

2018 DESIGNER PORTFOLIO PROGRAM APPLICATION



Denver**Design**District

Membership Application for 2018

Accepting Members: On-going

Fee: \$300

Note: Applicants must be a design principal of the firm.

Please print clearly or type.

Designer Name: _____

Firm Name: _____

Address: _____

Suite: _____

City _____

State: _____

Zip: _____

Phone : _____

FAX : _____

Cell : _____

E-Mail: _____

*Website: _____

***Note: You will be asked to provide professional images and a headshot once you are accepted into the program.**

DESIGN PROFILE

A. PERSONAL PROFILE (Attach additional sheets if needed)

Years Experience: _____

Education/Degrees: _____

Sales Tax License # _____

Affiliations: _____

Awards/Published Articles: _____

Other: _____

B. INDUSTRY:

Interior Design Architecture

C. SERVICES:

Do you offer Design Services? Yes No

Buying Services/Shopping? Yes No

D. DESIGN EXPERIENCE: Please check the appropriate category(s) **4 max.**

You must be experienced in the specialties you list.

Residential Commercial /Contract/Office Government / Institutional

Hospitality/Restaurant Health Care/Medical Remodel

New Construction

Specialties: 4 max.

- Space Planning and/or CAD
- Kitchen/Bath
- Architectural Plans
- Project Management
- Paint/Color Consulting
- Landscaping
- Window Coverings
- Flooring

Preferred Style(s) of Design: 3 max.

- Contemporary Modern/Minimalist
- Traditional/ European/ Period Design
- Eclectic
- Transitional
- Mountain/Western

Preferred Location: Please list the area or areas that you currently serve. **Limit 4.**

- Denver Metro
- Colorado Springs
- Boulder
- Genesee/Evergreen/Golden
- Ft. Collins/Greeley
- Aspen/Basalt/Grand Junction
- Vail/Beaver Creek/Edwards/Avon
- Steamboat Springs
- Breckenridge/Silverthorne
- Telluride/Durango
- Jackson Hole/Wyoming
- Santa Fe/Taos
- Montana
- Utah/Park City

E. Do you have business insurance? Yes No
(Include copy with application – if you do not have insurance you may still apply as long as you agree to purchase if selected)

F. Do you have a client contract or Letter of Agreement? Yes No
(Copy must be included with application)

G. Do you have a portfolio/brochure/presentation photos? Yes No
You will need to provide images and a headshot once accepted into the program.

Are your photos done by a professional photographer? **(This is mandatory)** Yes No

H. Do you have a retail business associated with your design business or are you employed by a retail store?
If yes, please expand Yes No

I. Do you represent a manufacturers line where you may sell product direct to the client? Yes No
If yes, please expand.

J. REFERENCES:

You must have references from at least **three** showrooms in the Denver Design District. **Please list at least three DDD showrooms below from which you have purchased merchandise in the last year.** You may list more than three.

Showroom Name: _____ Showroom Name: _____

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Showroom Name: _____ Showroom Name: _____

K. DESIGNER CRITERIA:

Designer Philosophy (40 word max):

Affiliations/Awards (35 word max):

Fee Method (20 word max):

About the Designer (55 word max):

If selected, do you agree to the following criteria (required):

1. Participate in an on-duty day at the DDD from 10:00am to 4:00pm M-F? (approx. 10-12 days/year)*
**Out of state designers, and designers located 70 miles or more from the DDD, are not required to participate.
No call, no shows may be cause for termination from the program* Y N
2. Agree to a fee structure for any off the floor purchases made through the buying service? Y N
3. Offer a complimentary one-hour meeting with clients while on duty and any clients that find you through this program? Y N
4. Carry a cell phone while on duty (provided by DDD)? Y N
5. Understand that the purpose of the program is to increase exposure and sales at the DDD and designers must focus their efforts towards purchases of products found at the DDD? Y N
6. Agree to pay the yearly fee associated with the program? Y N
7. Agree to attend (at minimum) one set of Showroom Tours within the calendar year? Y N
8. Agree to report all Designer Portfolio client sales to the DDD at the end of the calendar year or date requested. Y N
9. Agree not to publicly endorse another design center/resource for designers? Y N
10. Maintain a current DDD membership for the year in which you are applying? Y N

*The DDD reserves the right to change the policies and/or procedures regarding the Designer Portfolio program at any time.

Signed

Date

After you have completed this form, please return it to a reception desk at the Denver Design District, email or mail it to the Denver Design District (Attn: Jo Mabary, 595 S. Broadway, Suite 200, Denver, CO 80209); Phone- 303.282.3234 Fax- 866.846.2032 or Email- jo@denverdesign.com

The final selection of members will be made by the showrooms from the list of designers meeting the criteria and you will be notified upon approval.