

2019 MEMBERSHIP AND DUES REQUIREMENTS

Eligibility and Member Benefits Card Requirements

- a. Each Principal Correspondent (PC) for one or more IHG® brand hotels is eligible to become a member of the IHG Owners Association (the “Association”). In addition to the PC, individuals with Eligible Roles (as defined below) may also become additional cardholders under the PC’s Association membership account. In order to add such individuals, the PC must designate each person as an additional cardholder under his or her account in accordance with Association procedures. Each cardholder will receive his or her own Association member benefits card and corresponding Annual Allocation of free room nights (“Annual Allocation”).

Eligible Roles is defined as any owner, operator, partner or investor of one or more IHG brand hotels under the PC’s membership account, or an individual affiliated in a management capacity with one or more of the hotels under the PC’s membership account.

- b. Individuals who do not meet the Eligible Roles requirement (as defined above), such as friends or relatives, may not join the Association or be issued member benefits cards.
- c. Each PC’s member benefits card and corresponding Annual Allocation must be generated from that PC’s own membership account.

Exception: If the PC has no Billable Hotels at the time of renewal (as defined below), the PC’s member benefits card may be issued under a different PC’s account.

- d. A PC with Billable Hotel(s) cannot be a cardholder on another PC’s membership account.

Joining the IHG Owners Association/Renewing Membership

Membership in the Association is established on a calendar year basis. Therefore, all memberships expire on December 31 of each year, regardless of when membership was activated within the year.

During the fourth quarter of each calendar year, offers to join the Association for the upcoming year are sent to non-member PCs and membership renewal notices are sent to all current members. However, PCs may join or renew membership at any time. Upon joining the Association and after payment of applicable dues, each PC will receive one member benefits card for each Billable Hotel in his or her portfolio, and may optionally purchase a maximum of one additional member benefits card per hotel (subject to each additional cardholder meeting the Eligible Roles requirement). Each member benefits card is linked to an Annual Allocation. The PC must designate each additional cardholder’s name, address, email, mobile and office phone numbers, and IHG® Rewards Club number during the sign-up or renewal process.

Once complete information and membership dues have been received and processed for all Billable Hotels, membership will be considered effective, and member benefits cards and corresponding Annual Allocations will be issued within seven to ten (7-10) business days. All members (including additional cardholders) are required to comply with the Membership Requirements and the Free Nights Program Requirements, which can be found at www.owners.org/requirements.

IHG OWNERS

A S S O C I A T I O N

General Membership Requirements

- a. The term of membership is for the 2019 calendar year and expires December 31, 2019.
- b. The Annual Allocation is valid for 2019 stays only.
- c. Once a member benefits card is issued, **no changes can be made**. For example, the cardholder's name cannot be changed after the member benefits card has been issued.
- d. If any element of the member information is missing or invalid (including the IHG Rewards Club number), it will not be possible to issue that individual's member benefits card or the corresponding Annual Allocation.
- e. Member benefits cards are not transferrable.
- f. If no member names are provided, only one member benefits card will be issued in the PC's name if the PC was previously a cardholder. If the PC was not previously a cardholder, the PC must contact the IHGOA Membership Department for issuance of one or more member benefits cards.
- g. For members who have not reached the maximum number of cardholders permitted for their accounts, additional cardholders can be added at any time of the year by contacting the Association's Membership Department.

Please note: Once an annual online transaction (i.e., membership renewal or sign-up) has been submitted, users cannot edit account information or add new cardholders via the online system. Users must contact the Association's Membership Department to make any changes after the annual online transaction has been submitted.

- h. Each cardholder must have a unique email address to log into their Association account and access his or her member benefits card.
- i. Membership dues are not refundable for any reason, even if the hotel leaves the IHG System.

Billable Hotels

General Billable Hotel Requirements

- a. All hotels for which a member has an ownership interest (regardless of the investment level) are considered Billable Hotels, regardless of whether the member is listed as the PC for all such hotels.
- b. All hotels for which a member has a management affiliation are considered Billable Hotels, regardless of whether the member is listed as the PC for all such hotels.
- c. Dues must be paid in full for *all* Billable Hotels owned or operated by each PC (as designated in IHG's records) prior to Association membership becoming effective for *any* hotel in the PC's portfolio. Issuance of member benefits card(s) and corresponding Annual Allocation(s) can then be issued.

IHG OWNERS

A S S O C I A T I O N

2019 Open and Scheduled to Open Hotels

Any hotel that is open or scheduled to open during the 2019 calendar year is considered a Billable Hotel for 2019 and is subject to 2019 Association membership dues

2019 Hotel Portfolio Additions

2019 Association members who add one or more Billable Hotels to their portfolio at any time during the 2019 calendar year (“Hotel Portfolio Additions”) are subject to the following requirements:

- a. Hotel Portfolio Additions are considered Billable Hotels, and are billable for 2019 Association dues. Dues for Hotel Portfolio Additions must be paid within thirty (30) days of receipt of the applicable membership dues notice. Issuance of one (1) member benefits card and the corresponding Annual Allocation can then be issued.
- b. Examples of Portfolio Additions include the following:
 - i. Adding one or more non-member hotels to an existing IHG portfolio (e.g., an acquisition of an existing IHG hotel from another owner).
 - ii. Taking over management of one or more non-member IHG hotels.
 - iii. Opening one or more hotels early (e.g., a hotel under construction which was originally slated for opening after 2019).

Non-Billable Hotels

Any licensed IHG hotel that has a scheduled opening date after 2019 is a Non-Billable Hotel for 2019 (“Non-Billable Hotel”).

Non-Billable Hotels are not included in a PC’s membership account, and therefore no member benefits cards or Annual Allocations may be provided to such hotels, *except* in limited circumstances for First Time IHG Owners, as defined below.

First Time IHG Owners

The following conditions apply *only* to owners who have licensed their first hotel with an IHG brand and who are seeking to join the Association.

- a. First Time IHG Owners may join the Association at any time during the 2019 calendar year if any of their hotels have an opening date in the 2019 calendar year. (For example, a First Time IHG Owner with a hotel opening in November 2019 may join the Association as early as January 2019.)
- b. A First Time IHG Owner may join the Association within 12 months of the hotel’s scheduled opening date. (For example, a First Time IHG Owner with a hotel scheduled to open July 1, 2020 may join the Association in August 2019.)

IHG OWNERS

A S S O C I A T I O N

IHG Owners Association 2019 Dues Structure

# Rooms (per hotel)	2019 Annual Dues
1-80	\$410
81-100	\$495
101-125	\$510
126-150	\$530
151-175	\$610
176-200	\$620
201-250	\$630
251+	\$720

Additional member benefits cards: \$500 per card

Each PC may optionally purchase a maximum of one additional member benefits card per hotel (subject to each cardholder meeting the Eligible Roles requirement). Refer to “Joining the IHG Owners Association/Renewing Membership” regarding the requirements for additional member benefits cards.

Membership Requirements are subject to change at the discretion of the IHG Owners Association.

Please contact the Association’s Membership Team with any questions at membership@ihgowners.org or (001) 770.604.5555, option 1.