are a franchiser, legal firm, accounting
firm, advertising agency, architect, business
consultant, specifier, engineer or other official
having jurisdiction, or other business that
does not provide door and access systems
products and services to dealers.

Are you currently a member of an
IDA Affiliate Yes No
If yes, which one? _____

Check here if you would like your membership to automatically renew in October each year. Your renewal will be processed to your credit card on record, and **all applicable discounts for early renewal will apply.**

Signature _____

For more information on membership:

www.doors.org

Phone: 937-698-8042 • Toll Free Phone: 800-355-4432 • Email: info@longmgmt.com

Mailing Address: P.O. Box 246, West Milton, OH 45383-0246

2018 IDA Dealer Branch Application

STANDARD TERM MEMBERSHIP (U.S. and Possessions and Canada)

JAN.1 - DEC.31, 2018

Dealer Branch Member ******

\$50.00 Initiation Fee plus \$200.00
Total: \$250.00 (par value)

**Half Year Dues if joining on or after June 1st.
Dealer Branch Member**

\$100 plus \$50 initiation fee, **Total \$150** (par value)

A Dealer Branch Member is a company 100 percent owned by an Installing/Serviceing Dealer Member. A Branch must have a physical office located within a 100 mile radius from the primary of the Installing/Serviceing Dealer Member, and must be staffed by at least one full-time manager. The Branch must be open for business not less than 35 hours spread over not less than four days each week. The Branch must have a telephone number unique to the physical office in the locality. The physical office must have on-site capability of providing sales, and must have either on-site, or through the Installing/Serviceing Dealer member, the ability to sell, install and/or service door and access system products. May refer to IDA and use the IDA logo in advertising and marketing. Full voting rights of Membership including voting, may hold Board and/or Officer positions. Branch Member is IDA Code of Business Conduct compliant via Installing/Serviceing Dealer Member.

Current IDA Installing/Serviceing DEALER MEMBER Company

IDA Member Number _____

Company _____ License # _____
(if required by state in which Dealer is located)

Contact Name/Title _____

Physical Address _____

City/State/Province _____ Country/Postal Code _____

Telephone _____ Email _____

Application is hereby made for membership in the **International Door Association (PLEASE PRINT OR TYPE)** Installing/Serviceing DEALER BRANCH Company ******

Company _____ License # _____
(if required by state in which Dealer is located)

Contact Name/Title Different from member contact _____ Birth Year _____

Mailing/Billing Address _____

City/State/Province _____ Country/Postal Code _____

Physical/Shipping Address (if different) _____

City/State/Province _____ Country/Postal Code _____

Telephone _____ Fax _____

Toll Free _____ Contact Email _____

Website _____ Online Directory Email _____

(Required for IDA website - Member Only area)

PAYMENT

TOTAL PAYMENT: _____

Payment method Credit Card Check

Card Number _____

Expiration Date _____ 3 or 4 digit security code (on back of card) _____

Name on Card (please type or print) _____

X Signature _____

Send payment to:
**International Door Association
L-2276
Columbus, OH 43260**
Make checks payable to IDA.

If you are paying by credit card,
you may fax your completed
application toll-free to:
888-283-4512

** REQUIRED INFORMATION

PLEASE COMPLETE:

- Commercial Installation/Service
- Residential Installation/Service
- Commercial Service
- Residential Service
- Automatic Pedestrian Door Distributor

Month/Year business initiated _____

of Trucks _____

of Personnel _____

Are you currently a member of an
IDA Affiliate Yes No

If yes, which one? _____

- If your primary business is Automatic Pedestrian Door Distributor, please check this box.

THIS AREA FOR OFFICE USE ONLY

Check here if you would like your membership to automatically renew in October. Your renewal will be processed to your credit card on record, and all applicable discounts for early renewal will apply.

Signature _____