



Straightline Travel Group

Independent Contractor Guidelines (IC)

Welcome!

Thank you for your interest in joining Straightline Travel Group as an Independent Home Based Travel Agent. Since 1993, Straightline Travel has been a home based agency working with groups, meetings incentive travel and individual tours.

We all have our own reasons for working in the travel industry. Some join the industry for personal travel opportunities at discounted rates. Others may enjoy working with the public and helping others plan their dream vacations. Whatever your reason is, we hope you will find great success with Straightline Travel Group.

What can you expect from Straightline Travel?

As an independent contractor booking personal and client travel under Straightline Travel, you will receive:

- IATAN Recognition and your own IATA card
- Errors and omission insurance for trips booked under Straightline
- 70-30 commission split (increases as goals are met)
- Personalized business cards
- Your own email box @straightlinetravel.com
- Fam trip opportunities
- Discounted personal travel with IATA card
- Flyers, brochures and a webpage for group travel
- Booking assistance and full coverage accounting



How do I get involved?

Independent contractors do not need experience, however should be well travelled. A strong desire to explore, an open mind to all cultures and peoples and a sense of adventure will go far in this industry. All contractors selected to work with Straightline Travel will pay an annual fee of \$150.00 per contractor to cover the costs of insurance, web presence, email box, business cards and other expenses. You will need internet access and a phone. Faxes can be sent direct to SLT and forwarded via email, so a fax is not required.

Commission

All contractors will be paid commission for sales booked. Commission rates vary by tour operators. The net commission received from tour operator will be split 70% contractor 30% Straightline Travel Group. Commissions are normally paid after travel of your clients. All commissions are to be paid to Straightline Travel Group and NOT under the name of the IC. Commission checks will be sent out to IC within 7 business days of receipt from tour operator.

Setting Up New Agency Accounts

Straightline Travel Group has accounts with many tour operators, agencies, consortiums and DMC (Destination Management Companies). A list follows this packet and will be available on Straightline Travels Home Based Agent Portal (SLTAP). If you should require a new agency setup, please send your request to sylvia@straightlinetravel.com. In your email, please be specific as to where your clients plan to travel, why you would like to use this supplier and estimated revenue expected. Agency setups will take priority and should be set up within 3-5 business days depending on supplier. There may be times when SLT already has a supplier for the destination and will be suggested. All new accounts require the approval of SLT.

How to Get Clients

We all have friends, family, groups, clubs and coworkers that would love to travel. Talk about your travels, research new destinations, subscribe to meetup groups (www.meetup.com), take adult ed classes such as photography, sewing, beading etc, all of these "affinity groups" can be potential groups or clients.



Why use a Travel Agent

These days, there are so many online booking sites that your clients can book their own travel. While there are many who will never use a travel agent, the mass majority of vacationers want the assistance of a well traveled professional. Don't market to the wrong client, give advice if asked, but do not waste time or your energy on clients that will never book with an agent.

My dream vacation is.....

The best way to sell a group is make a group. Where on the planet would you like to visit? Perhaps safari in Africa? A rivercruise down the Seine? Bathing in the Ghanges? Nothing is too far away or impossible. I began my career by picking my ultimate vacation destinations and talking about them. I really wanted to cruise the Greek Islands. Fares were high, the cruise was expensive and I did not want to go alone. So, I made a group. After contacting my supplier, I found out that if I booked 15 spots, mine would be free! In addition, I could go as a "tour leader" and all my shore excursions, drinks aboard the ship and man extras would be free. Well, 45 spaces later, I earned my free trip plus 2 additional free fares that I sold and made a huge profit. It was more profitable for me to sail the Greek Islands then to stay home ad work! That is my idea of a job.

Your Journey

Once you have signed up, gotten your business cards and email address, what do you do? I recommend you make a list of your potential clients. Who do you know now that would like to travel? Are you a member of a club? Are you a hobbyist? Do you work at a large corporation that does annual meetings? Think like an agent, you have something to sell, your desires and sense of adventure! Get packing!

Monthly Meetings

All Straightline Travel Independent Contractors will be required to join OSSN (separate fee). As the Las Vegas Chapter Director, I host monthly meetings and site inspections. Our SLT meetings will be either before or after these OSSN meetings. SLT meeting will be casual and just a way for us to regroup, go over any suppliers, fam opportunities, or help with each other's group bookings. Personal one on one meetings can always be scheduled if you require assistance with bookings.



