

DASH License[®] Monthly Use

1

DEFINITIONS

The who, when, what, how long and how much of the deal.

2

AGREEMENT

The simple statement of what the Guest and Host agree to.

3

HOUSE RULES

Specific rules added by the Host for the Space and the Building.

4

LICENSE TERMS

The License itself. Enough to protect the Guest and Host for short term use of an office.

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DEFINITIONS

AGREEMENT DATE

GUEST:

FULL NAME

EMAIL

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

SPACE DETAIL:

NAME

SPACE TYPE:

MAX OCCUPANCY:

SIZE (SQ FT):

TERM:

START DATE:

END DATE:
(Optional)

CANCELLATION TERMS

MINIMUM TERM

HOST & BUILDING:

FULL NAME

EMAIL

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

FEES, DEPOSIT AND TAXES:

Fees shall mean the Setup Charge due at the beginning of the Term and the Monthly Charge due on the Agreement Date for the first month and monthly thereafter, if applicable.

MONTHLY CHARGE

SETUP CHARGE

DEPOSIT

TAXES

MARKETPLACE SERVICE:

Licenses with no End Date automatically renew after the Minimum Term.

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DEFINITIONS

AGREEMENT DATE

shall mean the date the reservation is booked through the Service;

CANCELLATION TERMS

shall mean the Flexible Cancellation Terms described in the section entitled "**Cancellation**" below;

HOST

shall mean the Host and the Host's email and address shall have the values set by the Host in the Host's Profile as of the Agreement Date;

"GUEST" OR "YOU"

shall mean the Guest and the Guest's email and address shall have the values set by the Guest in the Guest's Profile as of the Agreement Date;

SPACE

shall be the Space the Guest reserves by booking a reservation through the Service;

MAXIMUM OCCUPANCY

shall be the value set by the Host in the Profile for the Space as of the Agreement Date;

BUILDING

shall be the Building in which the Space is located as set by the Host in the Profile for the Space as of the Agreement Date;

TERM

shall mean the period of time beginning on the Start Date and ending on the later of the End Date, if specified, or the Minimum Term number of months after the Start Date of the reservation specified by the Guest and authorized by the Host;

FEES

shall mean the "**Setup Charge**" due at the beginning of the Term and the "**Monthly Charge**" and "**Incidentals**" due on the Agreement Date for the first month and monthly thereafter, if applicable as set by the Host in the Profile for the Space as of the Agreement Date;

DEPOSIT

shall be equal to the Monthly Charge for one month unless otherwise specified in the House Rules by the Host as of the Agreement Date;

TAXES

shall be the taxes set by the Host and collected by the Marketplace Service on the Host's behalf;

MARKETPLACE SERVICE

shall mean the LiquidSpace service.

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DIRECT AGREEMENT FOR SPACE HOSTING (DASH) LICENSE

This DASH (Direct Agreement for Space Hosting) License (this "Agreement") is made as of the Agreement Date between the Host and the Guest for use of the Space located in the Building.

The Host and Guest agree as follows:

LICENSE

Subject to the terms and conditions of this Agreement, the Host grants Guest a non-transferable license to occupy and use the Space in the Building (the "**License**") during the Term and the Guest accepts such License.

TERM

The **Term** shall be the period of time that begins on the Start Date and ends on the later of the End Date, if specified, or Minimum Term number of months after the Start Date. If no Minimum Term is specified, the Minimum Term shall be one month.

HOUSE RULES

During the Term, the Guest agrees to accept the terms, conditions, and policies provided by the Host relating to the use of the Space, including building security procedures, IT access and use procedures, maximum occupancy limitations, specific state law requirements and other terms or procedures provided by the Host (the "**House Rules**") above. The House Rules may be revised and amended by the Host without the prior consent of the Guest; provided that Host shall provide Guest with notice of such revisions and/or amendments. In the event of a conflict between this Agreement and the House Rules, the House Rules shall govern and control.

PAYMENT

The Guest agrees to pay the Fees, Deposits, and Taxes for use of the Space to the Host or to the Marketplace Service on behalf of the Host.

DEFINITIONS

Capitalized terms used and not otherwise defined in this Agreement or the Exhibit and Schedules shall have the meanings set forth in the Section entitled "Definitions" below.

ENTIRE AGREEMENT

This Agreement (including the Exhibits) constitutes the entire agreement between the Host and the Guest regarding the use of the Space and supersedes any prior agreements between the Host and Guest relating to Guest's use of the Space.

