

**SUPPLEMENTARY AGREEMENT**

1. This Supplementary Agreement (Supplement) covers the terms and conditions for the ARC Accredited Agent identified below (“Agent”) to operate an Associate Branch, the ownership of which is different from the ownership of Agent. The parties identified below agree as follows:
2. This Supplement will become effective on the date of ARC’s written approval of Agent’s Application for approval of an Associate Branch location. This Supplement will remain in effect as long as the Agent’s ARA is in effect, or until Associate Branch is terminated and/or removed from the ARC List, whichever occurs first.
3. The ownership of the Agent’s Associate Branch (Associate Branch Entity identified below) is authorized by ARC to be different from the ownership of the Agent subject to the following conditions:
  - 3.1 The Agent, or the owning Entity of Agent must at all times hold some ownership interest in the Associate Branch.
  - 3.2 No interest in the ownership of Associate Branch may be transferred or assigned without the prior written consent of ARC. If a transfer is made without ARC’s prior written consent, this Supplement will automatically be terminated, and Associate Branch will be removed from the ARC Agency List and ARC shall take action as directed in Subsections 6.7 and 6.8 of the ARA.
  - 3.3 If a transfer or assignment of the ownership of Agent is made without ARC’s prior written consent, this Supplement and Agent’s ARA may be terminated and ARC may take action as directed in Subsections 6.7 and 6.8 of the ARA.
  - 3.4 The owning Entity of Agent unconditionally guarantees all obligations of the Associate Branch to ARC in the required Corporate Guaranty. Execution of the guaranty is a condition precedent to the effectiveness of this Supplement and approval of the Associate Branch application.
  - 3.5 This agreement shall in no way affect any Carrier’s individual rights with regard to its appointment of Agent, Associate Branch, or any other Location affiliated with Agent or Associate Branch. Except as noted herein, all other terms of the ARA shall remain in full force and effect as if unmodified.
  - 3.6 Associate Branch hereby agrees to be bound by the terms and conditions of the ARA.
  - 3.7 Associate Branch acknowledges and agrees that Agent is authorized to access, obtain and view all applications, requests and other forms and documents that may be submitted by Associate Branch to ARC, including but not limited to Transactional Data issued by and reported in the Sales Report for, or by the Associate Branch, in the same manner through which Agent may access, obtain and view such information for any of Agent’s other Locations.
4. Agent and Associate Branch acknowledge and agree that ARC reserves the right to amend or modify the terms of this Supplement, upon reasonable notice to Agent and Associate Branch.

This Supplement may be executed in multiple counterparts, each of which taken together shall constitute one and the same agreement. Further, signatures received via fax or via scanned document attached in an email shall constitute original signatures and shall be treated with the same force and effect as original signatures.

[The next page is the signature page.]



Accepted and agreed by the parties identified below (Agent, Associate Branch entity and ARC):

**AGENT:**

Legal Name \_\_\_\_\_

ARC Number \_\_\_\_\_

Signature \_\_\_\_\_  
(Owner/or officer if Agent is a corporation)

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_\_

**AIRLINES REPORTING CORPORATION:**

(on behalf of itself and on behalf of each Carrier signatory to the ARC Carrier Services Agreement)

Signature \_\_\_\_\_  
(Authorized officer)

Title \_\_\_\_\_

Date \_\_\_\_\_

**ASSOCIATE BRANCH entity:**

Legal Name \_\_\_\_\_

Signature \_\_\_\_\_  
(Authorized owner/ or officer if the Associate Branch entity is a corporation)

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**ACKNOWLEDGEMENT AND ACCEPTANCE OF APPLICATION AGREEMENT TERMS**

The Agent and Associate Branch Entity identified below understand, acknowledge and agree as follows:

1. Agent has submitted an Application seeking approval for an Associate Branch location. Agent, or the Agent's owning entity, has partial ownership of the Associate Branch Entity.
2. Agent has agreed that in the event of disapproval of the Application, Agent's sole right of recourse will be to have disapproval reviewed by the Travel Agent Arbitrator (TAA) in a de novo arbitration proceeding in which Agent has the burden of proof.
3. Agent shall be the Applicant for all purposes related to the Application and both Agent and Associate Branch Entity hereby expressly waive any and all independent claims, causes of actions, or rights to recovery arising from or relating to the Application. Following approval of the application, if any, Associate Branch Entity shall have no direct or independent right of recourse or recovery against ARC and/or ARC Participating Carriers (Carriers). Any claims or rights Associate Branch Entity may have against ARC and/or Carriers come from the Agent under the terms of the Agent Reporting Agreement (ARA), as if Agent and Associate Branch Entity were a single entity.
4. ARC will notify Carriers and the System Providers when the Associate Branch Application form is received and when such Application is approved, withdrawn or disapproved.
5. ARC will conduct such investigation as it deems appropriate to verify the accuracy of any information submitted or included with the Application in paper or electronic format. Associate Branch Entity authorizes the release to ARC of documents that ARC deems necessary for the verification process for the Application, including but not limited to, lease agreements, System Provider (GDS) contracts, credit reports, employment agreements, photographs, fingerprints and IRS documents, etc.
6. Associate Branch Entity certifies that the Associate Branch ownership information provided in the Application form is true and correct.
7. Associate Branch Entity acknowledges and agrees that it shall have no independent cause of action or rights to recovery against ARC, Carriers, and/or TAA, as a result of disapproval of the Application or publication of grounds for disapproval.
8. Associate Branch Entity expressly waives all claims, causes of action, or rights to recovery based upon libel, slander, or defamation of character by reason of publication by ARC, Carriers and/or the Travel Agent Arbitrator (TAA) of any asserted grounds or reasons for disapproval of this Application.
9. This document may be executed in multiple counterparts, each of which taken together shall constitute one and the same agreement. Further, signatures received via fax or via scanned document attached in an email shall constitute original signatures and shall be treated with the same force and effect as original signatures.

Agreed to and accepted by:

**ASSOCIATE BRANCH (AB) ENTITY**

**AGENT**

ARC Number (if applicable) \_\_\_\_\_

Home office ARC Number \_\_\_\_\_

PRINT Legal Name of AB/Entity:

PRINT Legal Name of Agent:

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_



**GUARANTY OF PAYMENT AND PERFORMANCE**

**Section I: Applicability**

The provisions of this guaranty apply whenever Guarantor (as defined below) is required to execute a "Guaranty of Performance of Agent's Agreement" (Guaranty) relating to the actions of \_\_\_\_\_, [Print Legal Name of Associate Branch]

accredited by ARC as an Associate Branch pursuant to Section 39.19.4 of the Agent Reporting Agreement (ARA) and Section N of the IAH, which is incorporated by reference in the ARA ("Associate Branch").

**Section II: Guarantor**

\_\_\_\_\_ ("Guarantor"), [Print Legal Name of the owning Entity of the Agent]

is the owning Entity of \_\_\_\_\_ ("Agent"), [Print Legal Name of Agent]

designated with ARC Number \_\_\_\_\_, the Agent under the ARA between Agent, Airlines Reporting Corporation, a corporation organized under the laws of Delaware ("ARC") and each Carrier party to the Carrier Services Agreement.

The Agreement requires that Guarantor guarantee the payment and performance obligations of Associate Branch identified in Section I of this Guaranty under the terms of the ARA. Accordingly, as a condition imposed for continued inclusion of Guarantor on the ARC Agency List and in consideration of the benefit to Guarantor of the effectiveness of the ARA, Guarantor agrees as follows:

**Section III: Guaranty**

(i) Except as expressly set forth herein Guarantor hereby absolutely, irrevocably and unconditionally agrees to and hereby does guarantee to ARC the full, prompt and complete performance and payment by Associate Branch of all of its obligations under the ARA (all such obligations, collectively, the "Obligations"). Subject to the terms hereof, Guarantor agrees that this Guaranty is a guaranty of performance and payment and NOT of collection and that the liability of Guarantor is primary and unconditional. Accordingly, Guarantor agrees to pay the Obligations to ARC upon receipt of a written demand therefor, without any withholding, deduction, counterclaim (unless a compulsory counterclaim) or set-off for any reason or on any account whatsoever, subject to the terms hereof and provided that ARC shall not demand any of the Obligations until there has been a default by Associate Branch on such Obligations and notice of such default has been received by Guarantor and any applicable time and grace periods (as set forth in paragraph (v) of this Section III) have expired. Except for the notice and time and grace period requirements set forth in the preceding sentence, this guaranty is in no way conditional upon any requirement that ARC first attempt to collect any of the Obligations from Associate Branch or resort to any security or other means of obtaining payment of the Obligations.

(ii) Guarantor hereby waives each and every defense that under principles of guarantee, suretyship or other similar law would otherwise operate to impair, delay or diminish Guarantor's obligations hereunder; provided, however, that the foregoing waiver shall not in any way waive or prejudice any right or defense otherwise assertable in respect of any claimed Obligation.

(iii) No delay on the part of ARC in exercising any of its options, powers or rights shall constitute a waiver thereof. Upon making any payment or performance with respect to any Obligations hereunder, Guarantor shall be subrogated to the right of ARC against Associate Branch with respect to such payment; provided that Guarantor shall not enforce any payment right by way of subrogation until the underlying Obligation has been paid in full.

