

Greater Houston Retailers Cooperative Association, Inc.

12790 South Kirkwood Road, Stafford, TX 77477

Ph: 281-295-5300 // Fax: 281-295-5399

Web Add: www.ghraonline.com

FOR OFFICE USE
GHRA # _____
Date: _____

Application Requirement

- Store must be open for business
- Original Application Package (Check list: 1 to 9) completed, signed and initialed.
- All current documents must be submitted with Original Application in Person or by Mail **(NO FAX)**
- Additional documents will be requested, if required.

CHECK-LIST

Complete Application Package (Please attach in order)

- | | | |
|---|--------------------------|-----------------------------|
| 1 | <input type="checkbox"/> | Membership Application |
| 2 | <input type="checkbox"/> | Membership Agreement |
| 3 | <input type="checkbox"/> | Corporate Resolution |
| 4 | <input type="checkbox"/> | Requirements to be a Member |
| 5 | <input type="checkbox"/> | Signage Program |
| 6 | <input type="checkbox"/> | Rebate Schedule |
| 7 | <input type="checkbox"/> | W-9 Form |
| 8 | <input type="checkbox"/> | Business Information Sheet |
| 9 | <input type="checkbox"/> | Orientation Authorization |

Document Copies-Required

- | | | |
|---|--------------------------|--|
| a | <input type="checkbox"/> | Driver License Copies (Color) of Authorized Representative and all the Officers |
| b | <input type="checkbox"/> | Sales Tax Permit (Receipt will not be accepted) |
| c | <input type="checkbox"/> | Articles of Incorporation / Certificate of Formation or Amendment-(Seal of 'The State of Texas') |
| d | <input type="checkbox"/> | Fee \$200 (Business Check or Money Order Payable to GHRA) |
| e | <input type="checkbox"/> | Tobacco Permit |
| f | <input type="checkbox"/> | Beer License (if not provided, must be submitted within 90 days) |

Important

- ▶ Please do not submit any original documents, GHRA will not be held responsible.
- ▶ GHRA will not accept, process or hold incomplete and inaccurate documents and applications. Unapproved application or document copies will not be return except for check / Money Order
- ▶ **No fax copies will be accepted. ****
- ▶ All documents, references and signatures are subject to verification through state agencies and/or other sources
- ▶ **Note: An Authorized Representative** (Line 12 Page 1 of 5) must be from one of the officers/owners listed on Corporation Papers

For GHRA office use

<input type="checkbox"/> New Store Policy Form	<input type="checkbox"/> Orientation Report	Orientation Date: _____
<input type="checkbox"/> Field Survey Route	Orientation Fld Rep: _____	

Notes: _____

Store Name: _____

Authorized Rep: _____

STORE MANAGER (This Person will not be eligible to vote ,sign any documents or make any changes)

13. First Name: _____ Last Name: _____ Title: _____

13a. Driver License No.: _____ State Issue: _____ Mobile No.: _____

TWO REFERENCES / RECOMMENDATIONS---LINE 14,14a and 15, 15a

NOTE: NO SELF REFERENCES* (Two references from two different existing GHRA members who are not on this application)**

14. Company Name: _____ GHRA Membership #: _____

14a. Authorized Representative Name _____ **Signature:** _____ (REFERENCE)

15. Company Name: _____ GHRA Membership #: _____

15a. Authorized Representative Name: _____ **Signature:** _____ (REFERENCE)

The undersigned authorized officer and authorized representative of above member hereby each represent and certify that (i) the above information is true, correct and complete in all respects, (ii) the member and the undersigned hereby accept and agree to be strictly bound by and to strictly comply with the Bylaws, Organizational Documents, Certificate of Formation as amended from time to time, Rules, Regulations, and Policies of Greater Houston Retailers Cooperative Association, Inc. ("GHRA") and its directors and officers, as currently in effect and as amended or modified from time to time, (iii) the undersigned individual listed as the member's designated authorized representative shall be solely and exclusively authorized to act on behalf of the member (until the designated authorized representative is properly changed in writing in accordance with GHRA guidelines and requirements) with respect to all GHRA matters, including, but not limited to, exercising the member's voting rights, and (iv) the undersigned individual listed as the member's designated authorized representative hereby accepts the designation of authorized representative and agrees to fully perform all obligations, duties, and requirements required of him/her by GHRA in such capacity.

