

# U.S. Guest Services – Supply

*Making Every Guest Feel Comfortable and Informed*



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

## HOTEL/RESORT - PUBLISHER AGREEMENT

U.S. GUEST SERVICES IS THE EXCLUSIVE IN-ROOM GUEST DIRECTORY PUBLISHING COMPANY.

USGS (U.S. Guest Services) agrees to publish custom guest directory inserts for the property (Hotel /Resort) described below at no charge to said, property with local merchant advertising support called the sales effort: (Ads sold to local merchants around a property to cover costs for the guest directory inserts). Properties with 1-99 rooms or Condos will need a sales effort of no less than \$2,750.00 in collected funds for free inserts. Properties with 100-250 rooms or Condos will need a sales effort of no less than \$3,750.00 in collected funds for free inserts and properties with 251-400 rooms or Condos will need a sales effort of no less than \$5,750.00 in collected funds.

USGS will furnish a supply of guest directory inserts that meet the amount of rooms or Condos the properties has plus 10% based upon participation levels of sponsors acquired. BINDERS ARE NOT INCLUDED unless binder pars are met. (Par: Minimum advertising sales from the local merchants around the properties, the sales effort. Properties with 1-99 rooms or Condos will need a par of \$5,750.00 collected by the USGS Independent Contractor (IC) to get free binders and inserts. Properties with 100-250 rooms or Condos will need a par of \$6,750.00 collected by the USGS (IC) to get free binders and inserts and properties with 251-400 rooms or Condos will need a par of \$8,750.00 collected by the USGS (IC) to get free binders and inserts.

USGS further agrees to revise and update the publication inserts only each year thereafter without charge to said property. **If par amounts are not made by the local sponsors (Merchants) any collected funds will be returned to the sponsors and the directories will not be published, or the property can pay the difference. If we cannot find advertisers to participate and the property will not pay the difference then the property CAN NOT charge USGS or the USGS (IC) for any nights that the independent contractor stayed to try and sell advertising for the directories mentioned herein.**

Property agrees to provide a complementary room for the publisher's independent contractor representative for a period not to exceed two (2) to three (3) weeks (including weekend's) depending on the amount of directories the property chooses. The property also agrees to provide complementary local phone calls, complementary parking and fax transmissions to the publisher's agent (USGS) (IC) during that period.

Proofs: No binders or inserts will be printed or shipped until an e-mail or hand written "**OK to Print**" is received by USGS from the property GM or Owner. The directory proofs to the GM or Owner come with ONE round of edits that will be accepted for "OK to Print" by USGS. Any edits after that will incur a \$75 an hour charge for changes. No specific dates will be promised for shipment to said, properties due to GM/Owner proof delays, print run times or delays from the printer and or delivery transportation companies. Once the property receives the inserts and or binders the property assures distribution of the mentioned directories in the properties facilities, rooms or Condos for a period for one year from date of delivery.

The term of this agreement is for (5) five years; contract may be canceled by either party by submitting written notice no later than 90 days prior to the anniversary date. That means the last year. (The 5<sup>th</sup> year) If the contract is not cancelled by either party this agreement will automatically renew for another (3) years. Anything altered from this agreement shall be binding by both parties. **Changes, if any:** \_\_\_\_\_

**Initials: USGS Officer/IC ( \_\_\_\_\_ ) Property Manager/Owner ( \_\_\_\_\_ )** No binders will be given for free to any property regardless of the sales effort if this agreement is for less than three (3) years. It is the legal obligation of USGS to notify property under contract 15 days prior to update each year for the purpose of obtaining reservations for USGS's representative for a period of two (2) to three (3) weeks within the following 15 days.

It is agreed that this contract shall be binding upon the heirs, executors, administrators and assigns of the parties hereto. This contract is non-cancelable unless pars are not met each year by the USGS IC or the property can pay the difference for each year contracted. The property from below acknowledges full and complete understanding of the terms contained herein. The property from below further acknowledges upon signing this contract that he has or she has not relied upon any promises, statements or representations by the USGS Independent contractor (IC) other than as contained herein and hereby acknowledges receipt of a copy of this contract. Property contracted herein, hereby submits itself to the jurisdiction of any court located in Johnston County, NC for the purpose of resolving any and all disputes from this agreement.

Name of property: \_\_\_\_\_

Annual occupancy/Number of Rooms: \_\_\_\_\_ %/ \_\_\_\_\_ Directories Requested + 10 % \_\_\_\_\_

Property address: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_

Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Management/Owner: \_\_\_\_\_ Title: \_\_\_\_\_ USGS Rep: \_\_\_\_\_  
(Please sign)

Print name of signer from above: \_\_\_\_\_

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Toll Free Phone: 1-888-608(USGS) 8747 Fax: 866-928-7530 E-mail: info@usguestservices.net  
Website: www.USGuestServices.net

**Mission Statement: To achieve the highest possible standards in all that we do. Our number one priority and commitment is therefore to offer, at all times, a world class service which enables our customers to increase their business and reach sales targets.**