



AUDIT ORGANIZATION APPLICATION FOR CERTIFICATION



Audit Organization Application

Any individual or firm that requests to be certified under the bylaws and guidelines of the EEIAC shall be granted Certified Auditor Status if and when the following application criteria are met:

- a) Provide a completed Audit Organization Application. The Application form can be found on the following page 3 of this document.
- b) Submit a fully executed Declaration of Conformity. The Declaration form can be found on Page 4 of this document.
- c) Submission of a Statement of Methodology detailing the proposed audit methodology. The Statement should be attached to the Application and be provided in Microsoft Word format.

No application will be considered unless all three of the above items are fully completed and submitted in one document. Application documents shall be submitted electronic format and emailed to:

eeiac@exhibitionaudits.org

Applications will be reviewed and Audit Organizations will be notified of the Committee's decision within 45 days of receipt of fully completed application materials.



Audit Organization Information

Company Name _____

Address _____

City, State, Postal Code _____

Contact Name & Title _____

Phone _____

Email address _____

Web site URL _____

Types of Audits performed Business-to-Business Exhibitions/Events _____
 Consumer Exhibitions/Events _____

How many years has your organization been performing audits? _____

Experience – Please list three events audited by your company during the past two years. Please include a copy of the audit for each of the events listed. If less than three events can be referenced, please include a brief statement about your organization’s qualifications as an auditor.

Does your company own, have financial interest in, or have an affiliation with, an event organizer or event? Yes _____ No _____

If yes please list.



Audit Organization Declaration of Conformity

I hereby certify on behalf of _____. (name of audit organization) that all audits conducted by this organization in calendar year 2005 will be conducted in strict conformity with the standards promulgated by the Exhibition and Event Industry Audit Commission ("Commission"):

(Please check the type of events your organization will audit)

___ Standards for Conducting Business-to-Business Exhibition and Event Audits

___ Standards for Conducting Business-to-Consumer Exhibitions and Events

_____ (name of audit organization) acknowledges that its use of the term "EEIAC Approved Audit" and any mark or logo pertaining to said term is premised upon continued compliance with these standards. This Declaration shall have an expiration date of December 31 of the calendar year in which it is signed. A new declaration must be submitted for each calendar year. By signing this declaration, you acknowledge that you have read and understand the most current Standards documents

It shall be at the sole discretion of the EEIAC to revoke permission to publish audits containing the EEIAC logo.

Signature of Authorized Representative

Name of Authorized Representative (*print or type*)

Title

Date



Statement of Methodology

Please use this section to describe your company's methodology for performing audits. If your company performs audits for Business to Business and Consumer events, you must submit a separate methodology statement for each event type. At a minimum, your statement must include specific responses to the following sections of the Audit Standards documents.

- 3.1 Reviewing data prior to an exhibition or event:

- 3.5.1 Review of the entire database:

- 3.5.4 Tabulation of all records in the registration database:

- 4.0 Database testing:

- 5.0 Adjustments: