

## HOUSE RULES

*These House Rules, which may change from time to time, apply to all facilities and all activity within TradeCenter Executive Suites (TCES), Century Suites (CS), and Cummings Executive Suites (CES) (individually and collectively, "CES"). These rules supplement, but do not supplant, each Client's license agreement with CES. In the event of any misunderstanding or contradiction, the terms of the license agreement shall prevail.*

### Offices

1. Each Client will, upon moving in, sign an inventory of all accommodation furniture and equipment, together with notes concerning its condition, if applicable, and details of keys or entry cards issued.
2. Client may not have any furniture, storage, or other physical objects on, or covering, the glass panels or windows, in their office without explicit permission of CES management.
3. Clients must take good care of all parts of the premises, its equipment, fittings, and furnishings, and shall not alter any part or parts thereof. Clients may attach appropriate artwork, pictures, and whiteboards to the walls of their office. Clients may not attach anything else to the walls of their office, nor post signs on the doors of their office, and may not at any time affix anything to the walls outside of Client's office or any windows. Clients may not make any other alterations or additions to the office or business center without the prior written approval of CES.
4. All keys and entry cards remain CES property at all times. Clients must not make any copies of keys or entry cards or allow anyone else to use them without CES consent. Any and all lost keys and/or cards must be reported immediately, and Clients must pay a reasonable fee for replacement keys or cards and for changing locks, if required.

### Use

5. Clients shall at all times keep closed all exit doors and doors connecting to corridors. Doors leading to common areas must stay locked and secured. Common doors may not be propped open for any reason. Clients may only use public areas with prior specific approval from CES, and those areas must be kept neat and attractive at all times. Corridors, halls, elevators, and stairways shall not be obstructed or used for any purpose other than egress and ingress.
6. At Client's request and expense, CES will include Client's name in the house directory at the business center. Clients must not use the name TradeCenter Executive Suites, Century Suites, or Cummings Executive Suites in any way in connection with their business, and shall not use CES as their registered address for service of process.
7. Any phone number(s) assigned to Client is for Client's use during the term of Client's license agreement. The phone numbers remain the property of CES, and Client has no contractual or vested interest, including as a third party beneficiary, in the present telephone service, telephone system, or telephone numbers provided by CES. If you choose to have the phone number listed in the local 411 or directory assistance, you authorize CES to procure and arrange this listing for you, and you agree

- to pay any and all fees for such listing. You agree, however, never to list the phone number in any printed form of "white" or "yellow" pages.
8. Clients and guests shall conduct themselves at all times in a businesslike manner, shall wear proper business attire, and shall keep noise to a level so as not to interfere with or annoy other Clients. Clients and guests shall not participate in any abusive, harassing, or unwanted behavior, verbal or physical, toward CES personnel, other clients, guests, callers, or invitees in the business center. Sleeping in common areas is strictly prohibited. Clients and guests may not conduct business in the hallways, reception areas, or other common areas without the prior written consent of CES, and may not use common areas as an extension of Client's licensed office. Guests of clients may not walk through the business center unless escorted by Client. Children may not be in the business center unless supervised by an adult at all times. Clients or guests violating these rules may be asked to leave the business center.
9. Clients and guests are expressly prohibited from using or accessing CES's network for any illegal, unauthorized, fraudulent, or improper purposes. Access to and use of CES's network, including for downloading, transmitting, disseminating, and/or duplicating information, is regulated by various state and federal laws. Clients and guests must comply at all times with all such laws, including but not limited to those related to copyright and computer hacking, or be subject to arrest and prosecution. CES expressly reserves all rights and remedies at law and in equity arising out of, relating to, or occurring during access to or use of the CES network.
10. Clients must abide by CES directives and directives from the owner and/or manager of the building in which the premises is located ("Building") regarding security, keys, parking, and other such matters common to all occupants, especially regarding limited duration parking and overnight parking. There is no charge for daytime covered garage parking.
11. Clients shall not, without CES's prior written consent, store or operate any computer (except a personal computer), or any other large business machine, reproduction equipment, heating equipment, stove, radio, stereo equipment or other mechanical amplification equipment, vending or coin-operated machine, refrigerator, or coffee making equipment. Additionally, Clients must not conduct a mechanical business within their respective facilities, do any cooking therein, or use or allow to be used in the Building any oil, gasoline and/or kerosene for any purpose. No firearms, explosives, offensive gases, odors, liquids or loud sounds shall be permitted at any time. The business center shall be used solely for office use.
12. The Building's electrical systems shall be used only for ordinary lighting, powering personal computers, and small office appliances, unless prior written permission to do otherwise is obtained from CES. If you require any special installation or wiring for electrical use, telephone equipment or otherwise, such wiring shall be done at Client's expense

by personnel designated by CES, and only with CES's express approval, which may be withheld in CES's sole discretion.

