

TRANE SALES PLAN

SALES PLAN #: RS-SP703C

PROGRAM NAME: Trane DSO/IWD Tyler Factory Tour Program

CHANNEL: Trane

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Trane Sales Plan



PURPOSE

This Sales Plan is designed to describe the processes and costs associated with Factory Tours in Tyler, Texas.

TOUR GUIDELINES

The following Distributor/Dealer offer is available:

- Between January and December 2017, dealer visits are available on Tuesdays and Wednesdays to take advantage of the “snow days” in SEET*. The tour generally lasts a full 8 hour day and includes:
 - Plant history overview
 - Why Trane technology presentation
 - 1 hour Engineering lab tour
 - 1 hour SEET lab tour
 - 2 hour factory tour
 - Product service Q & A session

*Lab and plant tour highlights are subject to change based on operational considerations.

- Each Trane IWD/DSO Sales Office can request one factory tour per quarter. Available, unused tour dates will then be opened for use by any other sales office, on a first-come, first-booked basis. Tour dates are available one year in advance.
- A minimum charge of 12 persons per “tour day” is required to hold a Tyler Factory Tour reservation. Multiple Trane Distributors can pool together to book a tour to meet the 12 person minimum requirement. A maximum number of **35** are allowed per “tour day”. You will be billed according to the guest list received 3 weeks* prior to the tour date, unless additional guests attend.
 - Larger meeting rooms may be available if booked in advance.
- Tour dates and number of persons must be “booked” through the Customer Support and Literature Ordering Center. Comfortsite via “Training” > “Tyler Factory Tours” > “Book Your Trane Tour”, by clicking this link [Book your tour](#)
- An instruction guide for how to book a tour is available on the Training Center page of ComfortSite or Customer Support and Literature Order Center.
- The distributor is responsible for the following:
 - 6 months to a year in advance: Book your tour date.
 - Trane IWD/Dealer Sales Office is responsible for its group’s hotel, restaurant expenses, transportation, and any other extracurricular activities. Hotel selection/telephone numbers are available through ComfortSite or Pretty Incredible.
 - One month ahead:
 - confirm date with Pretty Incredible
 - Contact information, agenda/topic requests, catering choices, photography choices, logistics and estimated number of guests must be added to the Customer Support and Literature Ordering Center 3 weeks ahead: The completed tour guest list must be sent to tours@prettyincredible.com no later. All attendees (IWD, DSO, and dealers) should be included in the headcount and attendee list.

*If your guest list is not received at least 2 weeks prior to the tour date you will be charged a \$50 fee to cover costs associated with adjusting logistics.
 - 2 weeks ahead: For last minute changes/agenda revisions please contact Pretty Incredible at tours@prettyincredible.com or 866-803-4322.
 - For special agenda requests a \$25 fee may be applied to cover the logistics involved in setting it up.

Learning Resources & Pretty Incredible will arrange:

- Tyler lunches/breaks on tour dates
- Other requests for the tour group as needed**.

The following are the flat rates for 2017 tours. You will be billed based on your reservation at the time of the tour and then additional billing/credits will take place after the tour date. These charges will be billed back through the Literature Support Center/Pretty Incredible or Learning Resources.

Includes	1 day Cost	Additional 1/2 day Cost
Break foods AM & PM	\$195 flat fee per tour + \$90.00 per person*	\$45.00 per person
Lunch		
Information Packets		

*All attendees (IWD, DSO, and dealers) are included in the headcount.

**In the event Ingersoll Rand/Pretty Incredible are required to pay for any additional needs of the group, the cost + 7% will be charged back to the Distributor.

EFFECTIVE PERIOD

JANUARY 1, 2017 through DECEMBER 31, 2017

ELIGIBLE PARTICIPANTS

Independent Wholesale Distributors (IWD) and Dealer Sales Offices (DSO) and their independent dealers, with a signed dealer sales or distributor agreement are eligible to participate.

You can register for your 2017 tours through Comfortsite via “Training” > “Tyler Factory Tours” > “Book Your Trane Tour”, by clicking this link [Book your tour](#), or by contacting Pretty Incredible at tours@prettyincredible.com or 866-803-4322.

QUALIFYING TTF Dollars and Claimback

- DSO: A Dealer Factory Tour is eligible for Trips & Training Funds (TTF) using the guidelines of Sales Plan RS-SP703D under the TTF category.
- Trane IWD: A Dealer Factory Tour is eligible for SDF co-op using the guidelines of Sales Plan RS-SP702T under the TTF category.
- CLAIMBACK ADMINISTRATION: The claimback by the dealers will be according to the local plan of the DSO/IWD.

DRESS REQUIREMENTS FOR EMPLOYEES AND FACTORY TOUR PARTICIPANTS:

Visitor safety is a core value of Trane. We demonstrate this focus by designing safe jobs, training and protecting employees and visitors, and reinforcing safe practices at all our facilities, including the Tyler plant. The risk of many serious accidents and injuries is substantially reduced through the enforcement of basic, minimum factory dress requirements. By adhering to these requirements,

each employee and visitor demonstrates personal regard and respect for the safety of themselves and others.