STRAIGHTLINE TRAVEL GROUP INFO AND PREFERRED SUPPLIERS

Straightline Travel Group

8532 Cheerful Brook Ave

Las Vegas, NV 89143

702-347-8921 PHONE 866-728-8611 FAX

www.straightlinetravel.com

email : _____@straightlinetravel.com

BOOKING INFO AND ACCOUNT SETUP

IATAN # 29639396

CLIA# 00318080

MISC

E&O Insurance by Lockton

Nevada Business License #NV20121133891

FOR MORE INFO:

Owner and President: Sylvia Welsh

Sylvia@straightlinetravel.com

Cell 773-715-0183



PREFERRED SUPPLIERS

Caribbean, All inclusive booking

Apple Vacations

www.myappleonline.com

Contact SLT for your password and Royalties Number

User ID 00318080

VAX Vacation Access:

Several Suppliers including Funjet, Beaches, Alaska Airlines, Pleasant Holidays and US Airways

www.vaxvacationaccess.com

Contact SLT for your user name and password and enter here:

Gate1Travel

Low cost booking to Europe, Middle East and South America

www.gate1travel.com

Contact SLT for your user name and password and enter here:



Carnival Cruise Lines – Discount Cruises

www.bookccl.com

Contact SLT for your user name and password and enter here:

AMA Waterways River Cruising- Luxury

www.amawaterways.com

Contact SLT for your user name and password and enter here:

Homeric Tours- Greece

www.homeric.com

Contact SLT for your user name and password and enter here:

Pleasant Holidays

www.pleasantagent.com

Contact SLT for your user name and password and enter here:



Sandals All Inclusive- Luxury

www.sandals.com/tas

Contact SLT for your user name and password and enter here:

CVENT

Meetings and Incentive Groups as well as hotel bookings and research

www.cvent.com

Contact SLT for your user name and password and enter here:

Sunny Land Tours

Costa Rica, Panama, Suriname

www.sunnylandtours.com

www.hotfamtrips.com

Contact SLT for your user name and password and enter here:



Virgin Vacations

UK AND Western Europe

www.virginvacations.com

Contact SLT for your user name and password and enter here:

Agent Resource Websites

OSSN www.ossn.com

Mailpound www.mailpound.com

Travel Age West www.travelagewest.com

CheapOair www.cheapoair.com (often this site has deeply reduced air)

SITE www.site.com (Incentive Travel)

Meeting Planners Intl www.mpi.com

Vacation.Com www.vacation.com

Travel Zoo www.travelzoo.com



INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made this _____ day of _____, _____, by and between Straightline Travel Group (hereinafter referred to as "SLT"), having its principal place of business at 6705 Coast Valley St Las Vegas, NV 89149 and _____ as the Independent Contractor presently residing/located at _____.

**FIRST:
TERM OF AGREEMENT**

SLT hereby makes available the business opportunity to the Independent Contractor to act as an independent salesperson for SLT and the Independent Contractor agrees to act in this capacity for a period stated here of twelve (12) months from the date above. Upon that date, or at the end of that time period, this contract shall be extended automatically for twelve (12) months. However, if either party to this agreement serves the other with notice in writing thirty (30) days prior to the above mentioned expiration, of their request to terminate the agreement and not to renew, then the agreement may be terminated.

**SECOND:
INDEPENDENT CONTRACTOR DUTIES**

The Independent Contractor is hereby retained by SLT as a self-employed individual or entity to sell travel and travel services on behalf of SLT.

**THIRD:
INDEPENDENT CONTRACTOR COMPENSATION**

Compensation for the services rendered by the above named Independent Contractor shall receive payment of commissions on sales as is stated following:

Computation of Compensation

The Independent Contractor shall be entitled to payment of commissions at _____percent of the



gross commissions including overrides realized by SLT for sales of travel and travel services by the Independent Contractor named in this agreement. It is understood that any and all expenses and costs of these sales shall be borne by the Independent Contractor unless agreed to in writing and signed by both parties to this agreement. Commissions are paid when received by the supplier or departure date, whichever is later

IATAN or CLIA Number Usage and Commissions

As is stated, an Independent Contractor is free to do business with any other travel supplier of services. If the Independent Contractor uses SLT's authorized International Association of Travel Agents Network number (IATAN) or Cruise Lines International Association number (CLIA) to sell travel, then the Travel Agent is due its share of the commission paid by the travel supplier or vendor as is set forth in Subparagraph A above.

Payment of Commissions Method

The above named Independent Contractor shall be paid twice monthly on the 15th and 30th of the following month. This payment will be for all commissions earned and received by SLT in the prior 15 days except that checks for commissions less than \$20.00 will be held until commissions exceed \$20.00. Commissions are earned upon the departure date of the traveler. SLT shall provide said Independent Contractor with a thorough accounting of all commissions earned and any and all expenses incurred and attributable to those specific sales during the previous month. SLT will enclose with that accounting a check payable to the Independent Contractor in the appropriate amount earned by the Independent Contractor less any above-mentioned expenses attributed to those sales.