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HOUSE RULES

House Rules for Private Office for 2 people

TERMS AND CONDITIONS-24/7 MEMBERSHIP & M-F

1. USE OF PREMISES. For virtual office, coworking, dedicated desk and shared office memberships, only you have access to the terms of the plan assigned. For private team office memberships: your employees have access to the office(s) to which you are assigned and the common areas twenty-four (24) hours a day, seven (7) days a week for general office use. No more than one (1) persons shall occupy an office without the prior written consent of WORKSPACE COLLECTIVE, LLC ("WC). The building provides cleaning, maintenance, electricity, water & HVAC during normal business hours as determined by the building. You agree to abide by the Office Policies. We reserve the right to relocate you to another office(s) provided that such office(s) will be of equal or greater value. From time to time we may access your office(s) to inspect the condition, make any necessary repairs, or show the office(s) to prospective clients. All reasonable efforts will be made to avoid any disruption of your business. In the event that the premises are not yet available to be occupied by you on the Start Date herein, WC reserves the right to extend the Start Date for up to 30 days, upon prior notice to you.

2. SERVICES. In addition to your office(s), we provide you with certain services and facilities on an as requested basis. The fees associated with these services are found on the price list, a copy of which is available to you, which may be adjusted from time to time. Long distance rates apply and are not included with Communications Package. Any charges incurred by you, your employees or guests are billed and payable by the payment due date listed on this Agreement. You may be provided with certain monthly allotments for services as part of your Agreement with us, note that unused quantities do not carry over to the next calendar month.

WC and vendors designated by WC are the only parties authorized to provide services in the center. You agree that neither you nor your employees will solicit, nor accept from other clients in the center, any service provided by WC or its

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HOUSE RULES

designated vendors, or otherwise. Furthermore, you agree not to privately contract with any current or former WC employee to provide such services for a period of twelve (12) months.

3. PAYMENTS. You agree to pay WC the monthly fixed fees listed on this Agreement and any charges incurred for additional services, **plus** applicable taxes, by the payment due date. Should you dispute any portion of the charges on your bill, you agree to notify WC in writing within thirty (30) days or waive your right to dispute such charges. The undisputed portion of the charges remains due on the payment due date. Payments made after the payment due date are subject to a late fee of ten percent (10%). If a check is dishonored, a service fee 5% of the check amount, or the amount allowed under Florida statutes, whichever is greater, will be charged. You agree that your credit card may be charged for delinquent payments.

You agree to pay WC a refundable retainer in the amount specified in this Agreement. The retainer is not held in a separate account from other funds of WC. We may apply the retainer to outstanding charges at our discretion and require that you replace any funds applied to your charges. If at the end of the term you have fulfilled all your obligations under this Agreement, the retainer, or any remaining balance after satisfying all obligations under this Agreement, will be refunded, without interest, within **ninety (90) days**. For value received, the undersigned unconditionally and irrevocably guarantees the prompt payment and performance of all obligations of Client in this Service Agreement. This guaranty is a guaranty of payment.

4. LICENSE AGREEMENT. THIS AGREEMENT IS NOT A LEASE OR ANY OTHER INTEREST IN REAL PROPERTY. IT IS A CONTRACTUAL ARRANGEMENT THAT CREATES A REVOCABLE LICENSE. We retain legal possession and control of the center and the office(s) assigned to you. Our obligation to provide you space and services is subject to the terms of our lease or occupancy agreement with the building. As our client you do not have any rights under our lease with our landlord. When this Agreement is terminated your license to occupy the center and office(s) is revoked. You agree to remove your personal property and leave the office(s) as of the date of termination. You may not assign this Agreement without prior written consent from WC, which will not be unreasonably withheld.

5. PROPERTY. You agree that the premises are in good order and condition and

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HOUSE RULES

accept them "AS- IS" in their present condition. Further, you agree to maintain the premises in as good condition and repair for the term of this Agreement. You are responsible for any damages you, your employees or guests cause to the center and your office(s), including our furniture and equipment. You are responsible for insuring your personal property against all risks and waive any right of recovery against WC, its directors, officers and employees for any damage or loss to your property under your control. All property in the center or your office(s) is understood to be under your control. Any property left in the office(s) after termination is deemed abandoned. Should you elect to use the Internet access provided by WC, you agree that the security of your data and files is your responsibility. You acknowledge that the differing requirements of each client prohibit us from providing firewall and virus protection that meets the needs of all. As such, it is the sole responsibility of each client to provide suitable security and WC makes no claim to provide such protection. Any costs incurred by WC for damage to the WC network incurred because of your introduction of a computer virus or worm, or an attempt by you to hack the network, will be paid by you. You further acknowledge that this is a shared network, and streaming of audio or video files degrades the access of other clients, and is prohibited, except as otherwise agreed between us.