13. Clients shall not bring any animals into the Building other than certified service animals when being used solely for the purposes for which said animals were certified.
14. The Kitchen Amenities/Beverage Fee allows Clients access to self-service coffee and tea. This fee is mandatory and will be charged for each office occupant. The fee shall be periodically determined by CES based on actual costs incurred in providing same. Guests of clients may use beverage services, if offered by either a CES staff member or their host. Snacks and fruit may be made available during normal business hours for Clients of CES only, and not for clients' guests.
15. Clients shall not use the business center for manufacturing or storage of merchandise except as such storage may be incidental to general office purposes. Clients shall not use or permit any portion of the business center to be used for the manufacture, sale, gift, or use of liquor, narcotics or tobacco in any form.
16. No additional locks or bolts of any kind shall be placed upon any doors or windows of the business center, nor shall any changes be made to existing locks or the mechanisms thereof, without the specific written approval of CES.
17. Canvassing, soliciting, or peddling anywhere in the Building is prohibited. Clients shall not directly solicit other Clients for any business or other purpose without the prior written approval of CES.
18. All property located at CES that belongs to Client and/or any employee, agent, invitee or caller of Client shall be kept at the risk of such person only, and CES shall not, under any circumstances, be liable for damage thereto or for theft or misappropriation thereof.
19. By state law, smoking is prohibited in *all* areas of the Building, including private offices, and within 30 feet of any building entrance.

## Services and Obligations

20. CES's normal business hours are 8 AM to 5 PM, Monday through Friday (excluding holidays). Access to the business center is available 24 hours per day, seven days per week. Access outside of CES's normal business hours may be subject to an additional charge, which will be discussed at the time Client arranges such access with CES. If permitted to use the business center outside of CES's normal business hours, Client shall lock all doors upon leaving. Notwithstanding the preceding, Virtual Office clients may only access the business center during normal business hours, unless otherwise agreed to by CES in writing in advance in each instance.
21. All of the pay-as-you-use services available to Client are subject to the availability of our business center staff at the time of any service request. CES will endeavor to handle a service request at the earliest opportunity and provide the additional service you require, but will not be held responsible, under any circumstances, for any loss, damage, or delay of any kind or nature, including consequential damages.
22. If, in CES's sole opinion, any request for pay-as-you-use services is excessive, we reserve the right to charge an

additional fee at our usual published rates based on the costs incurred to complete such service. This will be discussed at the time you make such request.

## Your Agreement

23. If Client's company merges with another, or if you wish to allow a third party to use the services provided under your agreement, please notify CES immediately and explain the circumstances, and CES will give careful consideration in each case.
24. Client agrees that CES may process, disclose or transfer any personal data which we hold provided that in doing so we take such steps as we consider reasonable to ensure that it is used only to fulfill our obligations under your agreement, or for work assessment and/or fraud prevention.

## Fees

25. The standard fees for any fixed, recurring services requested by you are payable in advance, by the first day of each month following the date you receive your bill. Where a daily rate applies, the charge for any month will be 30 times the standard daily rate. For any period of less than one month the standard fee will be applied on a daily basis. Services may not be cancelled, however, during the term of the agreement.
26. Fees for pay-as-you-use services are invoiced in arrears and payable on the first day (or such other day as we designate) of the month following the calendar month in which the services were provided. These fees are charged in accordance with our published rates, which may change from time to time, and are subject to all applicable taxes.
27. An office set up fee of \$75 will be charged per occupant.

## Liability

28. Client agrees to release and hold CES harmless from any and all liability arising out of, related to, or incurred in connection with any mail or package(s) that are delivered and/or received for you or on your behalf.

## USPS Regulations

29. Client acknowledges that Client and CES will comply with USPS regulations regarding Client mail. Failure to comply may result in immediate termination of your Agreement. If your Agreement is for a Mailbox program, you must complete a separate U.S. Postal Service Form 1583 ("Form 1583") to receive mail and/or packages at the business center. You acknowledge that your Agreement and Form 1583 may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated. Client must use the exact mailing address, inclusive of the Private Mailbox designation, without modification as set forth in Section 3 of Form 1583. Your mail must bear a delivery address that contains at least the following elements, in this order, (i) Intended addressee's name or other identification, (ii) Street number and name, (iii) secondary address, (iv) "PMB" or # and your designated PMB number, and (v) City, State and ZIP Code (5-digit or ZIP+4). USPS may return mail to the sender without a proper address.