16. **Signature of Authorized Officer:** _____ Date: _____

16a. Printed Name of Authorized Officer – First Name: _____ Last Name: _____

17. **Signature of Designated Authorized Representative:** _____ Date: _____

17a. Printed Name of Designated Authorized Representative - First Name: _____ Last Name: _____

Note: Acceptance of Membership Fee by GHRA does not automatically imply acceptance of Application. The collected fees will be returned if the application is not approved by the Board. Acceptance shall only occur upon written approval by the Board of Directors. Please sign this Membership Application and the attached Membership Agreement and return both with (1) Appropriate Membership Fees, (2) Copy of Federal Tax ID, (3) Copy of Texas Sales Tax Exempt Certificate, (4) Copy of Texas Tobacco Permit, and (5) Completed Membership Information Forms.

FOR OFFICE USE ONLY

18. Received by -First Name: _____ Last Name: _____ Signature: _____ Date: _____

19. Verified by -First Name: _____ Last Name: _____ Signature: _____ Date: _____

Approved

Rejected

20. Approved by -First Name: _____ Last Name: _____ Signature: _____ Date: _____

21. Assigned Membership #: _____ Membership Fees \$: _____ Check #: _____

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MEMBERSHIP AGREEMENT

This Membership Agreement ("Agreement") is made effective on the "Membership Effective Approval Date" (approval date indicated above in the Membership Application section of this Agreement) by and between Greater Houston Retailers Cooperative Association, Inc., a Texas cooperative association with its principal place of business located at 12790 South Kirkwood, Stafford, Texas 77477 ("GHRA"), and the person or entity whose name is entered in above as "Member" in the Membership Application section of this Agreement as well as below at the end of this Agreement ("Member"). Both GHRA and Member are jointly referred to herein as "Parties" and individually as a "Party".

Member acknowledges that GHRA has been organized for the benefit of its members as a Texas Cooperative Association pursuant to Title 6 of the Texas Business Organization Code. Therefore, in consideration of the membership offered and potential benefits to be derived there from, Member hereby agrees to abide by and be bound by the bylaws, organizational documents, Certificate of Formation as amended from time to time, policies, guidelines, rules and regulations of GHRA and its Officers and Directors, as the same are currently in effect and as amended or modified from time to time, and Member hereby also agrees as follows:

Member agrees to ratify and thereafter upon acceptance as a member of GHRA abide by the bylaws, organizational documents, Certificate of Formation as amended from time to time, policies, guidelines, rules and regulations of the GHRA and its Officers and Directors, as the same are currently in effect and as amended or modified from time to time. Member agrees and acknowledges that GHRA, through its Board of Directors and/or Officers, shall have the right to suspend or terminate Member's membership for an indefinite period of time when such Member fails to act in accordance with or not in compliance with the terms and conditions of any GHRA bylaw, organizational document, Certificate of Formation as amended from time to time, policy, guideline, rule or regulation. Any of Member's monetary benefits, funding (including, but not limited to, rebates/program/compliance), rights, or otherwise may be put on hold indefinitely or completely forfeited at the sole and absolute discretion of the Board of Directors. Any decision by the Board of Directors of GHRA will be final and binding and Member or any other person or party shall not contest such decision.

The individual listed on the above Membership Application form who is designated as the Authorized Representative of the Member will have the sole and exclusive right to exercise the voting rights of the Member as the authorized representative for the Member, which such voting power cannot be transferred. If the Member wishes to effect a change in the Authorized Representative, the Member hereby agrees to notify the GHRA office in a writing sent by United States certified mail, return receipt requested, at least thirty (30) days prior to such change in Authorized Representative taking effect. No such notice is effective against GHRA unless actually received and approved by GHRA. Upon such change a new completed application may be required for the approval of the Board of Directors of GHRA at the sole and absolute discretion of the Board.

The term of the Member's membership shall be for up to a 1 year period upon payment of \$200.00 in annual dues for each Member store and business location. Annual dues of \$200.00 per Member store and business location is effective from January 1, 2007 and may be modified from time to time by the Board of Directors of GHRA. The membership period in GHRA is from January 1 to December 31 of each year. Unless Member notifies GHRA prior to the end of a calendar year that Member does not wish to be a member of GHRA in the following calendar year, Member's dues for any succeeding calendar year will automatically be deducted from any patronage dividends, rebates, or other amounts due to Member in the period just prior to the new calendar year or, if such dues are not deducted from such dividends, rebates, or amounts, then Member shall pay dues for each year no later than the end of January of each such year.

