



General Member Application

Membership Information

Thank you for your interest in becoming a member of the AICP (Association of Independent Commercial Producers). Please fill out the attached application forms and send them along with your dues payment to *Gabriela Romero at National Headquarters: 3 West 18th Street, 5th Floor, New York, NY 10011*) If you require any additional information or have any questions regarding the application process please feel free to contact your local AICP chapter or the National Headquarters office at (212) 929-3000.

Criteria for Membership

Criteria for General Membership: Any firm or corporation regularly engaged in the physical and/or digital production of commercials as an “independent commercial producer” who as part of such production employs employees for their commercial production services shall be eligible to be elected a General Member by the Board upon delivery to the Corporation of an application for membership.

“Independent Commercial Producer” means any proprietorship, partnership, firm or corporation engaged in the physical and/or digital production (including post-production and commercial music) of commercials as an independent producer who, as part of such production, employs employees for their commercial production services and is neither wholly nor partly owned, operated or controlled, directly or indirectly, by an advertising agency or an advertiser nor has on its staff an employee of an advertising agency or advertiser.

As used in the above bylaws provision, the terms “advertising agency or advertiser” include any entity, controlled group or holding company that owns or holds, directly or indirectly, any interest in an advertising agency or advertiser. If an applicant for membership is owned to any degree, directly or indirectly, by an advertising agency or advertiser, the applicant is not an “Independent Commercial Producer” and is not eligible for membership in the Association as a General Member.

An applicant for membership otherwise eligible for membership under this Subsection shall not be considered to be ineligible solely because the applicant (i) owns or controls a business that provides advertising content to the applicant and to others, (ii) accepts production service subcontracts from others, (iii) engages in non-traditional commercial or other media productions, or (iv) provides creative content for its productions.

“General Member” means a Producer member in good standing with the Association and concurrently with a Region, who is entitled to those rights, benefits and privileges of membership in the Association as may be specified in these Bylaws and as determined by the Board of Directors from time to time.

If accepted for renewal the applicant agrees to be bound by the AICP bylaws, in their present form and as amended from time to time, throughout the term of membership in the AICP.

Criteria for Associate Membership: Any person, firm or corporation regularly engaged in the business of providing services or supplies to the commercial production industry shall be eligible to be elected an Associate Member by the Board upon delivery to the corporation of an application for associate membership.

“Associate Member” (or “Associates”) means a proprietorship, firm, or corporation that (a) supplies goods or services to General Members (herein “Suppliers”); (b) supports the goals, missions and objectives of the Association; (c) is approved for membership by the Board of Directors (or its delegated committee or officer) in its sole judgment; (d) is eligible for Associate Membership in the Association and membership in a Region where situated. Associates shall have such rights and benefits and privileged as specified in these Bylaws and, as determined by the Board of Directors, from time to time. A Supplier that qualifies for membership as a General Member may not elect to join the Association as an Associate Member.

Your membership in the AICP entitles you to notices and other communications which the AICP may decide to distribute from time to time to members in general or to your company specifically. By accepting membership in the AICP, you authorize it to communicate with your company via mail, fax, email, telephone, text messaging or any combination thereof and such other mode(s) as the AICP determines.

AICP Chapters

Below is a list of the seven regional AICP chapters, their contacts, and the states that fall into each chapter.

These names are for future contact information; however, no matter where you are located, you should submit your application to our New York office.

AICP/East, 3 West 18th Street, 5th Floor, New York, NY 10011
Contact: Gabriela Romero, Membership Manager, (212) 929-3000
Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington D.C.

AICP/Midwest, Tessa Films, 106 N. Aberdeen
Chicago, IL 60607
Contact: Lisa Masseur, Chapter President, (312) 757-4389
Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

AICP/Southeast, c/o BARK-BARK, 1447 Peachtree Street NE, Suite 1050
Atlanta, GA 30309
Contact: Tabitha Mason-Elliott, Chapter President, (404) 551-4505
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia

AICP/Southwest, c/o Threaded Pictures, 2626 Cole Avenue, Suite 150
Dallas, TX 75204
Contact: Brian Hwang, Chapter President, (214) 954-1998
Arkansas, Louisiana, New Mexico, Oklahoma, Texas

AICP/West, 8275 Beverly Blvd. 3rd Floor, Los Angeles, CA 90048
Contact: Gabriela Romero, Manager of Membership Information & Systems, (212) 929-3000
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

General Membership Dues

Membership dues for each year are based on the member company's **aggregate** gross billings from the commercial production industry (including post production), and including non-traditional productions, of parent, subsidiaries, and affiliate companies **combined**, in the previous calendar year.