(iv) Guarantor's obligations hereunder shall remain in full force and effect until all of the Obligations have been completely performed and paid in full.

(v) Guarantor hereby waives acceptance hereof, presentment, demand, protest, and any notice not provided for herein, as well as any requirement that at any time any action be taken by any corporation or person against Associate Branch or any other corporation or person, except that no payment shall be sought from Guarantor under this Guaranty unless a notice of default has been served to Guarantor providing for a minimum cure period of 30 calendar days to remedy such default and indicating ARC's intention to claim under this Guaranty in the absence of remedy within such cure period.

(vi) Guarantor represents, warrants and covenants to ARC that this Guaranty (i) has been duly authorized, executed and delivered by Guarantor, (ii) constitutes a legal, valid and binding obligation of Guarantor enforceable in accordance with its terms, except as the enforceability may be limited by bankruptcy, insolvency or other similar laws affecting the enforcement of creditors' rights generally and by equitable principles relating to the availability of equitable remedies, (iii) does not and will not violate or conflict with any of Guarantor's organizational documents, and will not violate or conflict with any material agreement by which it is bound, or any law to which Guarantor is subject, nor is any consent or approval required that has not been received or that will not be obtained in connection with the execution, delivery or performance, validity or enforceability of this guaranty.

(vii) Any and all disputes regarding the obligations of the Guarantor to ARC shall be resolved by the Travel Agent Arbiter, an arbitration forum established as an independent entity, in accordance with the rules promulgated and published by the Travel Agent Arbiter, and the decision shall be final and binding; provided, however, that neither ARC nor Guarantor is precluded from seeking judicial relief to enforce a decision of the Travel Agent Arbiter, or to compel compliance with this Guaranty prior to the filing of an answer in a proceeding concerning such requirement before the Travel Agent Arbiter.

(viii) This Guaranty shall be construed and interpreted according to the internal laws of the Commonwealth of Virginia, excluding any choice of law rules that may direct the application of the laws of another jurisdiction. Any suit, action, or proceeding seeking to enforce any provision of, or based on any matter arising out of or in connection with, this Guaranty may only be brought in the United States District Court for the Eastern District of Virginia, Alexandria Division (or, if jurisdiction is there lacking, in a state court of cognizant jurisdiction in the County of Arlington, Commonwealth of Virginia). Guarantor consents and submits to the jurisdiction of such courts (and of the appropriate appellate court therefrom) in any such suit, action or proceeding and irrevocably waives, to the fullest extent permitted by law, any objection that it may now or hereafter have to the laying of the venue of any such suit, action or proceeding in any such court or that any such suit, actions or proceeding which is brought in any such court has been brought in an inconvenient forum. Process in any such suit, action or proceeding may be served on Guarantor anywhere in the world, whether within or without the jurisdiction of any such court.

#### **Section IV: Effectiveness of Guaranty**

This Guaranty is of continuing effect, and its effectiveness, and the Guarantor's liability hereunder, survives termination of the ARA, except as modified pursuant to Section V below, and need not be re-executed upon amendment of the ARA, including subsequent revisions and reissues thereof.



**Section V: Modification of Guaranty**

This guaranty may not be modified or terminated orally.

Authority and consent are hereby expressly given ARC from time to time, and without any notice to Guarantor, to give and make such extensions, renewals, settlements, and compromises as it may deem proper with respect to any of the indebtedness, liabilities and obligations covered by this guaranty; and the release by ARC of any other Entity, or settlement with any other Entity, or the revocation or impairment of this guaranty with respect to Guarantor, shall not operate to prejudice the rights of ARC against the Guarantor.

It is understood that this is a continuing absolute and unconditioned guaranty, co-extensive with the ARA as presently constituted and as may be hereafter amended, including subsequent revisions and reissuances thereof.

Faxed and scanned signatures shall constitute original signatures and shall be treated with the same force and effect as original signatures.

**This Document Must Be Signed in the Presence of a Notary.**

\_\_\_\_\_  
(Printed Name of Guarantor)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Signature of Guarantor)

\_\_\_\_\_  
(Title)

<p><b>(FOR NOTARY USE ONLY)</b></p> <p>County of _____ State of _____</p> <p>On this ____ day of _____, 20____, _____, (Print Name of Above Guarantor)</p> <p>appeared before me and, having been duly sworn by me, signed the Guaranty in my presence.</p> <p><b>NOTARY SEAL</b></p> <p>_____ Notary Public Signature</p> <p>_____ My commission expires on</p>
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