GHRA may negotiate programs or agreements on behalf of its members. Member hereby agrees to take full responsibility and liability with respect to any and all programs, transactions, and agreements approved or negotiated by the Board of Directors of GHRA, including, but not limited to, fines, penalties and/or forfeiting any and all monetary or other benefits. Member fully assumes any and all of the risks involved in connection with any programs, transactions, contracts, and agreements approved, negotiated, or entered into by GHRA. Prior to participating in any GHRA deals, programs, transactions, contracts, or agreements, Member shall perform its own due diligence regarding such matters and shall not rely on GHRA or its Officers, Directors, Employees, or representatives for any reason or matter whatsoever. As part of Member's due diligence, Member must itself ensure, at Member's sole risk and cost, that Member is in full compliance with all laws, statutes, ordinances, rules, regulations, deed restrictions, zoning laws, community or other rules, contracts, leases (including with any landlord of Member), notes, agreements, and commitments of any kind prior to participating in any GHRA related program, transaction, deal, contract or agreement. GHRA and its Officers, Directors, Employees, and Representatives shall bear absolutely no responsibility or liability to Member or any other person or party whatsoever. Any program, transaction, deal, contract, or agreement shall be provided or presented to Member by GHRA on an "AS-IS", "WHERE-IS" basis with absolutely no express or implied warranties of any kind or type. Member shall only enter into any transaction or deal at its sole option and risk and should also obtain any and all necessary consents, licenses, or permits of any governmental body or other person or party prior to entering into any transaction, deal, or agreement. GHRA shall not be responsible for providing any advice regarding or obtaining any consents, licenses, permits, or similar items of any kind. GHRA may, at its sole option and discretion, also sponsor different programs, such as a Victims Relief Fund, whereby each member will contribute such amounts as determined at the discretion of the Board of Directors of GHRA, which contributions shall be collected through a reduction in rebates or by direct contribution. Member participation in such programs may be mandatory, as determined by the Board of Directors of GHRA.

Initial Here _____

Member hereby agrees that all taxes of any kind, including, but not limited to, State Sales Tax, Excise duty or levy, Federal Taxes (income or otherwise) and levy or any other Tax, Surcharges, Levy etc. are the sole responsibilities of the Member. Member agrees and covenants that if any Tax, Surcharge or Levy of any kind or type is enforced on GHRA on behalf of, against, or as a result of any agreement/contract signed on behalf of members or for the benefit of members, Member will immediately advance or reimburse GHRA all such taxes, surcharges, levies and/or other amounts.

Member authorizes GHRA to share with vendors, suppliers, and other parties determined by GHRA, Member's business and other relevant information, both public and confidential, as deemed necessary at the sole discretion of the Board of Directors of GHRA, including, but not limited to, name of Member, name of the owners/partners of Member and/or Member's business, address, phone number, EIN, State Tax Exempt number, State Tobacco Permit number, TABC Permit number, or any other information as deemed necessary to negotiate or comply with an agreement/contract or deal.

Any noncompliance by the Member of GHRA bylaws, organizational documents, Certificate of Formation as amended from time to time, rules, regulations, policies, membership agreements, applications, vendor or other contracts, agreements, vendor deals, or other requirements may lead to, among other things, Member's membership being suspended or canceled at the sole and absolute discretion of the Board of Directors of GHRA. Upon suspension or cancelation of membership, any or all compliance funding, rebates, or other amounts may be deemed forfeited as determined at the sole and absolute discretion of the Board of Directors of GHRA.

GHRA and its past, present, and future Officers, Directors, employees, agents and representatives shall not be liable to the Member, the Member's officers, directors, employees, shareholders, members, managers, affiliates, agents, or representatives, or to any other party whatsoever for (i) any injury or harm to person or damage to property or otherwise caused in connection with or that is otherwise directly or indirectly related to Member's membership or participation in or with GHRA and/or GHRA's programs, deals, contracts, seminars, or agreements, (ii) any loss, damage or injury that may be occasioned by or through the acts or omissions of any persons whatsoever, (iii) any loss or damage to any property occasioned by theft, fire, acts of God, public enemy, injunction, riot, insurrection, wars, court order, requisition or order of governmental authority, for any matter, (iv) any direct, indirect, incidental, consequential, punitive or special damages whatsoever (including without limitation, any damages claimed for loss of income, revenue, or profits or for loss of goodwill) arising from or related to Member's membership or participation in or with GHRA and/or GHRA's programs, deals, contracts, seminars, or agreements or the performance of this Agreement.

