



NASA Exchange - JSC Starport Employee Discount Program

Increase your company's awareness and sales by targeting the largest employer in the Clear Lake area and one of the largest in the Houston area. We believe your business will be enriched by association with our 10,000 plus employees and their family members. As a member of the business community either locally or nationally, you understand how vital it is to have a loyal customer base. Likewise, as an employer, we know the value of incentives and benefits for our employees. The Starport Employee Discount Program is the only approved and official means by which businesses can gain recognition for support at the Johnson Space Center.

Please review the following guidelines for participation in the Starport Employee Discount Program:

- The Exchange Operations Manager will use discretion to assess which products, services, and associated advertising for every vendor in the program. Products and services that promote religious, political, and/or controversial topics or issues are not allowed.
- The Exchange Operations Manager reserves the right to alter the discount program at any time.
- As part of your participation in this Employee Discount Program for JSC employees, the discount you offer should be significantly greater (at least 15%) than that offered to the general public.
- You will need to update your discount offer for JSC employees annually.
- Vendor must read and sign the Vendor Agreement annually.
- Offers must not conflict with any business activity that is currently offered by Starport.
- There will be an annual fee of \$150 for your company to participate in Starport Employee Discount Program. This fee must be paid to Starport, and the Vendor Agreement signed before the offer is posted on the Starport website.
- A brief description of your offer will be posted on the [Starport website](https://www.nasa.gov/starport/discount-program/) (https://www.nasa.gov/starport/discount-program/) and can link to a .pdf, .doc, or designated webpage with more information.
- General announcements in our electronic newsletter and email distribution lists may be generated, however, specific vendor or offer information will not.

NASA Exchange - JSC Starport Employee Discount Program Vendor Agreement

By accepting this agreement, Provider, or the authorized agent of Provider (collectively "Provider") acknowledges that Provider has read the NASA Exchange –JSC Starport Employee Discount Program Policy ("Program") and agrees that:

- The Exchange Operations Manager will use discretion to assess which products, services, and associated advertising for every vendor in the program. Products and services that promote religious, political, and/or controversial topics or issues are not allowed;
- The discount provided by the Provider through the Program represents an actual discount of the price of the goods and services normally offered by the Provider to the general public;
- The discount provided by the Provider through the Program should be significantly greater (at least 15%) than that offered to the general public;
- Provider will pay an annual fee of \$150 to the NASA Exchange (aka Starport) as a convenience fee for adding the information to our web site and promoting the Program;
- Provider's participation in the Program does not constitute or create a contract or an agent relationship between the Provider and NASA Exchange – JSC (aka "Starport") and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with NASA Exchange – JSC;
- NASA Exchange – JSC may discontinue the Program at any time, discontinue a Provider's participation in the Program or the Provider's ability to offer a product or service without advanced notice;
- NASA Exchange – JSC may revise or modify the program at any time without advanced notice;
- Providers must re-enroll annually as an existing vendor to maintain an active status;
- Provider will keep its website information up to date if it uses a website to communicate information to employees regarding prices, products, services, and dates discount is being offered;
- Provider will immediately notify the Program Coordinator via email regarding any discount items that have been discontinued or withdrawn;
- Provider will not solicit on-site or contact an employee in person, via email, or by written materials directly areas without prior approval by the employee and department;
- Provider will not disclaim knowledge of or responsibility for the authenticity or legality of their product or service;
- Provider will comply with applicable NASA Exchange – JSC Starport Employee Discount Program Policy and state law including any licensing or certification requirements applicable to the provisions of a service; and,
- Provider will not use the National Aeronautics and Space Administration logos or seals or otherwise imply that participation in the Program is an endorsement of the provider's product by NASA Exchange – JSC or NASA - JSC.

For Vendor:

Accepted By

Printed Name

Company

Date

For NASA Exchange - JSC

Chasity A. Williams
For the Exchange Operations Manager
NASA Exchange - JSC

Date

NASA Exchange – JSC Starport Employee Discount Program Vendor
Application

Company Name: _____

Company Address: _____

Company Phone: _____

Company web site address: _____

(Fully qualified URL: (i.e., <http://>))

Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

Discount Details: _____

How will the discount be received?

Custom web page for NASA discounts: _____

Discount/Promo code: _____

Other _____

Restrictions: _____

Discounts offered to: (check all that apply)

At a minimum, the discount must be offered to civil servant and contractors.

NASA Civil Servants

Family Members

Retirees

NASA Contractors

Friends

By submitting this application, the Provider is agreeing to all conditions and policies and attesting that all information provided on the form is factual.

Program Contact:

Ashley Williams, Guest Relations Lead

NASA Exchange – JSC

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