

April 13, 2016

Company

Contact

Street, City, State

Mr. Doe,

The XXXXX would like to renew your affiliate agreement with us for the July 1, 2016 – June 30, 2017 year.

Please review the contract. If there are no changes and you would like to continue with said agreement, please sign and return to me no later than May 30, 2016. Once received, XXXX will sign and I will send you a copy for your records.

If you have any questions, please let me know.

Sincerely,

NAME

Business Development and Communications Manager

XXXX

AFFILIATES AGREEMENT
XXXXX ("XXXX") and Example Company ("EC")

Whereas the XXXX and EC desire to work together for mutual benefit, they have entered into this agreement describing the roles and responsibilities of the parties:

XXXX agrees to:

- Recognize EC as a preferred company for rental car services.
- Notify EC when a new prospective tenant commits to enter the XXXX.
- Recognize EC on the XXXX website as an affiliate, with a link to the EC website. The XXXX website will display such recognition in a prominent and easily accessed location.
- Distribute advertisements and announcements for EC services and benefits to XXXX tenants, in a mutually agreed format (hard copy flyers most likely) up to 4 times per year.
- Allow access to XXXX conference rooms to use if available.

EC agrees to:

- Offer exclusive features for XXXX tenants, at no extra cost, to include:
 - Corporate discount program for travel originating in XXXX.
 - Rates valid at all enterprise locations in XXXX, excluding XXXX.
 - Unlimited mileage in XXXX and surrounding states on certain car classes.
 - No charge for pick-up service.
 - No charge for additional drivers.
 - No charge for under 25 drivers.
 - Wide selection of makes and models of vehicles.
 - Rates are also available for personal rentals.
 - Special discounts on rentals outside of the XXXX.
 - 24 hour roadside assistance.
- Provide marketing material to promote our exclusive benefit.
- Sponsor one or both of our annual events (Golf and/or Picnic). Levels vary and will be up to EC.

This agreement will be effective July 1, 2016 through June 30, 2017. It can be extended yearly with the concurrence of the parties. If at any time a company, similar in services, moves to the XXXX, this agreement will become null and void after 30 days of occupancy of the new tenant.

The points of contacts for the parties are: Mr. John Doe and XXXX.

Agreed:

