

**H.B. Fuller Company**  
**2022 NTCA Contractor Rebate Program**  
**Contractor Participation Agreement**

Contractor Name: ("Contractor") \_\_\_\_\_

Contractor Vendor Number: \_\_\_\_\_

Distributor(s) \_\_\_\_\_

This Agreement applies only to Contractor's Net Sales of Product. "Net Sales of Products" means purchases, excluding credits, returns, private label products, shipping, handling, freight, taxes, by Contractor of products listed below ("Products") manufactured by H.B. Fuller Construction Products Inc. or Royal Adhesives and Sealants, LLC (collectively HBF) for which an HBF distributor of such products received timely payment from Contractor in sufficient funds. In order for Contractor to be eligible to participate in this Rebate Program, it must meet all of the following eligibility requirements and comply with this Agreement. The Rebate Program is also subject to certain limitations and exclusions described herein.

**Rebate**

- Quarterly rebate on qualifying purchases of products is 2%.
- The rebate will be determined by the data shown on paid invoices from distributors, or as otherwise permitted below, following the criteria indicated in Program Rules below.

**Eligible Products:**

- TEC and Chapco brand tile setting, surface prep and flooring adhesive.
- Grout Boost Advanced Pro stain resistant grout additive.

**Eligibility Requirements**

- Only NTCA 5-Star Contractors are eligible for this program.
- Contractor becomes eligible to start earning a rebate under this Rebate Program as of the date the last of Contractor and HBF sign this Agreement. (Form W9 and Supplier Information Form must also be fully signed and submitted, with this Agreement signed by the Contractor, if a contractor vendor number has NOT already been assigned by HBF).
- Product purchases before such signing date and/or prior to the start of HBF's applicable fiscal year for participation in this Program are not eligible for a rebate.

**Program Rules**

- The rebate is determined using the Contractor's quarterly Net Sales of Product during HBF's current fiscal year, November 28, 2021 to December 3, 2022.
- HBF will determine the amount of the rebate by using the purchase summaries it received from the distributors which sold eligible Products to the Contractor. Contractor is solely responsible for assuring that HBF receives such summaries from such distributors. To the extent that such distributor reports are not available, Contractor must submit to HBF a *Rebate Payment Request*, using HBF's *Rebate Payment Request* form (exhibit A to this Agreement), including proofs of purchase from the distributor, for example, copies of paid invoices/credits or receipts of payment. Send completed *Rebate Payment Request* forms and proofs of purchase from distributor to [support@tecspecialty.com](mailto:support@tecspecialty.com). Only purchases of eligible Products from distributors located in the United States of America will qualify for a rebate. Purchases from retail outlets do not apply.
- All rebates will be issued in the form of a check made payable to Contractor and will be issued within 60 days after the end of HBF's fiscal quarter provided that HBF received Contractor's completed request within 30 days after the end of HBF's fiscal quarter end, according to the schedule below:

2022 HBF Fiscal Quarters	HBF Fiscal Quarter End	Quarterly Rebate Payment Request form submission deadline
Q1	February 26, 2022	March 31, 2022
Q2	May 28, 2022	June 30, 2022
Q3	August 27, 2022	September 30, 2022
Q4	December 3, 2022	December 31, 2022

- Missing a reporting deadline will result in payment delay to the next quarterly cycle. A missed deadline for 2 consecutive quarters will result in purchases covered by such period being disqualified.
- Contractor must complete HBF vendor set-up forms in order that rebate checks can be processed by HBF to the Contractor. Rebate payments will not be processed until forms are submitted and accepted by HBF.
- HBF will issue an IRS form 1099 on rebate payments.
- Contractor acknowledges that participation in this Rebate Program does not constitute an approval, certification or recommendation of it by HBF.

**Program Exclusions and Limitations**

- HBF may suspend, cancel or change this Rebate Program by providing Contractor written notice thereof at least 60 days prior to the effective date thereof.

For participation, please acknowledge Contractor’s acceptance of this Agreement, its eligibility requirements, rules, limitations and exclusions by signing below. This Agreement must be signed by an officer of the participating Contractor in order for it be binding upon HBF.

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Contractor Officer Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Acknowledged by:

**H.B. Fuller Construction Products Inc. and Royal Adhesives and Sealants, LLC**

\_\_\_\_\_  
Signature

*Wholesale Business Director*

\_\_\_\_\_  
Date