If your company works in other media (i.e. television, features, music videos) the income should be calculated from commercial work only (including post), and including non-traditional commercial work. *All dues are paid the first week in January of each calendar year.* Dues are billed annually. Companies joining after the beginning of the calendar year will have their dues pro-rated on a quarterly basis.

Dues Breakdown

To determine your dues level, *you must go to the following link on the web:*

<http://www.aicp.com/dues>

There, you will enter your information and print out your invoice. **You must print out this invoice, and return it with your check, along with this application.**

Be sure to check the box that says “check if new member.”

General Membership Application

Company Information

Company Name

Company Type

Street Address

City

State

Zip

Telephone

Telefax

email

Website

Facebook page (if applicable)

Twitter account (if applicable)

Personnel Structure

Please check one person to be your company's primary representative to the AICP.

☐

President/Owner

CFO/Controller

☐

Executive Producer

Executive Producer

Production Manager

Sales Representative

Ownership Structure

Is the Company named above the parent company?

Yes ☐

No ☐

If No, please name the parent company and address:

What is the corporate ownership of that parent company, and address?:

What other entities are owned by the parent or holding company?

Is there ANY common ownership, direct or indirect, between the company applying for membership and either an advertising agency or an advertiser?

Yes ☐

No ☐

If yes, please explain:

Please provide the following information, if applicable. Should you have more than one affiliate division or location please provide information on a separate sheet of paper.

Affiliate Division/Location(s)

Company Name:

President:

Address:

Executive Producer:

Office Head & title:

Telephone:

Production Manager:

Telefax:

Sales Rep(s):

email:

Representing:

(check if title is Director)

Director or Other Title:

Name: *(in alphabetical order)*

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Please check all areas of practice that apply:

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- Animation
- Experiential
- Interactive Media/Web Development____
- Live Action
- Mobile Apps
- Motion Graphics/Design
- Social
- Talent Representation/Management
- Virtual Reality
- Visual Effects
- Other (Please explain):

Business History/References

Please list three of the most recent projects produced by your company:

Agency/Client

Product

Agency/Client

Product

Agency/Client

Product

Please reference two vendors you do business with on a regular basis:

Company Name

Company Name

Address

Address

Phone

Phone

Fax

Fax

Labor and Guild Contracts

Is your company signatory to any existing labor or guild agreements? Please describe.

I have received and reviewed the membership eligibility section of the AICP bylaws (pp. 9-13)

Yes ☐

If accepted into membership the applicant agrees to be bound by the AICP bylaws throughout the term of membership in the AICP.

I affirm that the information provided in this application is complete and accurate.

(Must be signed by an officer of the Applicant)

Signature

Print Name

Title

Date

Re-instatement of membership

General members who allow their dues payments to lapse and then re-join shall incur the following re-instatement penalty in addition to that year's dues:

General Members: \$2,475 or amount they would have paid in dues had they remained members, whichever is greater.

The applicant agrees that it will abide by the Commercial Filmmakers' Code of Professional Responsibility.

COMMERCIAL FILMMAKERS' CODE OF PROFESSIONAL RESPONSIBILITY

To the Public: We are pleased to be filming in this location and appreciate your cooperation. If you find this production company is not adhering to this Code, please call _____ at _____

To our Company: You are guests and should treat this location, as well as the public, with courtesy. This notice has been attached to the filming notification which was distributed to this neighborhood.

1. When filming in a neighborhood or business district, proper notification is to be provided to each merchant or resident who is directly affected by the company (this includes parking, traveling shots, base camps, meal areas, etc.)
2. Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated in the permit. They should park one by one, turning off engines as soon as possible.

Cast and crew shall observe designated parking areas only. Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction, or the driveway owner.

10. Do not trespass onto neighbors' or merchants' property. Remain within the boundaries of the property that has been permitted for filming.
10. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner of the vehicle.
5. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Use company-supplied receptacles for the disposal of all napkins, plates and coffee cups that are used in the course of the working day.