5. DEFAULT. You are in default under this Agreement if: 1) you fail to abide by the Office Policies for the center, a copy of which has been provided to you; 2) you do not pay your fees on the designated payment due date and after written notice of this failure to pay you do not pay within five (5) business days; or 3) you do not comply with the terms of this Agreement. If you default on your obligations under this Agreement, you agree that WC may cease to provide any and all services including telephone services and access to your office(s) without resorting to legal process. Promotional rates and discounts offered to you in this Agreement may be discontinued upon any default. If you enter by force an office from which you have been banned or locked out for default, you acknowledge that you have no tenant rights under this Agreement and that such entry is a crime and may be prosecuted.

Should you fail to cure any default within thirty (30) days, then the specified office(s) to which you are assigned shall be deemed abandoned and the balance of all fixed fees due over the remaining current term of the agreement shall automatically become immediately due and payable.

AUTOMATIC RENEWAL. Unless otherwise provided for in this Agreement, this Agreement will automatically renew for the same term indicated immediately upon the last day of the initial term or any renewal thereof, at the then current rates for the office(s) and services

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HOUSE RULES

indicated above, or at an increase of no less than 5%. To cancel this automatic renewal, either party must provide written notice to the other, no less than thirty (30) days (*ninety (90) days for annual agreements*) in advance of the last day of the initial term or any renewal term, whichever applies. If this Agreement is for a term shorter than 30-days, you must provide written notice to us upon your signing of this agreement, otherwise you must provide no less than 30-days advance written notice to cancel this or any automatic renewal, unless otherwise agreed to in writing between both parties.

6. TERMINATION. You have the right to terminate this Agreement early: 1) if we are unable to provide you with access to your mail, telecommunications service or office(s) for a period of ten(10) consecutive business days; or 2) as part of a negotiated buyout agreement with WC. We reserve the right to terminate this Agreement at any time; 1) if you fail to correct a default or if the default cannot be corrected; 2) without the opportunity to cure if you repeatedly default under the Agreement; or 3) if you use the center for illegal purposes. Should you continue to occupy any office(s) beyond the expiration or termination of this Agreement, without a renewal agreement between us, to which we have agreed in writing, you will be charged at the then current Daily rates. Upon termination of this Agreement, you must notify all parties with whom you do business of your change of address and phone number. **You understand that you may not be able to file a change of address form with the postal service as this may cause all mail addressed to the center to be forwarded.** Provided that your account is in good standing, we can hold or forward your mail and packages for an additional cost. All telephone numbers and IP addresses are the property of WC and will not be transferred to you unless prior arrangements are made with WC. **Upon termination of this Agreement, you will be charged: (1) a one-time reconditioning fee of up to \$350 per office or actual reasonable costs of reconditioning the office(s) and furniture, whichever is greater. In addition, if part of your Services Agreement, we will auto-answer your primary telephone number on which incoming callers will be provided with your new telephone contact information and hold your mail for pickup for sixty (60) days from ending date.**

7. LIMITATION OF LIABILITY. You acknowledge that due to the imperfect nature of verbal, written and electronic communications, neither WC nor its landlord or any of their respective officers, directors, employees, shareholders, partners, agents, or representatives shall be responsible for damages, direct or consequential, that may result in the failure of WC to furnish any service, included but not limited to the service of conveying messages, communications and other utility services. Your sole remedy and WC's sole obligation for any failure to render any service is limited to an

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HOUSE RULES

adjustment to your bill in an amount equal to the charge for such service for the period during which the failure, delay or interruption continues.

