



Market Travel Club

Guide

for the

Orgill Dealer



Market Travel Club

Why Should You Register for the Travel Club?

- It's FREE!!!
- 5% Market Bonus—Based on Purchases from Promotion Month
- Bonus Bucks are given by Participating Vendors at the Show
- There is an Option to make personal contributions (similar to a Savings Account)
- Reimbursement for Travel Expenses to the show

**To Register please fill out the included registration form and fax to:
(901) 522-6178**

The in's and out's of Orgill's Market Travel Club Program

What is the Market Travel Club?

The Market Travel Club is an incentive program for Orgill Dealers to attend the Orgill markets. It covers a significant portion of the expenses involved in attending an Orgill market.

There are three ways a Dealer can add funds to his travel club account.

1. Optional Contributions
2. Vendor Bonus Bucks
3. 5% Market Bonus – Based on Invoiced Purchases During Promotion Month

Dealer Participation

How does a Dealer Become a Member? Provide the dealer with a registration form. The registration form is simple. The one-page sheet will only take a few minutes to fill out. Have them fill out the form and fax it to the number at the bottom of the form. (Copy attached.)

Does a Dealer have to Register for the Travel Club Each Market? NO. Once a dealer is registered for the Travel Club, they will remain in the club until they notify us in writing that they no longer want to be a participant.

How does a dealer use the Optional Savings Plan? The dealer will need to fill out the options portion of the Market Travel Club registration form. Contributions will be invoiced based on the option chosen and added to the travel club. At the beginning of each month the contributions, from the previous month, will be downloaded to the Dealer's travel club account.

How does a dealer know how much they have contributed? A recap of their contributions will be included on their funds available statement, or they can access the information via orgill.com. (See included instructions on how to find out how much a dealer has accrued in their travel club account.)

Vendor Participation & Bonus Bucks

At each market vendors who participate in the Market Travel Club will offer specials allowing Dealers to earn Bonus Bucks. These Bonus Bucks can be applied toward the expenses the Dealer incurs while attending a Market.

What are Bonus Bucks? Bonus Bucks are “monopoly looking money” (similar to cash) that is handed out by vendors at the market when a qualifying purchase is made. Bonus bucks can be used to cover any expense related to attending a market. (This includes food, entertainment, and other expenses not eligible under the 5% accrual.) The amount of Bonus Bucks earned varies with each vendor program. Bonus Bucks are added to the Dealer’s Market Travel Club account to help offset the expenses in attending a Market.

How do you know if a Vendor is a Market Travel Club participant? Each participating vendor will have a sign displayed in their booth at the market. Additionally, these vendors will be flagged in the Buyer’s guide with an “airplane” beside their name. Vendors who participate in the travel club offer specials at the market. If a dealer purchases the Market Travel Club special, the vendor will give them Bonus Bucks.

How do Bonus Bucks work? When a dealer makes a qualifying purchase, the participating vendor will calculate the amount of Bonus Bucks earned. To validate the Bonus Bucks the vendor will then stamp the back of each buck earned. The Dealer will be asked to place their label on the bucks to finish the validation. Once the bonus bucks are validated, dealers can turn the bucks in at the Market Travel Club Booth. Once turned in, the Bonus Bucks are added to the Dealers’ Market Travel Club funds available.

What Happens when you lose or misplace Bonus Bucks? Bonus bucks are similar to cash. Orgill will only add properly validated bonus bucks to a Dealer’s travel club account. A dealer must turn in the original Bonus Bucks to receive travel club credit.

How does a Dealer turn in Bonus Bucks? A dealer has two ways of turning in their Bonus Bucks earned. First, bonus bucks are accepted during market hours at the Market Travel Club Booth. Second, Dealer’s may send in their bonus bucks with their expenses. (Please note: In order to receive travel club credit the actual bonus bucks MUST be turned in.)