Mr. John Doe
Area Manager

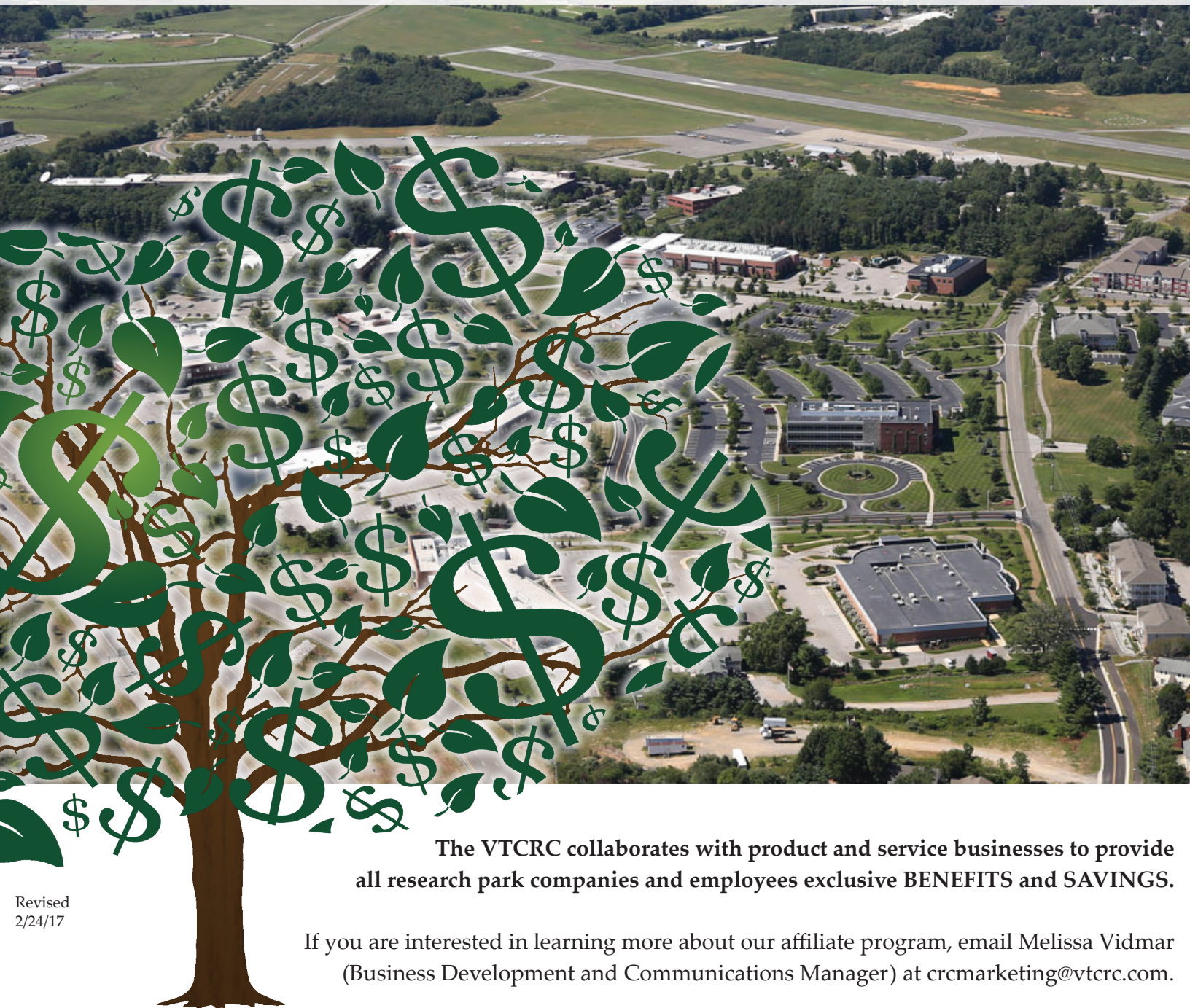
Name
Title / Park

VIRGINIA TECH CORPORATE RESEARCH CENTER

Exclusive Benefits and Savings

for all tenants and employees of the Virginia Tech Corporate Research Center

AFFILIATES PROGRAM PACKET



The VTCRC collaborates with product and service businesses to provide all research park companies and employees exclusive **BENEFITS** and **SAVINGS**.

If you are interested in learning more about our affiliate program, email Melissa Vidmar (Business Development and Communications Manager) at crcmarketing@vtcrc.com.

www.vtcrc.com/resources/affiliates-program

Revised
2/24/17

OUR EXCLUSIVE DISCOUNTS AND SAVINGS CATEGORIES

Rental Car | Financial Planning | Banking | Relocation | Auto & Homeowners Insurance |
Printing & Marketing Consultation | Accounting | Business Services & Supplies | Car Repair | Hotels |
Staffing & Human Resources | Wellness | Promotional Products

RENTAL CAR: Enterprise Rent-A-Car

What's the Enterprise Way? Taking care of our customers, our communities, our employees and our environment. To receive your exclusive perks and discounts (professionally or for personal use), when calling please identify yourself as a VTCRC employee. Don't forget pick up and drop off is located conveniently across the street at the Virginia Tech/Montgomery Executive Airport. *At least 2-3 days' notice is preferred, but will try and accommodate all requests.*

1. Corporate discount program for travel originating in Virginia
2. Rates valid at all enterprise locations in Virginia, excluding Northern Virginia
3. Unlimited mileage in Virginia and surrounding states on certain car classes
4. No charge for pick-up service
5. No charge for additional drivers
6. No charge for under 25 drivers
7. Wide selection of sizes for new model vehicles
8. Rates are also available for personal rentals
9. Special discounts on rentals outside of the VTCRC
10. 24 hour roadside assistance

Location 1: Tech Center Drive, Blacksburg, VA 24060
Virginia Tech/Montgomery Executive Airport

Location 2: 55 Ponderosa Drive, Christiansburg, VA 24073

- *Contact Clint for your VTCRC promo code when reserving!*
Clint White, Branch Manager
Clint.W.White@ehi.com | 540-382-7970, ext. 4
- Anthony Hayes, Area Manager
Anthony.L.Hayes@ehi.com | 304-910-1685

Website: www.enterprise.com/car_rental/deeplinkmap.do?cust=21A3513

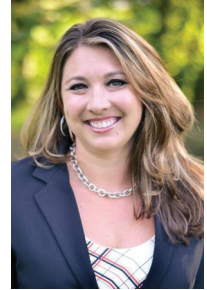
Premier Award Recipient > Recognizes highest level of support and continuous overall commitment



FINANCIAL PLANNING: Blue Ridge Financial Partners

At Blue Ridge Financial Partners, they work to assist the individuals and small business owners they serve with their financial concerns. They understand the benefits of working with clients to develop a unique strategy designed to fit their goals and aspirations.

