



Hotel Ticket Agent Agreement Terms  
NOTIFICATION

Washington State Utilities and Transportation Commission (WUTC) Certificate # C975

Hotel Name:	Sheraton Seattle	Hotel Address:	
Hotel Phone:	206-621-9000	1400 Sixth Ave	
Hotel Email:	mary_lamarche@sheraton.com	Seattle, WA 98101	
Contact Name:	Mary LaMarche	Date:	9.24.18

To show appreciation for your partnership with Shuttle Express to provide the highest quality transportation services for our mutual guests and to reward your efforts to promote and sell our services, we pay a referral bonus or commission for booking our services.

**Commission program details:**

- 10% commission will be paid on any service you book at retail rate (shared, scheduled, and private service).
- Commissions are paid by check. Checks are delivered by the 20<sup>th</sup> of the following period.
- You earn commission when you've booked a **minimum of \$20** in any rolling, three-month period.
- Share Ride and DTA scheduled service reservations preferred booking method is online through the hotel's portal – it's quick, easy, and commission is automatically tracked. If booked through our Experience Center, concierge must provide full name and hotel name to ensure commission is added correctly.
- Coach, bus, and mini bus reservations can be made via phone or email directly to the sales department at [CharterSales@ShuttleExpress.net](mailto:CharterSales@ShuttleExpress.net) or 425-981-7096.

**Eligibility guidelines for commission:**

- Shuttle Express must receive revenue for the booking. If guest does not pay, no commission is given.
- Must be a new booking (not one already made through the cruise lines or wholesaler like Expedia).
- Complimentary services are not eligible for commission (for example, complimentary trips for the hotel).
- Services booked through the hotel sales department are given net rates and are not eligible for commission.
- Commission is paid on bookings paid through approved direct bill accounts for service at retail rates.
- Any disputes/questions must be sent to us **within 30 days of your receipt** of that month's commission report.
- Any Share Ride, Scheduled Service or Black Car reservations made by the guest through your hotel portal link on the hotel website will receive commission.
- This ticket agreement must be registered and approved with/by the WUTC for our regulated Share Ride and Downtown Airporter services. A copy of the WUTC-approved ticket agreement will be mailed to the address listed above.
- Any individual checks not deposited within three months will be reissued to the hotel.

**Commission payment information:**

- Effective May 1, 2018, each new hotel, concierge, or sales person who wants to participate must provide a W-9.
- If you've previously enrolled, we will verify and update the information annually.
- Once a completed W-9 is on file, your information is entered into Shuttle Express's hotel customer profile and a custom web portal and access is set up, and commission can be paid.
- Commission will be paid monthly or quarterly depending on amount of commission and season.

This agreement has been approved by the WUTC on: \_\_\_\_\_ Expires: 10/30/2023

**SHUTTLE EXPRESS, INC.**  
 Signature: [Signature]  
 Name (please print): Haaren Sherrell  
 Title: Sr VP

Hotel: **Sheraton Seattle**  
 Signature: [Signature]  
 Name (please print): Mary LaMarche  
 Title: Chief Concierge

Commission program subject to change or cancelable by either party with reasonable notice.





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Hotel Name:	Grand Hyatt	Hotel Address:
Hotel Phone:	206-774-1234	721 Pine St
Hotel Email:	louise.smith@hyatt.com	Seattle, WA 98101
Contact Name:	Louise Smith	Date: 9.24.18

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**SHUTTLE EXPRESS, INC.**

Signature Karen Sherrill  
 Name (please print) Karen Sherrill  
 Title SR VP

**Hotel: Grand Hyatt**

Signature Louise L. Smith  
 Name (please print) Louise L. Smith  
 Title Chef Concierge

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Washington State Utilities and Transportation Commission (WUTC) Certificate # C975

Hotel Name:	Hyatt Olive 8	Hotel Address:	
Hotel Phone:	206-695-1234	1635 8 <sup>th</sup> Ave	
Hotel Email:	chuck.watts@hyatt.com	Seattle, WA 98101	
Contact Name:	Chuck Watts	Date: 9.24.18	

To show appreciation for your partnership with Shuttle Express to provide the highest quality transportation services for our mutual guests and to reward your efforts to promote and sell our services, we pay a referral bonus or commission for booking our services.

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**SHUTTLE EXPRESS, INC.**  
 Signature Karen Sherrell  
 Name (please print) Karen Sherrell  
 Title SR VP

**Hotel: Hyatt Olive 8**  
 Signature Chuck Watts  
 Name (please print) Chuck Watts  
 Title Chef Concierge

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Washington State Utilities and Transportation Commission (WUTC) Certificate # C975

Hotel Name:	Renaissance Hotel	Hotel Address:	
Hotel Phone:	206-583-0300	515 Madison St	
Hotel Email:	<i>garcia@renaissanceSeattle.com</i>	Seattle, WA 98104	
Contact Name:	<i>Frederick Garcia</i>	Date: 9.24.18	

To show appreciation for your partnership with Shuttle Express to provide the highest quality transportation services for our mutual guests and to reward your efforts to promote and sell our services, we pay a referral bonus or commission for booking our services.

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SHUTTLE EXPRESS, INC. 

Signature: *[Signature]*

Name (please print): *Frederick Garcia*

Title: *Concierge*

Hotel: Renaissance Hotel

Signature: *[Signature]*

Name (please print): *Karen Sherrell*

Title: *SR VP*

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Washington State Utilities and Transportation Commission (WUTC) Certificate # C975

Hotel Name:	Westin Seattle	Hotel Address:
Hotel Phone:	206-728-1000	1900 5 <sup>th</sup> Ave
Hotel Email:	richard.powell@westin.com	Seattle, WA 98101
Contact Name:	Richard Powell	Date: 9.24.18

To show appreciation for your partnership with Shuttle Express to provide the highest quality transportation services for our mutual guests and to reward your efforts to promote and sell our services, we pay a referral bonus or commission for booking our services.

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**SHUTTLE EXPRESS, INC.**  
 Signature [Signature]  
 Name (please print) Braensherrell  
 Title SR VP

**Hotel: Westin Seattle**  
 Signature [Signature]  
 Name (please print) Richard Powell  
 Title Lead

Commission program subject to change or cancelable by either party with reasonable notice.