The Member agrees to indemnify and hold harmless GHRA and GHRA's current, past, and future Officers, Directors, parents, affiliates, divisions, managers, members, shareholders, employees, contractors, agents, advisors, affiliates, representatives, attorneys, accountants, partners, successors and assignees and their respective partners, shareholders, officers, directors, managers, employees, invitees, or any other individual or entity otherwise connected, directly or indirectly, with GHRA (referred to collectively as the "Indemnified Party") and each of them from and against any and all claims, causes of action, demands, suits, liabilities, losses, penalties, and/or actions asserted by any person or party, individually or through any representative, including all costs, attorney's fees, settlement funds, damages or expenses resulting or allegedly resulting or arising, directly or indirectly, from this Agreement, the performance of this Agreement, any breach of this Agreement, and/or Member's membership or participation in or with GHRA and/or GHRA's programs, deals, contracts, seminars, or agreements, including, but not limited to, the act or omission of any third party vendor or any Indemnified Party, or any and all actual or alleged injuries or death of any person or damage to any property or otherwise due to or caused in connection with the performance of this Agreement or Member's membership or participation in or with GHRA and/or GHRA's programs, deals, contracts, seminars, or agreements, even if such indemnified liabilities are caused by the sole or contributory negligence or act of an Indemnified Party. The Member shall also indemnify and hold harmless GHRA and its Directors, Officers, employees, agents, affiliates, representatives, and contractors for the performance of their duties in the scope of their office for any reason or any cause of action whatsoever, from and against, among other things, any and all losses, liabilities, damages, penalties, etc, arising out of any or all vendors' or suppliers' agreements, contracts, programs signed or agreed by the Member (on Board's recommendation) or the Board of Directors on behalf of the Members, and/or Member's membership or participation in or with GHRA and/or GHRA's programs, deals, contracts, seminars, or agreements.

Member understands and agrees that in some cases, deals, programs, agreements, or contracts, GHRA receives certain compensation, rebates, and/or other amounts against member store sales, volume, compliance and participation which helps pay, among other things, administration and other office expenses. GHRA reserves the right, at the sole and absolute discretion of the Board of Directors, to charge back Member (including deducting amounts from amounts due to Member) for lost revenue or other amounts if Member is not in compliance with any programs, deals, agreements, or contracts, including for those matters explained above.

A "Reportable Change" shall have occurred if (i) Member or any party sells, transfers, or conveys any of Member's businesses or stores, (ii) Member or any party sells, transfers, or conveys substantially all the assets of any of Member's businesses or stores, (iii) Member or any party sells, transfers, or conveys any ownership interest in Member, Member's business, or any other current or successor entity operating the business, (iv) there is a change in the officer, director, manager, or member information for the Member and/or the Member's business, or (v) there is any change or modification in the assumed name/dba name of Member and/or Member's businesses. Member hereby agrees that no later than 30 days of any Reportable Change, Member shall notify GHRA in writing of such Reportable Change and all relevant details pertaining to such Reportable Change, including any and all information later requested by GHRA. Member's failure to timely report a "Reportable Change" or provide other information requested by GHRA shall be deemed a breach or non-compliance by Member, at the sole and absolute discretion of GHRA's Board

Initial Here _____

of Directors, and may result in, among other things, cancellation of Member's membership, forfeiture of amounts owed, and/or penalties, charges, or other amount being charged to Member which the Board of Directors of GHRA shall be entitled to deduct from rebate payments or other amounts owed to Member.

Any notice provided to GHRA by Member must be in writing and sent to GHRA's then principal office pursuant to United States postal mail, certified mail, return receipt requested, with postage prepaid. A written notice to GHRA shall not be effective until actually received by GHRA. Any notice provided to Member may be given by or through mail, telegram, facsimile, telephone, any GHRA or other publication or newsletter, electronic mail, the GHRA website, or verbally. If mailed, a notice to Member will be deemed delivered and received by Member when deposited in the mail addressed to Member (or his Authorized Representative) at his or her address as it appears in the records of GHRA. If given by telegram, a notice to Member is deemed delivered and received by Member when accepted by the telegraph company and addressed to Member (or his Authorized Representative) at his or her address as it appears on the records of GHRA. If given by facsimile, a notice to Member will be considered received when confirmation is received electronically. If given by telephone or verbally, such notice to Member will be deemed received by Member when communicated orally. If given by electronic mail or posting on GHRA website, a notice to Member is deemed received by Member when the electronic mail is sent to Member (or Member's Authorized Representative) or when posted on GHRA's website.