FOURTH:

THE EXAMINATION OF BOOKS AND RECORDS

The Independent Contractor has the right to either personally or by a professional accountant retained and compensated by the Independent Contractor, examine the books and accounts of SLT as they relate to the transactions affecting the Independent Contractor's compensation amounts. This must be mutually convenient to all parties of this agreement and may be done so at least once during each half of a calendar year.



**FIFTH:
HOURS**

The above named Independent Contractor has the right to work any number of hours she/he wishes to do so. SLT shall have no fixed hours required of the Independent Contractor. The Independent Contractor shall not be required to attend any office meetings or staff-training sessions. The Independent Contractor has the right to work at their own schedule of hours.

**SIXTH:
BUSINESS SUPPLIES AND MATERIALS**

The above named Independent Contractor must provide her/his own business supplies and materials for the purpose of doing business. The Independent Contractor shall be responsible for any additional supplies required other than those covered by the initial annual dues.

**SEVENTH:
PLACE OF BUSINESS AND WORK**

The above named Independent Contractor may make any and all decisions in regards to where they perform their work and or sales activity. SLT may not require the Independent Contractor to perform any duties at the SLT's place of business.

**EIGHTH:
PROFIT POTENTIAL**

The Independent Contractor enjoys the opportunity and right to earn profit (profits) yielded by commissions that are earned pursuant to this agreement.

**NINTH:
THE RISK OF LOSS**

The Independent Contractor takes full responsibility of assumption of risk of loss in the event that



her/his sales commissions do not cover their incurred expenses.

TENTH:

HIRING OF ASSISTANTS BY THE INDEPENDENT CONTRACTOR

The Independent Contractor has the right to hire or employ or constitute an agreement with other individuals for the purpose of accomplishing the goals she/he feels necessary for their business. The Independent Contractor incurs all expenses for said persons as will be outlined in their separate agreements.

ELEVENTH:

NO VACATION OR OTHER BENEFITS

The above named Independent Contractor is a self-employed individual and shall not receive or earn sick pay, vacation, or other such employee related benefits from SLT.

TWELFTH:

CUSTOMER OWNERSHIP

It is understood and agreed upon that all customers and or clients of the Independent Contractor are and shall be the sole property of the Independent Contractor. In the event that the Independent Contractor ceases to have an association with SLT then any or all customers of the Independent Contractor shall have the freedom to do business with the Independent Contractor or any such travel agency they should desire.

THIRTEENTH

RESPONSIBILITY OF TAXES & FILINGS

The above-mentioned Independent Contractor shall take the responsibility for complying with any and all local, state and federal laws as they pertain to the performance of this agreement. This shall require the Independent Contractor to obtain any or all necessary business licenses, state registrations and to pay any and all tax payments (federal, state, and local income taxes) as well as payments of any applicable fees or charges for social security, worker's compensation and FICA. SLT will assist those agents residing in States requiring Sellers of Travel licenses in obtaining exemptions



whenever possible.

The SLT is not and shall not accept responsibility for payment or withholding of such items as they pertain to renderence by the Independent contractor. It is agreed upon that the Independent Contractor holds SLT harmless for any assessments against SLT because of any lack of payment or failure to pay the above- mentioned taxes and fees by the Independent Contractor.

FOURTEENTH TERMINATION OF AGREEMENT

TERMINATION EVENTS

This agreement is not to be terminable prior to its expiration at the will of either party to the agreement, but is terminable for the following reasons:

The death of the above named Independent Contractor or cessation of his travel business entity.

The continued inability or incapacity on the part of the Independent Contractor to the performance of her/his duties as outlined in this agreement.

The occurrence of certain circumstances that make it impracticable or impossible for the business of SLT to continue.

A failure of payment from the Independent Contractor to SLT which is owed to SLT by the Independent Contractor including payment of annual renewal fees within a thirty day period of billing such amount.

The Independent Contractor does not resolve any complaints from its clients within 30 days of notification from SLT that a complaint exists.

If the Independent Contractor is terminated for any wrongful act related to the travel industry, the IC authorizes the information be disseminated to the travel industry verbally or in writing and consents to either communication.

If The Independent Contractor sends any monies to the supplier other than the client's credit card payment or if the Independent Contractor receives a commission directly from the supplier. or pays the supplier the "net" amount (less commissions) of the supplier invoice.



