

# Minnesota Builders Exchange



## 2025 Membership Application

The Minnesota Builders Exchange (MBEX) is a member-based, non-profit trade association. By completing a membership application to join the Minnesota Builders Exchange, you agree, if approved for membership, to abide by the Articles of Incorporation, Bylaws, rules and regulations of the organization.

**PLEASE COMPLETE AND RETURN ALL (3) PAGES OF THIS APPLICATION**

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

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Toll Free: (    ) \_\_\_\_\_

Mailing Address/Po Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For company listing in Membership Directory, please list our (select one):

Street Address

Mailing Address/Po Box

Website: \_\_\_\_\_ Year Est. (ex: 1982): \_\_\_\_\_

Invoice E-mail: \_\_\_\_\_

Buyers Guide/Advertising E-mail: \_\_\_\_\_

Type of Business (HVAC,  
Concrete, etc.): \_\_\_\_\_

Business Owner / Firm Principal: \_\_\_\_\_

Email: \_\_\_\_\_

Payment is due with application. You may cancel your membership at any time, however, **refunds will not be provided**. Cancellation will become effective at the end of the current membership period.

Your MBEX membership is a company membership and allows only direct employees of your company to access and use MBEX services. Sub-contractors and consultants working for you are not considered by MBEX to be your employees.

Enclosed is my initiation fee of \$50 for administrative cost of processing and establishing membership and my annual dues of \$420 for said membership.

Print name: \_\_\_\_\_

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

# Membership Breakdown

PREREQUISITE FOR ADDITIONAL SERVICES

## Membership Includes:

- Unlimited MBEX Online Plan Room users (each with unique login) for project information
- Emailed *Weekly Bulletin* every Tuesday evening
- Invitations to member events, educational opportunities, advertising
- Latest copy of the *MBEX Membership Directory + Buyers Guide*
- Monthly *Pre-Plan Pipeline* newsletter (Premium members only)

Membership Dues

\$420

Application Fee

\$50

\$470

Membership is valid for 1-full calendar year from join date.

## Select Basic Access or Premium Access Services

**BASIC ACCESS INCLUDED WITH MEMBERSHIP - UPGRADE TO PREMIUM FOR ADDITIONAL FEE. CHECK ONE:**

| mbex.org                                | BASIC | PREMIUM |
|-----------------------------------------|-------|---------|
| Access to bidders lists and bid results | ✓     | ✓       |
| Track projects via email                | ✓     | ✓       |
| Follow planning (design) projects       | ✓     | ✓       |
| Receive nightly email updates           | ✓     | ✓       |
| Filter projects using CSI (division)    | ✓     | ✓       |
| Filter projects using SAM (keyword)     |       | ✓       |
| View, print and save plans              |       | ✓       |
| View, print and save specs              |       | ✓       |
| View, print and save addenda            |       | ✓       |

**Premium Services - \$1,310\***

\$840 / year in addition to \$420 Membership Dues & one-time application fee

\*Premium Services are also pro-rated monthly at \$70 / month and billed thru December 31, 2025. Total charged will vary dependent on month joined.

**Basic Services - \$470**

\$420 Membership Dues + \$50 Application Fee

First-time joining members may be eligible for a 1-month free trial of Premium Access when joining with Basic Access. Contact MBEX for more details.

## How to Submit Payment

**MEMBERSHIP WILL BEGIN ONCE PAYMENT IS RECEIVED + PROCESSED BY THE MBEX OFFICE**

### Pay with Credit Card

Credit card payments are made directly through our online membership application at [www.mbex.org/join-now](http://www.mbex.org/join-now). This is also the quickest and most convenient way to begin one's membership!

### Check Payments (if not submitting an online application)

To verify the most accurate membership pricing, please call (612) 381-2631 **before** mailing check payment. Mail payment and application to: Minnesota Builders Exchange, 1123 Glenwood Ave, Minneapolis, Minn., 55405.

**For office use only:**

MBR \_\_\_\_\_ CHK \_\_\_\_\_ BG \_\_\_\_\_ CARD \_\_\_\_\_  
 INT \_\_\_\_\_ 430 \_\_\_\_\_ 611 \_\_\_\_\_ AMT \_\_\_\_\_

# Company Contacts & Plan Room Users

MEMBER ACCOUNT INFORMATION PROVIDED ONLY TO CONTACTS LISTED ON THIS PAGE

Please provide a **primary company contact** for MBEX to be in touch with regarding your membership:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Membership with MBEX is company-wide, making all team members employed by your company an automatic MBEX member! They, too, can be set up with a unique login to the Online Plan Room.**

One user (the first contact listed below) will be considered the main company user.

Indicate if additional personnel should be assigned a unique login by checking the box.

## Main User for Online Plan Room:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Other Personnel:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ *Plan Room Access?*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ *Plan Room Access?*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ *Plan Room Access?*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ *Plan Room Access?*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ *Plan Room Access?*

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## Once Your Application Has Been Processed

MAIN USER LISTED ABOVE TO RECEIVE EMAIL AFTER APPLICATION + PAYMENT IS PROCESSED.

A New Member Welcome Email will be sent to the Main Plan Room User listed on the submitted application (above). Inside this email will be helpful information on getting started with your membership as well as your new Online Plan Room login information. For the indicated additional plan room users, they will also be contacted individually with their unique login.

**Thank you for joining the Minnesota Builders Exchange!**