This Agreement shall be governed by, construed under, and enforced in accordance with the internal laws of the state of Texas, without reference to conflicts of laws. Member consents to jurisdiction and venue in the state and federal courts of Harris County, Texas. The transmission of an executed copy of this Agreement, or any document referenced in this Agreement, or the signature page(s) hereof or thereof, by facsimile or telecopy shall be treated in all manner and respects as the delivery of an original counterpart of this Agreement or such document bearing the original signature(s) of the party(ies) utilizing any such transmission device. This Agreement constitutes the final and entire Agreement and understanding between GHRA and the Member relating to the subject matter of this Agreement and supersedes all prior understandings and agreements (whether written or oral) between the parties concerning the subject matter of this Agreement. No partnership, joint venture, trust, franchise, employment or other similar relationship is created between the parties in connection with this Agreement. Moreover, no agency or other similar relationship is created between the parties in connection with this Agreement. Member shall not have any authority or represent that it has any authority, to bind GHRA in any manner whatsoever. Member may not assign or transfer its membership in GHRA and/or its rights or obligations hereunder. Any attempted transfer or assignment by the Member shall be null and void. This Agreement shall not confer any rights upon any person other than GHRA and GHRA's affiliates, successors and assigns. Any disputes must be settled in good faith between GHRA and Member. If dispute resolution is not achieved as above, either party may take the dispute to the next level which is defined as seeking Arbitration or Mediation from the Aga Khan Conciliation and Arbitration Board for the Southwest United States. However, the decision from the Aga Khan Conciliation and Arbitration Board for the Southwest United States is not binding on the parties.

MEMBER NAME (Company Name) _____ (Name of Member Entity or Member Individual if Proprietorship)

Signature of Authorized Officer or Equivalent: _____

Printed Name of Authorized Officer or Equivalent _____

Date: _____

Signature of Authorized Representative: _____

Printed Full Name of Authorized Representative: _____

Date: _____

CORPORATE RESOLUTION

The Undersigned Corporate Secretary of _____, a Corporation/Limited Liability Company/Limited Partnership duly organized and existing under the laws of the state of Texas, hereby certifies that a meeting of the Board of Directors (or equivalent governing body for a non- corporation entity) of said entity was duly called and held at _____, in the City of _____, in the County of _____, Texas on _____. The undersigned further certifies that a quorum for such meeting was present and that the following resolutions were fully and unconditionally adopted and have been duly entered into the regular minute book of _____ in accordance with the by-laws (or equivalent governing document), now in full force and effect to wit:

RESOLVED, That the President and the Chief Operating Officer of the Corporation, _____, is hereby authorized to acquire and maintain a membership in the **GREATER HOUSTON RETAILERS COOPERATIVE ASSOCIATION, INC. (GHRA)** and to pay all fees, dues and other amounts and execute any and all documents, agreements, and the instruments that are required by GHRA and that are otherwise required to perfect such membership.

IN WITNESS WHEREOF I hereunto set my hand as Secretary of the said Corporation/Limited Liability Company/Limited Partnership on this ____ day of _____, 20__

Signature of Secretary: _____

Printed Name of Secretary: _____



Greater Houston Retailers Cooperative Association, Inc
12790 South Kirkwood Road, Stafford, TX 77477
Phone: 281-295-5300 / Fax: 281-295-5399

Requirements to be a member

- Submit complete GHRA Application with all required documents, subject to approval
- Pay \$200 Annual Membership Fees
- Participate and comply with all mandatory deals, GHRA approved special promotions, guidelines and policies
- Display GHRA Logo at the front door
- Follow current 'PLANOGRAM'
- Display Out Door Sign in compliance with GHRA guidelines
- In-Store Membership Orientation to be attended by Authorized Representative

Benefits to GHRA Members

- Members will receive discounts on their eligible purchases
- Will get one free Out Door Signage system with installation (Value \$700)
- Regular rebates
- Any additional incentives / bonuses received from vendors

Process of Non-Compliance

If a member representative does not abide by the above mentioned policies, he / she will be considered in Non-Compliance. After hearing from all concern parties, GHRA Compliance Committee with the approval of the Board of Directors will apply following penalties.

Penalties and Suspension

- First Offense: No rebate will be given for that particular quarter or \$300 whichever is higher
- Second Offense: No rebate will be given for that particular quarter or \$600 whichever is higher.
- Third Offense: No rebates for that quarter and will be terminated from GHRA membership

This is to acknowledge that I have read the above rules and regulations and have agreed to accept it and abide by the above rules and regulations.