WITH THE SOLE EXCEPTION OF THE REMEDY DESCRIBED ABOVE, CLIENT EXPRESSLY AND SPECIFICALLY AGREES TO WAIVE, AND AGREES NOT TO MAKE, ANY CLAIM FOR DAMAGES, DIRECT OR CONSEQUENTIAL, INCLUDING WITH RESPECT TO LOST BUSINESS OR PROFITS, ARISING OUT OF ANY FAILURE TO FURNISH ANY SERVICE, ANY ERROR OR OMISSION WITH RESPECT THERETO, OR ANY DELAY OR INTERRUPTION OF SERVICES. WC DISCALAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

8. HIRING OF EMPLOYEES. You agree that, during the term of your Agreement and for twelve (12) months afterward, you will not solicit for hire, hire, or cause to be hired any of our employees, if any. If you do, you agree that actual damages would be difficult to determine and therefore you agree to pay liquidated damages in the amount of one-half of the annual base salary of the employee that you hire or cause to be hired. You agree that this liquidated damage amount is fair and reasonable.

9. NOTICES AND COLLECTIONS All notices are to be in writing and given by registered or certified mail, postage prepaid, overnight mail, or hand delivered with proof of delivery, addressed to client or to WC at the addresses listed on this Agreement. If your account is in default and is turned over to a collection agency, or otherwise submitted to a court, all costs associated with the collection process, including our reasonable legal fees, will be added to your outstanding balance. The jurisdiction for any legal proceedings shall be in the county in which the facility is located.

10. JURISDICTION AND ENTIRE AGREEMENT. In the event that a dispute arises under this Agreement you agree that the matter will be submitted to the exclusive jurisdiction of, and waive any venue objections against, the Circuit Court of Marion County, Florida in respect of all actions arising out of or in connection with the interpretation or enforcement of this Agreement, and the parties consent to the personal jurisdiction of such courts for such purposes. If an attorney is retained to interpret or enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, including any such fees set by the trial or appellate court upon trial or appeal. Nothing in this paragraph will prohibit WC from

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HOUSE RULES

seeking equitable relief including without limitation any action for removal of the client from the center after the license has been terminated or revoked.

This Agreement is the entire agreement between you and WC and supersedes all prior agreements. This Agreement is governed by the laws of the state Florida. This Agreement incorporates Notes and Office Policies.

House Rules for Workspace Collective | Daytona

OFFICE POLICIES

1. Client's employees and guests will conduct themselves in a businesslike manner, including keeping the noise level so as not to interfere with other clients and abiding by WC's directives regarding security, keys, parking, and other such matters common to all occupants. Client assumes responsibility for any employee or guest that enters the building
2. Client agrees to always conduct themselves in a professional manner.
3. Client will use all premises as intended and will reserve areas such as podcast or conference rooms according to the policy and register any visitors on the WC software ahead of time.
4. Client will not affix anything to the windows, walls, or any other part of the Office(s) or center or make alterations or additions to the Office(s) or center without the prior written consent of WC.
5. Client will not prop open any corridor doors, exit doors or door connecting corridors during or after business hours.
6. Client using public areas can only do so with the consent of WC, and those areas must be kept neat and attractive at all times.
7. Client agrees to maintain a neat working environment, clean up after themselves and report any issues to WC staff in a timely manner.
8. All corridors, halls, elevators, and stairways shall not be obstructed by Client or

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HOUSE RULES

- used for any purpose other than passage.
9. Client will not place any items (furniture, signs, boxes, papers, etc.) in front of doors or interior glass windows or sidelights.
 10. No advertisements, identifying signs (other than signage provided by WC, if any) or other notices shall be inscribed, painted or affixed on any part of the corridors, doors or public areas.
 11. Client will bring no animals into the building, except for disabled assistance animals, without prior written consent of WC.
 12. Client will not use the premises for sleeping or for any immoral or illegal purposes.
 13. Canvassing, soliciting, and peddling in the building are prohibited, and Client shall not solicit other clients for any business or other purpose without prior approval of WC.
 14. Client shall not remove furniture, fixtures, or decorative material from center or Office(s). All kitchen and office supplies are property of WC and need to be returned to the appropriate location in a timely manner.
 15. Client will use the WC shower room at their own risk. Max Occupancy of one person allowed in the room at a time. Furthermore, any other amenities such as walking treadmills, electronics and lounge areas will be at their own risk.
 16. Client shall, before leaving the Office(s) unattended for an extended period, close and securely lock all doors and shut off all lights and other electrical apparatus. Client shall pay for any damage resulting from failure to do so.
 17. Open flames and smoking of any type is prohibited within the building.
 18. Client may not create any odors from scented candles, cooking or any other activity or item which may produce strong or offensive odors.
 19. Client will not bring into the Office(s) telephone equipment or lines, Internet service, nor will Client operate any equipment which would exceed the electrical current of ordinary lighting and personal computing devices, including but not limited to heaters, hot plates, coffee makers or refrigerators, without the written consent of WC at an agreed additional cost to Client.
 20. If Client requests any special installation, wiring or construction, it shall be done at Client's expense by personnel designated by WC.
 21. Client will not use WC facilities for manufacturing, storage, or any other purpose except that which may be incidental to general office purposes.
 22. No additional locks or bolts of any kind shall be placed upon any of the doors or windows of the Office(s) or center by Client nor shall any changes be made to existing locks or mechanisms thereof.
 23. Client agrees not to possess, in the Office(s), in the center or in the building, any firearms, explosives, narcotics, alcohol, flammable liquids or other hazardous materials without the written consent of WC.
 24. All property belonging to Client or any employee, agent or invitee of Client shall

