

## TFI Outreach Membership Policies

### Designation & Duration

- TFI Outreach memberships are per person, per year, and are non-transferable and non-refundable. All sales are final.
- Memberships can be renewed annually through [TFI Shop](#) however memberships may not be accepted without cause at the sole discretion of TFI.
- The member accepts responsibility for knowing when his or her membership expires.

### Guest Policy

- "Guests" are defined as employees, business partners, associates, co-op students, relatives, employers and clients of the member and are not themselves TFI Outreach members. Guests must be working with, assisting or working for the member only.
- Guests must be accompanied by the member at all times.
- Outreach members are entitled to bring guests to TFI by paying a nominal guest fee, in advance and with prior notice. Payment must be made through [TFI Shop](#). Members may bring a maximum of two guests per visit.
- Guests will be allowed to attend non-exclusive TFI seminars only by paying a non-member rate per person (as per advertised seminar rates).
- There is no limit to the number of guest visits allowed within the member's membership year.

### Non-Exclusive/Exclusive Use of the Resource Centre and Showroom *(subject to availability)*

- Outreach members wishing to conduct research in the Resource Centre will receive NON- EXCLUSIVE use of the room (meaning the Resource Centre can be shared by other members at the same time).
- Outreach members requesting EXCLUSIVE use of the Resource Centre or Showroom (meaning sole use of the room) must remit a license application and pay a license fee as noted on the application (please ask TFI reception for the application).
- TFI reserves the sole right to approve or deny license applications and use of its facilities by members.
- Access for members and guests will be limited to reserved areas only.
- No food or beverages are permitted in the Resource Centre or Showroom.
- TFI books, files, magazines and other materials are copyright protected and may not be removed from the Resource Centre or Showroom.
- As a courtesy to other TFI members, Outreach members must provide at least one business days' prior notice when booking or cancelling a TFI appointment.
- There is a 15-minute grace period for late arrivals. Appointments are not guaranteed for members arriving more than 15 minutes late.
- TFI administration cannot conduct research on behalf of members or their guests.

### Mentor Consultations *(subject to availability)*

- Each member receives 120 minutes of FREE consultation time with TFI's volunteer industry mentors per membership year, based on availability.
- Consultations may be conducted in person, by telephone, by Skype or via e-mail.
- Consultations may take place at TFI during business hours or off-site at a location mutually agreeable to TFI's mentor and member.
- Consultations are booked on a first-come first-served basis, subject to availability, through the TFI administrative office during regular business hours.
- TFI Members must complete a TFI Consultation Request Form before consultations will be booked. [Forms are available online here.](#)
- There is a 15-minute grace period for late arrivals. Appointments are not guaranteed for members arriving more than 15 minutes late.
- Members must provide at least one full business days' cancellation notice or risk forfeiting the consultation time.
- Once complimentary consultation time has expired, Outreach members may purchase additional consultation hours directly from the mentor.
- Unused complimentary consultation time cannot be forwarded to the next membership year.

### Seminars, Workshops and Promotional Opportunities

- Opportunity to enter the TFI New Labels® competition and show is exclusively for TFI womenswear members who have been in business 3 years or less, by application.
- TFI events are advertised on the TFI website and by e-mail notification. Event pre-registration and pre-payment is required online through [TFI Shop](#) or by cash, money order or certified cheque.
- Promotional opportunities are advertised on the TFI bulletin board and by e-mail notification.

### Membership Rewards Program

- TFI membership provides access to exclusive supplier discounts and bonus offers by third party vendors. [Click here for a list of TFI membership rewards.](#)

### TFI Points Card

- TFI members can pick up their TFI Points card at TFI reception during regular business hours.
- Validate your TFI Points card every time you arrive for a TFI event, consultation or Resource Centre booking.
- Earn 10 validations and redeem your Points card to attend one TFI seminar free of charge during your membership year.
- TFI is not responsible for lost or stolen cards.
- TFI Points Card must be validated upon arrival and cannot be back-dated.