Store Name: _____

Printed Full Name of Authorized Representative _____

Signature of Authorized Representative: x _____ Date: _____



Greater Houston Retailers Cooperative Association, Inc
12790 South Kirkwood Road, Stafford, TX 77477
Phone: 281-295-5300 / Fax: 281-295-5399

GHRA Signage Program

- GHRA is proud to introduce an outdoor signage program for its member stores.
- GHRA provide a complete sign structure to be installed on the outside of the store above the main entrance of the store.
- This sign system will consist of a permanent structure with a changeable message or insert, which will be available in two (2) sizes as follows (a) 1½ feet high by 15 feet (b) 1½ feet high by 20 feet.
- The purpose of this program is to provide extra tool to our member store to stay competitive and advertise GHRA specials and promotions. **The signage structure will be for the exclusive use of GHRA approved inserts only.**
- All signage structure, installation of the structure and all inserts will be provided to member by GHRA free of charge, if a member executes the signage agreement with GHRA. However, if a member defaults in its performance of obligation under the agreement than the defaulting member may be charged with the cost of \$700 for the signage program.
- Multiple store owners, please note that each member store will be required to execute a separate agreement.
- Each member will be required to maintain sign structure in good condition all the time and participate fully in the promotions and install inserts on a timely manner so that it does not adversely affect the remaining members and does not harm the success of this program.
- Your complete and enthusiastic support of this program is extremely vital for its success. This will provide a much-needed encouragement to the Board of Directors to bring bolder program for the benefit of its members in the future.

Initial Here _____

Greater Houston Retailers Cooperative Association

12790 S. Kirkwood Rd, Stafford, Texas 77477

Phone: 281-295-5300 Fax: 281-295-5399

GHRA Rebate Schedule Form

I, _____ (Full Name) an Authorized Representative of _____ (Entity Name) understand that I must be a GHRA member for the full quarter and must be in compliance with GHRA guidelines and programs, in order to be eligible for rebates, cooler, shelving or any other allowance.

Yearly Rebate Schedule

<i>QTRS</i>	<i>Months</i>	<i>Checks are Mailed after</i>
1 ST	1 st JANUARY, To 31 st MARCH	15 th MAY
2 ND	1 st APRIL To 30 th JUNE	15 th AUGUST
3 RD	1 st JULY To 30 th SEPTEMBER	15 th NOVEMBER
4 TH	1 st OCTOBER To 31 st DECEMBER	15 TH FEBRAURY

Note: Complete GHRA membership application (with all required documents and fees) must be submitted at least three weeks before the new quarter starts in order to give proper time for application processing.

Vendors take up to approx three to four weeks to update your new GHRA # in their database. Please communicate with the contact person on the vendor list (Visit www.ghraonline.com)

Cooler Reset: After you get your new GHRA #, it takes six weeks or more for to have your coolers reset by Bottling Companies.

Rebate Check Expiration: Rebate Checks will expire after 180 days from date of check. In addition, GHRA will not reissue any rebate check that has expired. All funds related to expired rebate checks will be forfeited automatically without any notice to the member. Please be sure to deposit your checks before the expiration date.

I have read and understood the above

Signature of Authorized Representative: _____ Date: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Greater Houston Retailers Cooperative Association, Inc.

12790 South Kirkwood Road, Stafford, Texas 77477

Business Information Sheet

1 Store Name _____ Company Name: _____
 2 Store Address: _____ City _____ State TX Zip _____
 3 Store Ph# _____ Cell phone # _____

4 **Store Type** C-Store Supermarket Liquor Tobacco Newsstand Other: _____

5 Business Property
 Owned Leased
 a **Store Size** Square Feet: _____

7 Store Environment
 a Your store business is mainly from
 i Est. Neighborhood % _____ %
 ii Est. Freeway % _____ %
 iii Est. Commercial % _____ %
 iv Est. Road % _____ %
 b Is your store open 24 hours? Yes No
 If No, Store timing: _____
 c Do you have uniform for employees? Yes No
 d Do your employees wear a name badge? Yes No

8 Spanner Board
 a Do you have a spanner board? Yes No
 If yes, what size?
 3 Inserter 4 Inserter

9 Pay Phone
 a Do you have a payphone? Yes No
 i If yes, how many? _____
 ii If yes, Provider Name: _____
 iii Your Contract expires on: _____

10 Dumpster
 a Dumpster size: (In Yards) _____
 b Number of pickups (Weekly): _____
 c Service Provider: _____
 d Monthly Charges: _____