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HOUSE RULES

be at the risk of such person only and WC shall not be liable for damages thereto or for theft or misappropriation thereof.

25. Client, its employees and guests are prohibited from participating in any type of harassing or abusive behavior to WC employees, clients and guests, verbal or physical, for any reason.
26. Use of Internet access to transmit threatening material or transmit or receive obscene material or for any unlawful purpose is prohibited and may result in the suspension of Internet service or the termination of your Agreement.
27. WC Community Manager hours are typically 8am-5:00pm, Monday-Friday, excluding Holidays, and may be adjusted by WC from time to time.
28. WC reserves the right to make such other reasonable Office Policies as in its judgment may from time to time be needed for the safety, care, and cleanliness of the offices. WC shall have no responsibility to Client for the violation or non-performance by any other client of any of the Office Policies but shall use reasonable efforts to uniformly enforce all Office Policies.

OFFICE POLICIES SECTION ENDS HERE.

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License Terms



COMPLIANCE

You agree to abide by and cause your employees, agents, guests, invitees, contractors and subcontractors ("**Invitees**") to abide by this Agreement and any applicable House Rules.



POSSESSION AND DELIVERY

The Space is accepted by the Guest in its "as-is" "where-is" condition and configuration. If, for any reason, the Host is unable to provide use of the Space at the anticipated Start Date, you agree that the Term shall be automatically postponed until possession becomes available. Host's failure to deliver possession of the Space shall not subject the Host to any liability for loss or damage, nor shall it affect the validity of the License. If the Host does not deliver possession of the Space within one week after the anticipated Start Date, the Guest shall have the right to cancel the License with no penalty and be entitled to a full refund of amounts paid.



WORKSPACE USE AND ACCESS

You agree to use the Space provided to you for general office purposes only and you may not use the Space to carry out any illegal activities or use the Space (A) in violation of law or the House Rules, or (B) for any immoral, unlawful, or objectionable purposes. Further, you shall not use or permit the usage of any illegal drug or substance in the Space or in the Building and shall not make or permit any unreasonable or unnecessary noises or odors in or

upon the Space or the Building. You shall not commit, or suffer to be committed, any waste upon the Space or any nuisance (public or private) or other act or thing of any kind or nature whatsoever that may disturb the quiet enjoyment or cause unreasonable annoyance of any other occupants in the Building.

You agree not to exceed the Maximum Occupancy of the Space.

You shall not make alterations, additions or improvements to the Space, including the installation of lighting or any phone or data lines.

You shall not generate, store, install, dispose of or otherwise handle any hazardous materials in the Space, or in or around the Building, in any manner contrary to any applicable law. You shall be liable for the costs of any removal, clean-up and/or remediation of any hazardous materials released by you or your Invitees.

You agree that the Host has the right upon 30 days' written notice, to require that you relocate to another Space in the same Building of equal or larger size and similar configuration for the remainder of the Term, provided that the Fees for such new workspace are no greater than the Fees for your current Space.

The Host or its authorized representatives may enter the Space at any time and such access rights shall not give rise to any decrease or abatement of Fees or Taxes. Unless there is an emergency, the Host will, as a matter of courtesy, try to inform you in advance when the Host needs access to the Space to carry out testing, repair or work other than routine inspection, cleaning and maintenance. Repair work shall be done solely at the discretion of Host and the failure of Host, for any reason, to furnish any maintenance or repairs shall not render Host liable to you, constitute a constructive eviction, or give rise to a refund or abatement of Fees.