1. Personal delivery of financial materials to tenants/employees
 2. Offers personalized informational sessions called “Bagels with Businesses” and “Lunch and Learns” with complimentary breakfasts and lunches for tenants with raffle drawings at each informational session.
Check your inbox for dates as they become available.
- Donna Short Abbott, Vice President
Email donna.abbott@axa-advisors.com or call 540-427-6721
 - Website: www.blueridgefinancialpartners.com



BANKING: National Bank

In 1891, the Commonwealth of Virginia issued a charter to a new bank, The Bank of Blacksburg. From our humble beginnings doing business from one room of the Green Hotel, National Bank has grown steadily through the years along with the communities we serve. Today, with 26 locations across southwest Virginia and over \$1 billion in assets, their commitment to friendly, personalized service and local decision making remains the key to our success and our highest priority.

1. No minimum balance requirement
 2. No monthly fee
 3. First order of checks is free
 4. No fees from National Bank withdrawals, inquiries or transfers at non-National Bank ATMs.
 5. Free mobile banking
 6. Free electronic statement delivery
 7. \$25 minimum opening deposit
- 2280 Kraft Drive, Suite 1000
 - Phone: 540-552-0890
 - Website: www.nbbank.com

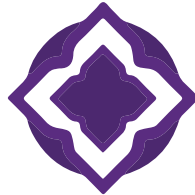


RELOCATION SPECIALIST: Project Move Up

Moving to a new office can disrupt regular business operations. Project Move Up (PMU) can help manage a company's move and minimize distractions. PMU provides the assurance of effective communication and interaction within your organization and between specialized service providers - from construction through final move-in. You will find it easier to maintain your normal business operations with their professional team.

1. Create an action plan that meets your unique objectives
2. Work with you to plan your new space, focused on function and aesthetics
3. Implement a well-organized, controlled transition plan your organization's relocation
4. Clearly communicate with technical teams to seamlessly move your infrastructure
5. Organize maintenance projects on the tenant's behalf
6. Organize movers
7. Carefully pack your belongings
8. Manage charitable donations and tax deduction valuation
9. Arrange your office space as planned

- Lesa Myers, Owner
Email lesa@projectmoveUP.com,
call 540-808-4263 or text 540-449-1682
- Website: www.projectmoveUP.com



project move UP
Move Specialist and Organization

AUTO & HOMEOWNERS INSURANCE: Liberty Mutual Insurance

Auto, home and renters insurance discounts through Liberty Mutual's Savings Plus program

1. 10% off auto and motorcycles; 5% off home and renters insurance
 2. Perform onsite educational seminars; to include Insurance 101, ID theft, Child Seat Safety, SADD/Teen Driving, etc.
 3. Provide face-to-face insurance consultation to members on location
- Scott Vaught, Agent
Email Scott.Vaught@LibertyMutual.com, call 540-315-5440 or fax 540-362-4826
 - 2965 Colonnade Drive, Suite 305, Roanoke, VA 24018
 - Website: www.libertymutual.com/scottvaught

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Liberty Mutual[®]
INSURANCE

PRINTING: Wordsprint

Their mission is to provide you with the highest-quality products and services possible in a timely fashion and at a competitive price. They promise to listen and help you achieve your business goals. They will always be there with honest, expert advice and quick, friendly customer service. Their goal is to meet and exceed your expectations.

1. 10% discount on all products and services for current VTCRC tenants OR 10% less than any competitive offer, whichever is less. Competitive offer must be current and documented, with same specs, and apply to products/services that Wordsprint offers.
 2. Free marketing consultation: One 3-hour overview session, focusing on one or more of the following: strategic planning, branding review, database analysis, demographic targeting, customer survey development and/or return on investment calculator.
 3. Free flipping book file: Bring us a screen-optimized PDF of any publication (newsletter, annual report, instruction manual, employee handbook, etc.), WS will create a “flipping book” file for your website or for standalone use – includes page turning feature, key word search and hot links for email and website addresses. Limit one per client per year.
- Bill Gilmer, President and Owner
Email bgilmer@wordsprint.net or call 540-382-9111
 - 2200 Kraft Drive, Suite 2050, Blacksburg, VA 24060
 - Website: www.wordsprint.com



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ACCOUNTING: Kevin Stieper, CPA