- **UPPER GARMENT:** Shirts must cover upper body to the waistline and have short or long sleeves. Tank and half tops are not allowed at any time. Tight, form-fitting materials (such as spandex) are not a substitute for shirts and are not allowed. No portion of the torso can be exposed.
- **LOWER GARMENT:** Pants must cover the lower body from the waistline to the top of the shoe (with no exposed skin areas). Tight, form-fitting materials (such as Spandex) are not a substitute for pants and are not allowed. Dresses, skirts, shorts and capris are not permitted in the factory area.
- **FOOTWEAR:** Shoes must be steel-toed to protect against impacts, punctures, and cuts. Shoe covers will be made available to those without steel-toed shoes. Open-toed shoes, sandals, spiked heels or heels greater than 2 inches, or shoes which do not cover the entire foot are not allowed at any time.
- **SLEEVES:** Each guest will be required to wear protective sleeves while in the plant and lab areas. Protective sleeves will be provided for each tour guest while at the facility.
- **EYE PROTECTION:** Safety glasses with side shields that meet ANSI Standard Z87.1 must be worn in all areas of the factory at all times. Safety glasses will be provided for each tour guest while at our facility.
- **BADGES:** Guest Badges must be worn at all times on upper torso, readily visible.
- **HEARING PROTECTION:** Hearing protection is also available. Earplugs are required in areas like Sheet Metal and Spine Fin™ when a person will be exposed for more than 15 minutes.
- **AGE:** Visitors must be at least 18 years old to tour the factory.

LEGAL REQUIREMENTS FOR DISTRIBUTORS AND DEALERS

THIS DOCUMENT CONTAINS CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION OF TRANE U.S., INC. IT MAY NOT BE DISCLOSED TO ANY THIRD PARTY WITHOUT PRIOR WRITTEN CONSENT FROM TRANE U.S., INC. OR ITS AFFILIATES. DISTRIBUTOR/DEALER MAY BE LIABLE FOR ANY UNAUTHORIZED DISTRIBUTION.

The information provided herein is considered confidential and proprietary information of Trane U.S., Inc., and its affiliates (“Trane”). It is provided for the sole purpose of permitting the recipient to promote Trane products and services. Recipient agrees to maintain the confidentiality of all proprietary, trade secret information, including confidential pricing data provided in this document. The Recipient hereby agrees that it will not at any time disclose this confidential information or material, in whole or in part, to any person or entity for any reason or purpose whatsoever, unless Trane gives its consent, in writing, to such disclosure, except as required by law. The agreement to maintain the confidentiality of this information extends to any employees, pre or future, involved in the work desired and who will have access to the information. These employees will hold the information in confidence in accordance with this agreement and use the information only in the performance of their employment. Recipient agrees to review this agreement and its terms with employees and will obtain their agreement with the terms of this agreement before providing them with any Trane confidential information.

Amendments, Modifications, or Exceptions

Trane reserves the right to amend, modify, or cancel the program, or any portion at any time. Amendments are not effective unless they are published by Trane in formal Guidelines or are signed by an authorized Trane representative. Any exceptions to the program guidelines must be approved in writing by an authorized Trane representative.

No Other Obligation

Trane shall have no fiduciary duties or other special duties of any kind to any distributor/dealer under the program other than as expressly set forth in these guidelines.

Legal Liability

By participating in this program, each participating distributor/dealer warrants that its marketing programs and initiatives are in compliance with all antitrust pricing laws and federal/state/local regulations. Trane does not undertake any legal responsibility for the local management and execution of their marketing programs.

Document Retention

It is the Distributors/Dealers responsibility to maintain copies of supporting documentation and claim reimbursement paperwork for a minimum of 24 months after reimbursement. Prior to implementing any change in your record retention policies, please consult with your accountant and attorney to determine whether you need to retain these records for other business or legal purposes.

Claims Auditing

All reimbursements under the program are subject to audit. If reimbursement is received on any claim that is later determined to be ineligible, the Distributors/Dealers account will be debited in the amount of the ineligible claim plus reasonable and customary expenses incurred for conducting the audit.

Program Violation

Violation of these guidelines may result in termination of the applicable Distributor Agreement or Dealer Sales Agreement or any portion thereof, including but not limited to an immediate revocation of any and all rights to use or display Trane intellectual property (logo's, trademarks, creative).

Financial Status

Eligibility for program and reimbursements are contingent upon Distributor/Dealer having an executing Distributor Agreement or Dealer Sales Agreement on file and their account being active and in good standing/current as determined solely by Trane.

Privacy Policy Disclosure Statement

As part of this program and within Trane's sole discretion, Trane collects various information to support its development and delivery of quality products, services, and programs to its consumers. In order to ensure that Trane programs are provided and that proper quality in service is achieved, Trane may from time to time directly contact homeowners who purchase Trane products or services to survey customer satisfaction, to evaluate homeowner's reactions to an interest in Trane products and services, and to conduct research activities. These surveys are a result of such things as independent dealer programs, product registrations, extended warranties, etc. and may be provided to you for the homeowner's future purchase of Trane products and services. Any information received or obtained by Trane will be held in accordance with Trane's privacy policy, which may be obtained at www.trane.com. Trane may from time to time also directly contact homeowners when requested by the homeowner, when required by contract or law, or when a registered homeowner has not received all available coverage for its Trane products.

Termination This sales plan is subject to termination or modification at any time by Trane.