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License Terms

You shall not cause or permit any lien to be placed on the Space, the Building or the land underlying the Building. Any such lien shall be discharged by you within 10 days of you becoming aware of such lien.



GOOD CARE

You must take good care of and not damage, waste or make any changes to the Space or space leased or owned by the Host of which the Space is a part (the “**Host Area**”), or the Building. You shall not alter, add, replace, remove or damage any furnishings, equipment or other personal property located in, on or around the Space, the Shared Facilities, the Host Area or the Common Areas which is not owned by you or your Invitees (“**Host Personal Property**”). At the expiration or earlier termination of this Agreement, you must deliver the space and all Host Personal Property to the Host in good condition, normal wear and tear excepted. If any damage (beyond normal wear and tear) to the Space or the Host Personal Property should occur while in your care, custody or control, you agree to pay reasonable repair/replacement costs and to notify the Host immediately upon discovery of such damage occurring, but no later than 8 hours later. You are liable for any damage caused by you or your Invitees to the Space, the Shared Facilities, the Common Areas, the Host Personal Property or the Building. **YOU DISCLAIM AND WAIVE ALL WARRANTIES WITH RESPECT TO THE HOST PERSONAL PROPERTY, BOTH EXPRESS AND IMPLIED, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**



COMMON AREAS

If available at the Building, you may also have access to and non-exclusive use of any portions of the Building designated for common use of tenants and others (“**Common Areas**”), as, and to the extent, described in the House Rules. The Common Areas may be changed, relocated, altered, eliminated or otherwise modified at any time during the Term without the consent of, or notice to, Guest. Unless otherwise set forth in the House Rules, the right to parking is not provided under this Agreement.



SHARED FACILITIES

If available at the Building, you may also have access to and non-exclusive use of any shared conference rooms, office equipment, and kitchenettes (the “**Shared Facilities**”) located near the Space on a first-come, first-served basis as, and to the extent, described in the House Rules. The Host may make changes to the Shared Facilities from time to time during the Term including, without limitation, removal of all or portions of the Shared Facilities without your consent or notice to you.



KEYS AND SECURITY

Any keys or entry cards for the Space or the Building, which the Host lets you use, remain the Host’s property at all times. You shall not make any copies of them or allow anyone else to use them without the Host’s consent. Any loss of keys or

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License Terms

entry cards must be reported to the Host immediately, and you must pay the cost of replacement keys or cards and or changing locks, if required by the Host.

You shall not place any additional locks or bolts of any kind upon any of the doors or windows of the Space or Building nor make any changes to existing locks or the mechanisms thereof.



NAME AND ADDRESS

You may only conduct business in your name. You shall not put up any signs on the doors to the Space or Building or anywhere else, which are visible from outside the Space you are using, or the Building.



MAIL AND PACKAGES

Mail and packages may not be delivered to you at the Space or Building unless permitted by the House Rules. The postal services may be subject to additional federal, state, and local requirements.



CONDUCT

You acknowledge that the Host is and will continue to be an equal opportunity employer and that the Host prohibits any form of discrimination in employment, against any of its employees (whether by its employees, its clients, including you, or others), including, on the basis of race, color, creed,

religion, age, gender, marital status, sexual orientation, national origin, or disability, or other characteristics protected by law. In recognition of this policy, you and your officers, directors, employees, shareholders, partners, agents, representatives, contractors, customers, or invitees shall be prohibited from participating in any type of harassing or abusive behavior to employees of the Host or its affiliates, other clients or invitees, verbal or physical in the Building for any reason. You further agree, upon the request of the Host, to cooperate with the Host in its efforts to enforce and maintain its equal employment opportunity, non-discrimination and anti-harassment policies. The Host may immediately terminate this Agreement without cost or penalty if Guest or any of Guest's Invitees engage in any behavior that the Host deems is contrary to such policies.



CONFIDENTIALITY

Both Host and Guest agree that during the Term and thereafter, the recipient of any non-public information of the other party that is designated as confidential or proprietary, that the receiving party knew or reasonably should have known was confidential or proprietary, or that derives independent value from not being generally known to the public ("Confidential Information"), will not at any time be disclosed to any person by such recipient or used for such recipient's own benefit or the benefit of anyone else without the prior express written consent of a corporate officer of the party that owns such Confidential Information. The parties agree that if there is a breach of this obligation by either party, the other shall have the right to request any remedy in law and/or equity including, but not limited to, appropriate injunctive relief or specific performance, as may be granted by a court of competent jurisdiction. Notwithstanding the foregoing, Guest accepts all risk to its intellectual property interests used in the Space, neither Host nor its applicable landlord shall have

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License Terms

any liability arising from, your disclosure (whether intentional or not) of any of your Confidential Information to any third parties present in or around the Space or the Shared Facilities.