COMPENSATION-EFFECT OF TERMINATION ON COMPENSATION

In the event that this agreement shall terminate before the completion of the terms that are specified in this agreement, the Independent Contractor will be entitled to any and all compensation earned by her/him prior to the termination date as is provided for in this Agreement. This shall be computed at pro rata up to and inclusive of that date. The above named Independent Contractor shall not be entitled to any further compensation as of the date of the termination. Commissions are earned upon the completion of the customer's travel. All outstanding travel reservations at the time of termination shall be fully commissionable based on a written agreement prior to termination and all pending travel reservations will remain under SLT until completed. Commissions will not be paid upon violation of item 7 under Termination of Agreement terms.

COMPENSATION COMMISSION - TIME LIMIT OF CLAIMS

Any and all claims by the Independent Contractor for compensation commission on any sales made by the Independent Contractor or others are waived by the Independent Contractor if they fail to request payment and make a claim for these within Thirty (30) days of this agreement's termination.

FIFTEENTH SOLUTIONS

Any claims made or controversies that arises out of or in relation to this Agreement will be settled by binding arbitration in the County of Clark in the State of Nevada.

LEGAL ATTORNEYS FEES & RELATED COSTS

If it becomes necessary to interpret the terms of this Agreement or if any action at law is needed to enforce or again interpret the terms of this Agreement, the party prevailing shall be entitled to reasonable attorney's fees, costs, and any other needed disbursements in addition to any other assistance to which she/he may be entitled. All actions shall be submitted for binding arbitration in the State of Nevada.

SIXTEENTH PROVISIONS (GENERAL)



GOVERNING LAWS OF AGREEMENT

This Agreement is and shall be governed by and construed according to the laws of the State of Nevada. The State Courts in Clark County, Nevada shall have exclusive jurisdiction and venue over all controversies arising out of, or relating to this agreement.

ASSIGNABILITY

This Agreement is not assignable by the Independent Contractor without the written agreement and consent of Straightline Travel Group

VALIDITY-PARTIAL

In the event that this Agreement is found by a court of competence and jurisdiction to be invalid, unenforceable, or void, then the remaining provisions shall continue in full force without being impaired or invalidated in any way.

INDEMNIFICATION

The Independent Contractor agrees that it will defend, indemnify and hold SLT harmless from all fines, suits, claims, demands, obligations or actions of any kind, including costs and reasonable attorneys' fees by anyone allegedly arising from or connected with the Independent Contractor's operation of its business.

CREDIT CARD CHARGES

The Independent Contractor shall be liable for any and all charges placed on the credit cards of their own business customers in the event that such charges are declined or for which charges are paid and subsequently charged back for whatever reason, including, but not limited to, the unauthorized or fraudulent use of a credit card. Notwithstanding any other provision of the Agreement, reimbursement will be made seven (7) days from Independent Contractor's notification to SLT of such declined charges or charge-backs. Independent Contractor shall be responsible for (1) keeping a client profile for each customer that uses "signature on file," and (2) keeping a signed document (which identifies by name each person who has permission to use the card and the billing address of



the cardholder) on file that authorizes Independent Contractor or a third party to charge their card without a signed UCC, or other valid credit card authorization format, for each transaction or unique travel occurrence.

NAME AND LOGO USAGE

Straightline Travel Group and its logo are federally registered trademarks. They may not be used without the express written permission of the company. Use of our name or logo without written permission, outside of mention in factual reviews or editorial context, is a violation of our trademark.

The Independent Contractor has no authority, under any circumstances, to commit SLT in writing. The Independent Contractor will make no representations to any clients or suppliers that imply the authority to bind SLT. SLT shall not be liable to the Independent Contractor, or any third party, for any of the Independent Contractor's actions. In the event of any dispute, litigation, or legal expenses stemming from any transaction entered into wrongly, the Independent Contractor shall be liable for all expenses connected with the dispute.

CONFIDENTIALITY

The Independent Contractor understands that any programs, ways of doing business, lists, passwords, agency codes belong to SLT and any release or unauthorized use of that information is prohibited. The confidential IATAN code that will be disclosed to the Independent Contractor is to be used only by the Independent Contractor and cannot be used after termination of contract. This number cannot be disclosed to any other person except vendors.

AGREEMENT CHANGE OR WAIVER

This Agreement shall not be amended, except after the date hereof by a writing signed by all parties to the Agreement, and no amendment, change, termination of waiver shall be binding unless it is in writing and is signed by the party or individual(s) against whom the amendment, change or termination of waiver is sought to be enforced



This Agreement is executed in the County of Clark in the State of Nevada, on the _____ day of the month _____ in the year _____.

By: _____
(Name)

(Title)

Independent Contractor

By: _____
(Name)

Annual Dues Payment Received Via _____

Amount _____ by _____