Professional tax, business advisory and consulting services

1. Initial consultation – discounted to free (entity types, taxes, system setup, accounting services)
 2. Accounting services – 25% discount
 3. Tax preparation and planning – 25% discount
 4. Payroll – 25% discount
 5. Bookkeeping services – 25% discount
 6. Accounting system setup – 35% discount
 7. Monthly, quarterly or annual consults – 25% discount
- Kevin Stieper, CPA
Email kevin@stiepercpa.com or call 540-239-7439
 - 2000 Kraft Drive, Suite 1103, Blacksburg, VA 24060
 - Website: www.stiepercpa.com

KEVIN STIEPER, CPA

BUSINESS SERVICES AND SUPPLIES: Taylor Office Supply

1. Provides 5% to 35% discount from the manufacturer's suggested retail price, with the vast majority of items falling into 20% or greater categories
2. Provides free next day delivery in most cases and for most items, except for furniture items which will require longer delivery times
3. Free planning and workspace design services
4. Free assembly and installation of furniture purchased from sales staff
5. Free inventory control service
6. Individual company online login service for easy ordering

- 118 Third Avenue, Radford VA 24143
- Phone: 540-639-9696 | Fax: 540-639-0685
- Email: steve@taylorofficesupply.com | craig@taylorofficesupply.com and/or tay@taylorofficesupply.com
- Website: <http://taylorofficesupply.com>



CAR REPAIR: South Main Auto Service

Locally owned and operated since 1988, South Main Auto Service has been the premier auto repair shop for customers in the NRV for all repairs, tires and maintenance. They offer a 5% discount on car repair services for VTCRC employees and a free shuttle service to and from the research park.

- 1810 South Main Street, Blacksburg, VA 24060
- Phone: 540-953-2009 | Fax: 540-953-0165
- Email: service@southmainauto.com
- Website: www.southmainauto.com



COMFORT INN BLACKSBURG

1. Free shuttle service to and from Roanoke Regional Airport and the VTCRC available with advance notice required and subject to availability
2. Fresh cut flower arrangement in the room
3. A “swag bag” featuring coupons and offers from local merchants, e.g. free car wash, discounted valet services and dry cleaning and a visitor’s guide to Blacksburg
4. During their stay, VTCRC guests will have free use of business services, including copying and printing, outgoing fax and online computer terminal
5. The full-service El Mariachi restaurant adjacent to the hotel is pleased to offer VTCRC guests a 10% discount coupon for meals
6. At the close of the visit, extended preferred late checkout privilege
7. A flat rate of \$74.99
8. Complimentary use of the meeting room and hospitality suite for off-site meetings, confidential interviews or hosting private receptions
9. Pre-approved direct bill account with 30-day terms and monthly billing to the firm
10. Preferred special event booking VTCRC staff and tenant firms are provided with an exclusive benefit not available to the public or any other organization. Hotel rooms in Blacksburg for special events such as football games and graduation are hard to procure, and the ability to provide lodging to select clients during such events is a valuable tool for corporate recruitment and promotion. A date is set each year to accept reservations for scheduled special events. Reservation availability is open to VTCRC staff and tenants no less than one week earlier than the public availability date. This is on a first-come, first-served basis with the VTCRC family.