NON-SOLICITATION

Neither Host nor Guest nor their respective employees and agents shall knowingly solicit, recruit, hire or otherwise employ or retain the employees of the other during the Term and for 90 days following its termination or expiration without the prior written consent of the other party.

Either party may solicit or recruit generally in the media.

Either party may hire, without prior written consent, the other party's employee who answers any advertisement or who voluntarily applies for hire without having been personally solicited or recruited by the hiring party.



DAMAGES AND INSURANCE

You are responsible for any damage you cause to the Space or any Host Personal Property beyond normal wear and tear. The Host has the right to inspect the condition of the Space from time to time and make any necessary repairs. You are responsible for arranging insurance for your personal property against all risks and for your liability to and for your employees and Invitees. You have the risk of damage, loss, theft or misappropriation with respect to any of your personal property and liability to and for your employees and Invitees. You agree, as a material part of the consideration to be rendered to the Host under this Agreement, to waive any right of recovery against the Host, its directors, officers, employees and its applicable landlord for any damage, loss, theft or misappropriation of your property under your control and any

liability to and for your employees and Invitees, including for injuries to you or your Invitees in or about the Space, and you agree to hold the Host exempt and harmless and defend the Host and its landlord, if applicable, from and against any damage and injury to any such person or to such property, to the extent arising from your use of the Space or from your failure to keep the premises in good condition and repair as provided in this Agreement. All property in your Space is understood to be under your control.



PAYMENT

During the Term, you shall pay the Fees, Deposit, and Taxes to the Marketplace Service on behalf of the Host.

Upon the Agreement Date, the following are due and payable by the Guest (the "**Initial Payment**"):

- the Monthly Charge for the first full calendar month of the Term or a pro-rated portion of the Monthly Charge for the first partial month of the Term (if you start your Term after the first calendar day of the month),
- the Setup Fee,
- the Deposit,
- any applicable Taxes.

For each following month of the Term, the Monthly Charge and any applicable Taxes are due and payable on the first day of the calendar month. If the Term ends before the last calendar day of the month, the pro-rated portions of the Monthly Charge and any applicable taxes for the final partial month of the Term are due and payable.

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License Terms

If applicable, the Host may also include additional 'one time' fees (the **"Incidentals"**) for services provided to Guest not included in the Monthly Charge. These services may include but not limited to meeting rooms, photocopying, faxing, catering, etc. The Incidentals will be collected in arrears on the first of every month and paid by Guest via the Marketplace Service.

If any payment due to Host is not received within 5 days of the due date, the Host may, at the Host's discretion, charge a late fee of 5% of the overdue amount or the Host may terminate this Agreement without cost or penalty to Host. All remaining Fees and Taxes for the remainder of the Term are immediately due and payable by the Guest.



CANCELLATION

All Fees and Taxes paid by Guests are non-refundable, except as expressly stated in this Agreement.

The Host may cancel this agreement without cause on at least sixty (60) days notice prior to End Date.

The Host may cancel this Agreement on at least sixty (60) days' notice if a contract has been entered into for the sale of the Building.

The Host shall not cancel this Agreement except as provided in this Agreement.

Flexible Cancellation Terms

You may cancel this Agreement within one day of the Agreement Date or at least 30 days before the Start Date and receive a full refund of the Initial Payment.

If you choose to cancel after the Agreement Date plus one day, but less than 30 days before the Start Date, 50% of the Fees and Taxes will be refunded, but you are no longer obligated to pay the remaining Fees and Taxes for the Minimum Term. The Deposit will be fully refunded, if you cancel before the Start Date.

After the Start Date, if you cancel the License before the Minimum Term, (a) no refund is available for the then-current calendar month and the next full calendar month and (b) 50% of the remaining unpaid Fees and taxes for the Minimum Term are immediately due and payable unless a default has occurred and is continuing, in which case, 100% of all remaining Fees and Taxes for the remainder of the Term are immediately due and payable by the Guest.