6 Gasoline
 a Do you sell Gasoline? Yes No
 If yes, Product Type Unleaded Plus
 Super Diesel Propane
 Other: _____
 b Gasoline Brand (Please check one that's applicable)
 BP Phillips 66
 Chevron RaceWay
 Citgo Shell
 Conoco Texaco
 Exxon Valero
 Hess Unbranded
 Mobil Other Generic Brand: _____

c Who is your Jobber?
 Provide company name: _____

d Gasoline Equipments
 i Do you own gasoline equipments? Yes No
 ii Is it commission based Gasoline? Yes No
 iii Number of MPD / Pumps _____
 iv Number of Tanks _____
 v Number of Noozle _____
 vi Do pumps have card reader Yes No

e What kind of POS/Console do you have?
 Gilbarco Ruby Nucleus
 Passport Other: _____

f Who does your SIR? _____
 g How do you monitor your tanks?
 i Automatic Gauging Yes No
 ii Manual Stick Yes No

h Who maintains and repairs the pumps?
 Owner Jobber

Initial Here _____

11		Car Wash	
a	Do you have a car wash?	Yes	No
	If Yes, name of the car wash _____		
i	Do you Own it ?	Yes	No
ii	Commission based	Yes	No
iii	Is your car wash:		
	i Touchless		
	ii With Brush		
b	Who is your chemical supplier for car wash?		
c	If No, Do you have plans to put car wash?	Yes	No
d	Do you have rental space on your property?	Yes	No

13		Coolers	
		Walk-In # Doors	Reach-In # Doors
a	How many Soda Doors ?		
b	How many Juices Doors ?		
c	How many Gatorade Doors?		
d	How many Water Doors ?		
e	How many Energy Doors ?		
f	How many Dairy Doors ?		
g	How many Beer Doors ?		
h	How many Wine Doors ?		
i	Total # Cooler Doors		

15		Reach In Cooler	
		Quantity	# Doors
a			
	1 How many leased ?		
	2 How many owned ?		
b	If Leased, Provide vendor's name		
	1		
	2		
c	Paid FLM Coolers	Quantity	\$ Amount
	1		
	2		
	3		
	4		

12		Other Outside Services	
a	Do you have an Air and Water Machine?	Yes	No
	If Yes, Company's Name: _____		
b	Do you have a Vacuum Machine?	Yes	No
	If Yes, Company's Name: _____		
c	Do you Pressure wash your Parking lot?	Yes	No
	If yes, How Often? _____		
	Name the Company ? _____		
d	Do you have an Ice Maker?	Yes	No
	<input type="checkbox"/> Owned	<input type="checkbox"/> Lease	
e	Do you buy ice bags?	Yes	No
	If Yes, supplier's Name: _____		
f	Do you have a Drinking Water Vending Machine?	Yes	No
	<input type="checkbox"/> Owned	<input type="checkbox"/> Leased	
	If Yes, Leased from: _____		

14		Store Security	
a	Do you have a Vault safe?	Yes	No
	If yes, how many		
	Underground Floor Safe		Quantity
	Time Delay Safe / TIDEL / TACCII		
	Regular Floor Safe		
b	Do you have a Security Camera System?	Yes	No
	If yes, how many ?		
	Indoor		Quantity
	Outdoor		
c	How do you monitored camera system?	DVR	VCR Computer
	Is it a Remote Recording ?	Yes	No
d	Do you have a Bullet Proof Cabin ?	Yes	No
e	Do you have an Alarm System?	Yes	No
	If yes, Company's Name: _____		
f	Do have an armor truck to pick up your bank deposits?	Yes	No
	If yes, Company's Name: _____		

16		Deli	
a	Do you have a Deli?	Yes	No
	<input type="checkbox"/> Independent	<input type="checkbox"/> Franchise Name :	

Initial Here _____

17		Computers	
a	Do you have a work computer at your store?	Yes	No
b	Do you have Internet Service?	Yes	No
	If yes, name of the provider:		
	Is it Dial Up?	Yes	No
	Is it DSL/ Cable Modem?	Yes	No

19		Insurance	
Do you have the following ?			
a	Workman Comp Insurance	Yes	No
	If yes, Provider:		
	Expiration Date:		
b	Employment Accidental Ins.	Yes	No
	If yes, Provider:		
	Expiration Date:		
c	Tank Insurance	Yes	No
	If yes, Provider:		
	Expiration Date:		
d	Property Insurance	Yes	No
	If yes, Provider:		
	Expiration Date:		

21		License	Permit #
a	Sales Tax		
b	Tobacco Permit		
c	Lottery Permit		
d	Lottery Retailer #		
e	Beer License		
f	TECQ Facility ID		

18		Freezers	
		Up-Right	Coffins
		# Doors	# Doors
a	How many frozen food?		
b	How many ice cream?		
c	Total		
b	Do you own or lease?		