### Non-Disclosure, Code of Conduct & Conflict of Interest

- The integrity and success of TFI depends on the personal conduct of each and individual representing it, including TFI Outreach members.
- Each of us holds a position of trust and must conduct himself or herself in accordance with the highest standards of ethical behaviour and professional demeanor.

- Each of us holds a position of responsibility when it comes to protecting the privacy and confidentiality of others and confidential corporate information relating to TFI such as but is not limited to information concerning TFI's corporate policies, internal systems or programs, business practices, current or proposed transactions, business dealings, negotiations, contracts, sponsorships, grants and investment considerations or decisions; promotional material; and files and documents developed to conduct TFI's business.
- You are in a conflict of interest if you engage in outside activities that could cause you to act in a way that is not in the best interests of TFI or of its current members or prospective clients.
- You agree to not offer or give gifts, gratuities, favours or benefits to TFI staff, mentors and others associated with TFI if they are for more than a nominal value or if they go beyond what could reasonably be considered ethical and acceptable business practices. This includes gifts, bribes, or kickbacks that may influence or appear to influence the performance of duties undertaken by TFI staff, mentors and others associated with TFI.
- The name, logo and likeness of Toronto Fashion Incubator, TFI and/or any of its event properties may not be copied, used or associated with your personal activities unless prior written approval is received from TFI's Executive Director.

### Payment Terms

- Hourly charges will be calculated to the next quarterly interval after the minimum one-hour period. For example, for 18 minutes, a member will be charged for 30 minutes of usage time. For 12 minutes, 15 minutes of usage time will be charged.
- All invoices are due upon receipt.
- Memberships, service fees and retail sales are payable through [TFI Shop](#) or by cash, money order or certified cheque. Please make money orders and certified cheques payable to: Toronto Fashion Incubator.
- Regular cheques and Debit cards are not accepted.

These policies supersede any previous advertisement or arrangement. All prices and fees published are subject to the Federal Goods and Services Tax (GST), and to the Provincial Sales Tax (PST or QST) or to the Harmonized Sales Tax (HST), where applicable. Prices and terms are subject to change at any time. All sales are final.

## TFI Outreach Membership Fee Guide

### Resource Centre and Showroom Facilities

One business days' advance notice required when booking or canceling an appointment

- Resource Centre non-exclusive use: Free
- To license EXCLUSIVE use of the Resource Centre or Meeting Room, contact TFI Admin
- Access to Trend forecasting resources: Free
- Access and use of TFI laptop (PC): Free

### Office Facilities and Services

- Additional mentor consultation time is available directly from TFI mentors. Price TBD.
- Fax – Outgoing: \$1.10 per page
- Fax - Incoming: \$ 1.10 per page
- Photocopies (8.5" x 11", B&W): \$0.10 per page
- Courier service administration fee: \$3.50 per shipment + shipping charge
- WiFi Internet access: Free for member (user must provide own device with modem)

### Seminars and Workshops

- Events are advertised on the TFI website and by e-mail notification
- TFI members can enjoy 40% off TFI seminars and workshops! Pre-registration and pre-payment is required through [TFI Shop](#).
- Limited space available

### TFI New Labels® Show & TFI Press Breakfast Event

- Fees based on a recoverable cost per event – refer to the appropriate application forms for pricing

### Guest Visits *(must be accompanied by member)*

"Guests" are defined as employees, business partners, associates, co-op students, relatives, employers and clients of the member who are not TFI Outreach members. Guest must be working with, assisting or working for the member only.

- Non-Exclusive Resource Centre guest fee: \$10.00 per person/per visit (two person/per visit max.) payable in advance through [TFI Shop](#).
- Mentor Consultation guest fee: \$10.00 per person/per visit (one person/per visit max.) payable in advance through [TFI Shop](#).

*All prices and fees published are subject to the Federal Goods and Services Tax (GST), and to the Provincial Sales Tax (PST or QST) or to the Harmonized Sales Tax (HST), where applicable. Prices are subject to change at any time. All sales are final.*