



LIMOUSINE
WORLDWIDE TRANSPORTATION

GLOBAL AFFILIATE NETWORK

To ensure that our clients are given the quality service that they expect from Hy's we ask that you take a moment to read and sign the following agreement and return the following forms.

- Application filled out in full
- Signed Agreement
- Copy of your company W-9 form
- Certificate of Insurance (with Hy's named as additional insured)
- Copy of your workers compensation insurance
- Completed rate schedule including all airport fees and any affiliate discounts

We look forward to hearing from you and working together in the future.

Sincerely,

Matt Levine
Executive VP



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Hy's Contact Information

Hy's Limousine Worldwide
480 Island Lane
West Haven, CT 06516

T: (800) 255.5466

T: (203) 934.6331

F: (203) 934.9083

www.HysLimo.com

Affiliate Relations: Matt Levine
Operations: Joe Landry
Reservations: Michelle Hollembaek
Accounting: Diane D'Andrea

Reservation Email: reservations@hyslimo.com

Billing Email: billing@hyslimo.com

Our reservation office hours are 8:30 AM to 5:30 PM.

Our dispatch office is open 24/7.



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Affiliate Agreement

I. Vehicle requirements

- As insurance policies change or expire renewed policies must be sent to Hy's
- Vehicles must be black, 3 years old or younger, fully fueled before each trip, and in good working/mechanical condition.
- All vehicles should be sparkling clean, interior and exterior, tires, and windows.
- Affiliate vehicles must have appropriate licensing to be on the road.

II. Chauffeur Requirements

- Chauffeurs must have appropriate licenses to operate a vehicle.
- Chauffeurs must all be clean shaven, dressed in a black or dark blue suit and tie, white shirt, dark shoes, and must always act professional.
- All chauffeurs must speak clear English.

III. Service Standards

- Chauffeurs are required to use a Hy's sign (will be emailed to you) for all airport pickups.
- Only hand out Hy's business cards, brochures, etc. and always represent Hy's.
- Always arrive 15 minutes early for all pickups.
- Assist with any luggage and open and hold all doors.
- Chauffeurs must know directions and never ask the client where to go. All routes should be pre-planned and GPS/maps should be ready prior to all pick ups and/or drop offs.
- Chauffeurs must all be equipped with a cellular phone and reachable by Hy's at all times.
- Any additional stops or change in itinerary should be communicated to Hy's so that we can give authorization.
- Always check traffic reports and plan for any delays upon pick up. If a chauffeur is going to be late please our dispatcher must be notified immediately.
- If you cannot locate our client please notify our dispatcher immediately so that we can decide whether or not to release the vehicle.
- Affiliate chauffeurs should only engage in casual conversation and may not solicit business from Hy's Limousine clients. Respect client's privacy & keep all conversations confidential.
- Affiliate chauffeurs should never ask a client for a gratuity or request payment. Hy's is responsible for all payments to affiliates.



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- Never stop for gas or any other reason, unless asked by client.
- Never smoke in the car or transfer the smell into the car before pickup.
- Never take personal calls while any client is in the vehicle.
- Never argue or disagree with the client. Always be respectful.
- Never discuss rates with the client, always refer them to Hy's.
- Any service problem should be communicated to Hy's as soon as you are made aware.

IV. Reservations

- Affiliate must never farm-out our reservations.
- Reservations will be sent via email, fax, or telephone.
- Please confirm each reservation via email or fax within 2 hours of receipt. Confirmation should include your reservation number and all reservation/itinerary information.
- If you cannot accommodate our reservation please notify our office immediately.
- A no-show will not be granted unless a call is made to our dispatch department and a release is granted by our dispatcher.

V. Payment / Billing

- Affiliates will honor a 2 hour cancellation policy with no charge to Hy's Limousine.
- As a representative of Hy's Limousine, do not issue receipts to our customers.
- Affiliates must send final charges no later than 48 hours of completion of the each trip. This will ensure timely payments to your company.
- Please list the charges separately (base, gratuity, parking, tolls, etc.)
- Charges can be faxed (203.934.9083) or emailed (billing@hyslimo.com).

I have read and accept the above agreement:

Affiliate Authorized Representative:

Name Printed

Signature

Title

Date



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**Hy's Affiliate Non-Disclosure &
Non-Solicitation Agreement**

The undersigned, _____, in consideration for and as a condition of continued engagement as an affiliate (the "Affiliate") of Hy's Limousine Worldwide (the "Company"), hereby agrees with the company as follows:

During the period of this agreement and for a period of no less than one year from the termination date of this agreement, the Affiliate will not directly or indirectly for himself or for any third party solicit, divert, take away, or attempt to solicit, divert, or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of employment on behalf of any organization competitive to the company's business.

At no time during your period of the agreement and for a period of no less than one year from the termination date of the agreement will the Affiliate contact, call, email, text, or in any other way contact the Company's clients for any purpose without the express written consent of Hy's Limousine Worldwide

The Affiliate will not at anytime, whether during or after termination this agreement, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company without the written approval of Hy's Limousine Worldwide. Confidential business information includes, but is not limited to: marketing plans and strategies, pricing policies, confidential information about any customer, customer lists or accounts, and non-public financial information about the Company. The Affiliate will keep secret all matters of such nature entrusted to him/her and shall not use or disclose any such information for the benefit of any third party in any manner which may injure or cause loss to the company, directly or indirectly.

The Affiliate agrees that any breach of this agreement by the Affiliate could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Affiliate's obligations hereunder.

The undersigned Affiliate and Company have established this Agreement as of the date signed below.

Hy's Limousine Worldwide:

Affiliate:

Name

Name

Signature

Signature

Date

Date

Title

Title