



# JEWELERS OF AMERICA

Mail, fax or email completed application & supporting materials to:  
 Jewelers of America  
 52 Vanderbilt Avenue, 19th Floor  
 New York, New York 10017  
 Fax: (646) 658-0256  
 Email: members@jewelers.org

Questions?  
 Phone: (800) 223-0673 toll free  
 www.jewelers.org

## RETAIL MEMBER APPLICATION

### BUSINESS CONTACT INFORMATION

Name of Business Applying for Membership \_\_\_\_\_

Headquarters Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country (if outside U.S.) \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Business Email \_\_\_\_\_ Website \_\_\_\_\_

General Membership Contact \_\_\_\_\_ Title \_\_\_\_\_

Public Relations Contact:

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Accounts Payable Contact:

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

### BUSINESS INFORMATION

Type of Business:  Retail Jewellery Store  Leased Department  Other: \_\_\_\_\_

Number of Stores: \_\_\_\_\_ Total # of employees at all locations: \_\_\_\_\_ Year Established: \_\_\_\_\_

Attach a list of U.S. store locations including contact name, complete address and email.

Do you collect sales/use tax?  yes  no Tax ID Number: \_\_\_\_\_

List below the names & addresses of three (3) industry references: (supplier, bank, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How did you hear about JA?

Email

Mailing

Online

Member Referral

Trade Show (which show?) \_\_\_\_\_

Print Advertisement (which publication?) \_\_\_\_\_

Other (please explain): \_\_\_\_\_

### PAYMENT INFORMATION

My check is enclosed, payable to Jewelers of America, Inc.

Please charge my:  Visa  Mastercard  Amex

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

|          |                 |
|----------|-----------------|
| \$ _____ | Dues Amount >   |
| + \$35.  | Application Fee |
| \$ _____ | TOTAL           |

### DUES SCHEDULE:

| # Stores | Dues Amount  |
|----------|--|
| 1        | \$115.   |
| 2 - 9    | \$115. + \$55. per store over 1                                  |
| 10       | \$610.   |
| 11 - 24  | \$610. + \$40. per store over 10                                 |
| 25       | \$1,210.   |
| 26 - 49  | \$1,210. + \$30. per store over 25                               |
| 50       | \$1,960.   |
| 51+      | Contact member services at members@jewelers.org or 800-223-0673. |

### CODE OF PROFESSIONAL PRACTICES SIGNATURE REQUIRED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and, as an individual and as a company, will abide by the Code of Professional Practices printed on the back of this letter. I affirm that I have the authority to make such a commitment on behalf of my company.

### WHAT YOU MUST INCLUDE WITH APPLICATION:

- All fields on application must be complete in order to be processed.
- Payment (see Dues Schedule above)
- Photos of one Store Interior and Exterior (w/ store name visible)
- Business Card/Stationery
- Copy of Business License
- Businesses with a physical location, but without a traditional storefront (i.e. by appointment only) must provide copy of lease agreement

# JEWELERS OF AMERICA CODE OF PROFESSIONAL PRACTICES

---

The Jewelers of America mission is to increase consumer confidence in the jewelry industry by advocating professionalism and adherence to high ethical, social and environmental standards. A condition of membership in Jewelers of America is an annual commitment to the Code of Professional Practices. The Code of Professional Practices establishes the standards our members enthusiastically endorse in theory and practice. Jewelers of America members strive to achieve these practices throughout their day-to-day business operations. Members encourage these practices within their “spheres of influence” – supply-chain relationships, the wider jewelry industry and the world in which the member and their business partners operate.

## ETHICAL PRACTICES

- We will conform to all applicable law in the jurisdictions where we operate.
- We will conduct our business with honesty, sincerity, truthfulness, integrity and transparency.
- We will not engage in bribery and/or corruption. We will work to protect the industry and our clients against fraud, misrepresentation and unethical business practices.
- We will not tolerate money laundering and/or financing of terrorism. If applicable to our business, we will have an anti-money laundering (AML) program in place to fully comply with the USA Patriot Act.
- We will make every effort to ensure that we do not deal in the flow of conflict diamonds. We will fully comply with the Kimberley Process Certification Scheme and the World Diamond Council System of Warranties.
- We will fully and accurately disclose the material characteristics of the products and merchandise we sell.
- We will take reasonable measures to ensure the physical integrity and security of product shipments.
- We will respect commercial confidentiality and the data privacy of our employees, business partners and customers.
- We will strive to continuously improve our professionalism and expertise, as individuals and as a company.

## SOCIAL AND HUMAN RIGHTS PRACTICES

- We will respect the fundamental human rights of all our employees, business partners and customers.
- We will conform to all applicable laws related to labor practices with regard to workers’ rights and protections.
- We are committed to high standards of health and safety in our business.
- We will not discriminate against employees in accordance with applicable law.
- We will prohibit the use of degrading treatment, harassment, abuse, coercion or intimidation in any form in our business.
- We will adhere to all applicable laws related to working hours and compensation.
- We will strive to be good citizens and contribute to the communities in which we do business.
- We will recognize and respect the rights of all indigenous peoples, and the value of their traditional, cultural and social heritage.

## ENVIRONMENTAL PRACTICES

- We will strive to conduct our business in an environmentally responsible manner.
- We will strive to manage our environmental footprint by eliminating or minimizing negative environmental impacts.
- We will strive to ensure the efficiency of our business operations by managing our use of resources and energy.

*This Code is consistent with the principles of the Responsible Jewellery Council ([www.responsiblejewellery.com](http://www.responsiblejewellery.com)), which Jewelers of America cofounded in 2005.*

---



JEWELERS OF AMERICA

[www.jewelers.org](http://www.jewelers.org)



JEWELRY  
INFORMATION  
CENTER

[www.JIC.org](http://www.JIC.org)