Market Travel Club 5% Bonus Award

Prior to each market a month is designated, in which Orgill takes the Dealer's regular priced warehouse purchases and multiplies them by 5%. (Purchases are based on invoiced dollars during the promotion month.) This dollar amount is added to the Dealer's Market Travel Club. The amount available is used to reimburse the dealer for eligible market related expenses.

How does a Dealer earn Travel Club Dollars? If a dealer is registered in the travel club, then the 5% funds will automatically be added. If a dealer is not registered, have them fill out the attached registration form and fax it in. Once received, the dealer will be added to the travel club and the 5% available will be added to their travel club.

How does a Dealer know how much he has available in his travel club account? A recap of the dealers' earnings will be mailed to the dealer once the 5% month is over. However, during the 5% month, a dealer has access to this information via orgill.com. (See included instructions on how to find out how much a dealer has accrued in their 5%.)

What expenses are covered under the 5% accrual? The 5% market bonus covers coach airfare **or** mileage, hotel room and tax (at the pre-approved Orgill rate), and airport **or** hotel parking. If a dealer has questions regarding transportation and hotel expenses, please have them call Orgill's Market Travel Club at 1-800-347-2860 ext 546. The 5% Market Bonus is designed to help offset the major expenses of attending an Orgill market.

What is not covered under the 5% Market Bonus Any expenses not listed as covered under the 5% accrual.

Submitting Expenses for Reimbursement

How does a Dealer submit receipts for reimbursement? Dealers may mail or fax their Market expenses to Orgill's Market Travel Club. Copies of receipts are accepted. (Just a reminder for dealers sending in Bonus Bucks – in order for the bucks to be added to the travel club, the ORIGINALS must be turned in.)

Orgill, Inc
Attn: Market Travel Club
PO Box 140
Memphis, TN 38101
(fax) 901-522-6178

How does a dealer receive reimbursement for their travel expenses? The dealer will receive a **credit** on their Orgill account for expenses covered under the Market Travel Club. If a dealer contributes their own money to the plan, they may request their reimbursement in the form of a check.

If I have questions regarding the Market Travel Club, whom can I talk to? During the market, anyone in the Market Travel Club booth will be able to help you. After the market, call Amy McFarland at 800-347-2860 ext. 546.

How do I find out?

How do I know how much I have accrued in Travel Funds?

1. A dealer will receive a letter, detailing how much Market Travel Club funds he has available and estimated 2 weeks after the Market Travel Club Month.
2. A Dealer also has access to his available balance on Orgill.com
 - a. At any time during the Market Travel Club Month, a dealer can access their Market Travel Club Balance.
 - b. Log on to Orgill.com
 - c. Go to My Account
 - d. Click on “Cust Mkt Travel Club Rpt”
 - e. If you are registered for the club, your balance will show up.
 - f. If you are not registered, they will see the following statement.
 - i. CUSTOMER NOT IN MARKET TRAVEL CLUB FILE.

How often is the Market Travel Club file updated on Orgill.com?

1. The file is updated each Tuesday beginning the 2nd week of the Market Travel Club month. It will continue to be updated each Tuesday until the 5th month is over.
2. We will do a final upload prior to leaving for the Market. This way all dealers who contribute will be able to access accurate account information so they know how much in expenses to submit after the market.

What is the fastest way to get the Most Accurate Information?

Simply stated, Orgill.com will offer you and your dealers the most accurate information regarding the travel club funds.



MARKET TRAVEL CLUB

Membership Form

Account Name _____ Account No. _____

Address _____

City/State/Zip _____

Your Name _____ Phone No. _____

Who is your Orgill Sales Rep? _____

Orgill 5% Only _____ (please initial)

Optional Contributions – allows you to set aside personal funds to help offset market expenses.

- Option 1:* Level Dollar Deduction: You may opt to have \$100 or another amount of your choice invoiced to your store monthly.

Please invoice me for \$_____ per month.

- Option 2:* Percent of Purchase Deduction: You may opt to have a percent adder on all out-of-stock purchases.

Please add a _____% adder to all my out-of-stock invoices.

What address should we use for correspondence? Above _____

Other _____

Please fax this form back to (901) 522-6178