All catering, craft service, construction, strike and personal trash must be removed from location.

6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or the property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated by the location agreement or permit. Also, remember to remove all signs posted to direct the company to the location.
8. Every member of the cast and crew shall keep noise levels as low as possible.
9. Observe designated smoking areas and always extinguish cigarettes in butt cans.
10. Crew members shall not display signs, posters or pictures on or in vehicles that do not reflect common sense or good taste (i.e., pin-up posters...) Cast and crew will refrain from the use of lewd or improper language.

Appreciates your cooperation and assistance in upholding the Filmmaker's Code of Professional Responsibility.

**(Not necessary to return these 5 pages with your application,
but you must check the box on page 7 that you have read them.)**

Membership Eligibility

SECTION 1. Definitions.

A. “Member” means a General Member or Associate Member but does not include Production Team Member under Paragraph G.

B. “Producer” means Independent Commercial Producer.

C. “Independent Commercial Producer” means any proprietorship, partnership, firm or corporation engaged in the physical and/or digital production (including post-production and commercial music) of commercials as an independent producer who, as part of such production, employs employees for their commercial production services and is neither wholly nor partly owned, operated or controlled, directly or indirectly, by an advertising agency or an advertiser nor has on its staff an employee of an advertising agency or advertiser. As used in this Subsection C, the terms “advertising agency or advertiser” include any entity, controlled group or holding company that owns or holds, directly or indirectly, any interest in an advertising agency or advertiser. If an applicant for membership is owned to any degree, directly or indirectly, by an advertising agency or advertiser, the applicant is not an “Independent Commercial Producer” and is not eligible for membership in the Association as a General Member. An applicant for membership otherwise eligible for membership under this Subsection C shall not be considered to be ineligible solely because the applicant (i) owns or controls a business that provides advertising content to the applicant and to others, (ii) accepts production service subcontracts from others, (iii) engages in non-traditional commercial or other media productions, or (iv) provides creative content for its productions.

D. “General Member” means a Producer member in good standing with the Association and concurrently with a Region, who is entitled to those rights, benefits and privileges of membership in the Association as may be specified in these Bylaws and as determined by the Board of Directors from time to time but does not include Production Team Member.

E. “Honorary Member” means a board of trade, Chamber of Commerce, community or governmental agency, private organization or individual who has, in the opinion of the Board of Directors, improved and enhanced relations between the Commercial Industry and/or government and the community or has generally advanced the interests of the Association.

If any member of the Board of Directors wishes to bestow an honorary membership upon a person or entity, the name of the person or entity shall be submitted to the Board of Directors not less than 30 days prior to the next scheduled Board of Directors meeting, along with a supporting statement setting forth the reasons why the person or entity is worthy of honorary membership. Upon the approval of a majority of the Board of Directors, honorary membership shall be bestowed upon the person or entity and such name shall be carried in the rolls of the Association. Honorary membership may be removed under the same procedure.

F. “Associate Member” (or “Associates”) means a proprietorship, firm, or corporation that (a) supplies goods or services to General Members (herein “Suppliers”); (b) supports the goals, missions and objectives of the Association; (c) is approved for membership by the Board of Directors (or its delegated committee or officer) in its sole judgment; (d) is eligible for Associate Membership in the Association and membership in a Region where situated. Associates shall have such rights and benefits and privileged as specified in these Bylaws and, as determined by the Board of Directors, from time to time. A Supplier that qualifies for membership as a General Member may not elect to join the Association as an Associate Member.

G. Production Team Member (“PTM”). On behalf of certain Producers who are General Members and who have authorized AICP to negotiate on their behalf under Article XII Section 2 (2) of these Bylaws, the AICP has negotiated a collective bargaining agreement with Local 111 of the IATSE effective October 1, 2025 (herein the “Production Workers Agreement” or “PWA”) covering the freelance production team and production assistant categories as more fully described in the PWA. As a service and benefit to the commercial production industry and in order to accommodate independent commercial production companies who are not AICP General Members but who adopt the terms of the

PWA individually and who would otherwise be eligible for General Membership under the provisions of these Bylaws and the requirements to be represented in collective bargaining under Article XII Section 2 (2) of these Bylaws, effective October 1, 2025, these Bylaws have been amended to add a special membership class entitled “Production Team Membership” (“PTM’s”) subject to the following terms and conditions:

- i. PTM status is open to bona fide, Producer (as defined in the these Bylaws) who are not presently AICP General Members and who adopt the terms and conditions of the PWA as the company’s individual agreement.
- ii. PTM’s shall in all respects and at all times comply with the criteria for admission as General Members and as bona fide employers under the terms and conditions of Article XII Section 2 (2) of these Bylaws for purposes of representation in collective bargaining. (In-house advertising agency or advertiser commercial production units or commercial production entities are ineligible to become PTM’s in that such entities are presently ineligible to be AICP General Members.)
- iii. PTM’s may, by resolution of the Board of Directors of AICP, be permitted, but are not required, to authorize AICP to negotiate and administer the PWA on their behalf with IATSE Local 111 as part of the AICP bargaining group, in the same way as AICP General Members authorize the AICP to negotiate on their behalf with Local 111 and the IATSE under Article XII Section 2 (2) of these Bylaws.
- iv. PTM’s are not eligible to be represented by AICP in negotiations for any other AICP labor agreement, including but not limited to, the IATSE Commercial Production Agreement, the Directors Guild of America National Commercial Agreement, the Local 399 and Local 817 Teamsters agreements, and the NY IATSE local union agreements.

- v. A PTM may have its own independent IATSE agreement for other IATSE categories (i.e., categories that are included in the CPA) but per subparagraph (iv) would not be represented by AICP in CPA negotiations.
- vi. PTM's may contribute to CIAF under their independent agreements for PWA or other IATSE categories, as the PTM and the IATSE Local 111 may independently negotiate and agree. Presently, under the PWA, contributions to CIAF is a contract term and contributions are required for the IATSE Local 111 categories under the PWA.
- vii. Provided the agreement between a PTM and Local 111 of the IATSE so requires, the PTM shall contribute to PHBP for IATSE PWA categories subject to its Trust agreement, Plan rules, Participation Agreement, Resolutions and other governing Plan documents as determined and required by the PHBP Board of Trustees.
- viii. PTM's shall not be required to pay AICP membership dues, but in other respects shall comply with the obligations that are imposed on AICP General Members under these Bylaws and may be expelled from PTM status and membership by decision of the AICP Board of Directors, in its sole discretion, in the interests of the AICP.
- ix. PTM's do not elect Directors or otherwise vote or have voice as General or Associate Members on matters that come before the Board of Directors or the Membership of the AICP.
- x. PTM's representatives are eligible to participate on the IATSE Local 111 negotiating committee in the manner, number and to the extent determined by the AICP Negotiating Committee that negotiates the PWA under Article XII Section 2 (2), or as the Board of Directors otherwise determines in its sole discretion.
- xi. The AICP Board of Directors shall retain the right, in its sole discretion, at any time, to modify, amend or repeal any of the foregoing provisions regarding PTMs, and any other Bylaw provision, in whole or in part.

SECTION 2. Membership in the Association.

- A. Membership in the Association shall be open to Producers and Suppliers, who may become General Members and Associates respectively and as General and Associate Members have concurrent membership in a Region.
- B. PTM's shall in all respects comply with the criteria for admission as General Members under the terms and conditions of these AICP Bylaws.
- C. Following review and approval of the applicant by the Membership Committee, the Board of Directors or the Executive Committee may in its sole discretion admit to General Membership, effective retroactive to a prior date, a Producer or Supplier that on such date became and continues to be eligible for General or Associate Membership, upon such terms, limitations and conditions as the Board of Directors or the Executive Committee determines and conditional upon tender of two times the annual membership dues applicable to the applicant for each year after the effective date by the applicant through the current month of the application, with regular annual membership dues applicable thereafter.
- D. Following review and approval of the applicant by the Membership Committee, the Board of Directors or the Executive Committee may in its sole discretion admit to Production Team Membership, effective retroactive to a prior date, a Producer that on such date became and continues to be eligible for Production Team Membership, upon such terms, limitations and conditions as the Board of Directors or the Executive Committee determines.

SECTION 3. Membership Renewal.

Membership shall be on an annual calendar year basis and shall be automatically renewed from year to year unless terminated according to these Bylaws.