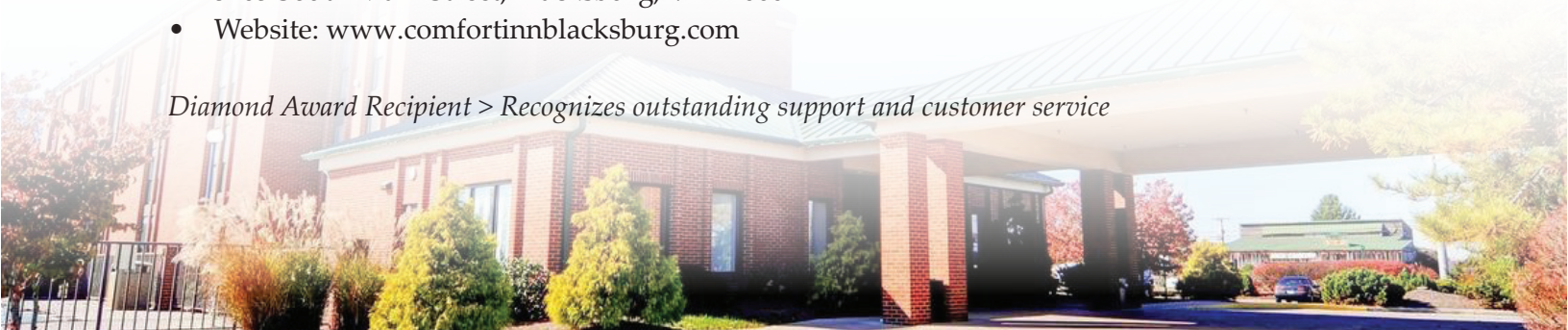
Standard Amenities and Services

1. Free deluxe hot breakfast served weekdays 6:30 - 9:30 a.m. and weekends 7:00 - 10:00 a.m.
2. Free USA Today and Wall Street Journal
3. Free Cable TV and HBO
4. Free Wi-Fi and secure hard-wired broadband service in each room
5. Complimentary use of in-room safes
6. All rooms furnished with refrigerators and microwaves
7. All rooms equipped with hair dryer, iron, full size ironing board
8. In-room coffee maker
9. Heated outdoor pool
10. Membership in Choice Privileges frequent traveler reward program

- Ron Alcorn
Call 540-951-1500, fax 540-951-1530 or email ron.alcorn@comfortinnblacksburg.com
- 3705 South Main Street, Blacksburg, VA 24060
- Website: www.comfortinnblacksburg.com



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COURTYARD BY MARRIOTT BLACKSBURG



1. The hotel offers VTCRC tenants, employees and company clients a 33% discount at a rate of \$99 per night (a savings of \$60 per night) and a rate code assigned to VTCRC specific reservations. Front Desk associates will visit www.vtcrc.com/tenant-directory for a current VTCRC tenant list and promote the rate when qualifying the company during business travel reservations.



2. Tenants, employees and clients can book their rate online by using this user friendly link - VTCRC Hotel Reservations (www.marriott.com/hotels/travel/roabl-courtyard-blacksburg/?corporateCode=VJK&toDate=&fromDate=&app=resolink) where the promotional code is prefilled.

- 105 Southpark Drive, Blacksburg, VA 24060
- Phone: 540-552-5222
- Email: Lauren.A.Collins@Marriott.com or Thomas.Norman@Marriott.com
- Website: www.marriott.com/hotels/travel/roabl-courtyard-blacksburg

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STAFFING AND HUMAN RESOURCES: Siegel Link, Inc.

Although they serve clients all over the country, they also provide high-end search and placement services for companies in the Roanoke and New River Valleys and the VTCRC.

- 1750 Kraft Drive, Suite 1100, Blacksburg, VA 24060
- Phone: 540-552-2900 | Cell: 540-998-1987
- Email: alec@siegellink.com
- Website: www.siegellink.com



WELLNESS: Carilion Wellness

To receive the VTCRC discount, bring the employee verification form to the VTCRC Administrative Office (www.vtcrc.com/images/uploads/documents/Verificationoftenant.pdf). Our staff will sign for you to provide to the Carilion Wellness staff.

20% discount - per month membership

1. \$28 for individual
2. \$40 for household

30% discount - per year membership

1. \$294 for individual
2. \$420 for household

- Colby Jordon, CRC Site Manager
Email jcjordon@carilionclinic.org
- 1715 Pratt Drive
- Website: <https://carilionwellness.com/locations/crc-blacksburg>



PROMOTIONAL PRODUCTS: Green-Eyed Designs

1. Complimentary consultation and recommendations based on promotional products industry statistics, previous promotions and marketing goal
2. Complimentary quotes
3. Complimentary proofs via email
4. Complimentary logo review to determine appropriateness for imprinting
5. Complimentary assessment of digitized logo to determine appropriateness for embroidery
6. Complimentary shipping on apparel orders totaling \$250 or more from select suppliers with Green-Eyed Designs embroidery services
7. Complimentary personal delivery of product samples to VTCRC companies and employee
8. Up to two annual complimentary educational breakfast/lunch seminars on maximizing your promotional product dollars
9. Opportunity to win a prize each quarter via game piece found in VTCRC park mailboxes. If your company does not have a park mailbox, instructions will be provided in *The Weekly* on how to win
10. 15% discount on promotional products
11. Complimentary imprint cost waived on one future promotional product order for the VTCRC company that purchases the most among all VTCRC research park companies during July – June affiliate year



* Some exclusions apply. Discounts do not apply to tax, shipping or any set up fee outside of those specified here.

- Shirley Gillispie, Owner
Email info@green-eyeddesigns.com or call 540-357-3807
- 3325 Eaglebrook Road, Christiansburg, Virginia 24073
- Website: www.green-eyeddesigns.com