20		Other Inside Store Services		
Do you offer any of the following services?				
a	Metro Bus Service tokens	Yes	No	
b	Phone Card	Yes	No	
	If yes, Distributor's Name			
c	Prepaid Cell Phone	Yes	No	
	If yes, Company's Name			
d	Where do you buy register supplies from?			
e	Do you have any of the following machines/equipments in your store ?			
	(Please circle one that's applicable)			
i	Coffee	Owned	Leased	Loaner
ii	Cappuccino	Owned	Leased	Loaner
iii	Fountain Machine	Owned	Leased	Loaner
iv	Royal Ice	Owned	Leased	Loaner
v	Parrot Ice	Owned	Leased	Loaner
vi	Hot Dog	Owned	Leased	Loaner
vii	Nacho	Owned	Leased	Loaner
viii	Popcorn	Owned	Leased	Loaner
ix	Microwave	Owned	Leased	Loaner
x	Ice Maker	Owned	Leased	Loaner
xi	Icy Machine	Owned	Leased	Loaner
xii	Other	Owned	Leased	Loaner

22		Financial Services		
a	Do you offer any of the following financial services?			
i	Money Order	Yes	No	
	If yes, Provider:			
ii	Money Transfer	Yes	No	
	If yes, Provider:			
iii	Check Cashing	Yes	No	
iv	Do you use Check Cashing Software?	Yes	No	
	If yes, Company Name:			
v	Bill Payment	Yes	No	
	If yes, Company Name:			

Initial Here _____

Please check the box for the vendors currently serving the Store

23	Vendors	√	Account Number	Expiration Date	23	Vendors	√	Account Number	Expiration Date
a	Affordable Power				ae	Printed Ice Bags			
b	Arrest a pest				af	ProActive Services			
c	ATM Link				ag	Quality Nozzle Company			
d	Barcel USA (Bimbo Group)				ah	Red Bull			
e	Baxter Environmental Inc.				ai	Republic Waste Service			
f	Blue Bell				aj	Royal Ice			
g	Borden				ak	Sweet Cravings, Inc			
h	Cintas Corporation				al	Texas Jasmine			
i	Coca-Cola Bottling Group				am	Universal Merchant Processing			
j	Community Coffee				an	Waste Management			
k	Deli Express				ao	Yumi Ice-Cream			
l	Dr. Pepper Bottling Group				ap				
m	Frito Lay				aq				
n	Gatorade				ar				
o	Geo Environmental				as				
p	Global Coffee Company				at				
q	Grocery Supply Company				au				
r	Heritage Propane Express				av				
s	Huntsville Wholesale				aw				
t	In-Time Distributors Inc				ax				
u	Lance				ay				
v	Maxtell Communications				az				
w	Moms				ba				
x	Monotronics				bb				
y	Monster				bc				
z	Oak Farms				bd				
aa	Ozarka				be				
ab	P & L Maintenance				bf				
ac	Pepsi Bottling				bg				
ad	Prasla Insurance				bh				

You may list any additional vendors if any

Initial Here _____

GREATER HOUSTON RETAILERS CO-OPERATIVE ASSOCIATION, INC
12790 South Kirkwood Road, Stafford, Texas -77477
Phone: (281) 295 5300 Fax: (281) 295 5399

Authorization Letter for New Member Orientation

I, _____ am an authorized representative / officer of
the store name _____ located at _____

Select any one option

I authorize my manager _____ Cell Phone # _____
to act on my behalf, for New Member Orientation at the above store location. I understand that I
will still be liable at all times, fulfilling the requirements of the GHRA policies, guidelines,
regulations and duties.

This document does not authorize any voting rights, changing or modifying any membership
information, or substituting any of the duties related to authorized representative or officer.

I will be available to participate for orientation at the above store location.

Signature: (Authorized Representative) ★ _____ **Date** _____

Cell Phone # _____ **Alternate Phone #** _____

Note: Authorized Representative is referred to as; please see application Page 1 of 5 (between
line 11a and 12) for detail explanation

For GHRA Office Use Only

Approved by Name: _____ Title: _____

Signature: ★ _____ Date: _____

Notes: _____