DEPOSIT

The Deposit will be held by Marketplace Services during the Term as security for the performance by you of all of your obligations under this Agreement. Marketplace Services may apply any portion of the Deposit to amounts owed to the Host for (A) any damage to the Host Personal Property, the Space, the Host Area, the Shared Facilities, or the Building, (B) any overdue Fees or Taxes and/or (C) amounts Host may incur for any losses or costs arising out of your default under this Agreement (including any damage or deficiency arising in connection with the relicensing of the Space), in each case solely at the discretion of the Host. If, upon the expiration or earlier termination of this Agreement, you have fully complied with all terms of this Agreement and the House Rules, remitted all amounts due and payable, and surrendered the Space and all keys, access cards, building passes and all other property provided to you by the Host (including the Host Personal Property), the Deposit shall be returned to you within 60 days after the expiration or earlier termination of the Term, less any

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amounts applied as described above. Marketplace Services shall not be required to maintain the Deposit in a separate account. No interest will be paid on the Deposit except as may be required by law. If any portion of the Deposit is so used or applied by Marketplace Services during the Term, then within 5 days after Host or Marketplace Services gives written notice to you, you shall deposit with Marketplace Services cash in an amount sufficient to restore the Deposit to the original amount. Failure to do so will constitute a default under this Agreement.



RENEWAL

If an End Date is specified, the License will terminate on the End Date with no automatic renewal.

If no End Date is specified, Licenses shall automatically renew after the Minimum Term for additional one-month periods unless you give the Host or the Marketplace Service at least 30 days' notice prior to the end of then current Term.

If the Host opts to to change the Monthly Charge upon renewal, the Host will provide at least 60 days notice. There will be no additional Setup Fee for Licenses that renew.

If the Host opts to renew the License, the Host will provide at least 60 days notice.



DEFAULT

You shall be considered in default of this License if (A) you fail to pay when due all or any portion of the Fees or Taxes, if the failure continues for 5 days after notice to you, which notice

shall be in satisfaction of and not in addition to any notice required by law (B) you fail to comply with any term of this Agreement, if the failure is not cured within 10 days after notice to you, or (C) you attempt to sublicense, assign or otherwise transfer any interest in this Agreement without Host's prior written consent. Upon any default, the Host shall have the right without notice to terminate this Agreement, in which case you shall immediately surrender the Space and the Host Personal Property to the Host. If you fail to surrender the Space and/or the Host Personal Property, the Host may, in compliance with applicable law and without prejudice to any other right or remedy, enter upon and take possession of the Space and the Host Personal Property and you shall be liable for all past due Fees and Taxes, all Fees and Taxes due for the remainder of the Term, all costs incurred by Host to retake possession of the Space and Host's Personal Property, and other losses and damages which Host may suffer as a result of Guest's default. In addition to the right to terminate this Agreement and collect damages, Host shall have the right to pursue any other remedy now or hereafter available at law or in equity.



INDEMNITY

Except to the extent caused by the negligence or willful misconduct of the indemnified party or such party's officers, directors, employees, representatives, contractors and agents, you agree to indemnify, defend and hold the Host, its landlord, if applicable, and any mortgagee harmless from and against any loss, liability, claim, demand, damages, costs and expenses, including reasonable attorneys' fees, arising out of or in connection with your and your Invitees' use of a Space, Common Areas or Shared Facilities, or any violation of applicable law, this Agreement or House Rules. Nothing contained in this Agreement shall be construed to create privity of estate or of contract between you and Host's landlord, if applicable.

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DISCLAIMER

EXCEPT AS PROVIDED HEREIN AND IN ANY HOUSE RULES, THE HOST IS PROVIDING ITS SPACE TO THE GUEST "AS IS," AND HOST DISCLAIMS ANY AND ALL OTHER REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SPACE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. HOST CANNOT AND DOES NOT GUARANTEE AND DOES NOT PROMISE TO GUEST, ANY SPECIFIC RESULTS FROM USE OF THE SPACE. HOST DOES NOT REPRESENT OR WARRANT THAT THE SPACE WILL MEET YOUR REQUIREMENTS; THAT THE SPACE MEETS APPLICABLE LEGAL STANDARDS OR IS SAFE AND SUITABLE FOR YOUR INTENDED USE.



LIABILITY

IN NO EVENT WILL HOST OR ITS LANDLORD OR THEIR RESPECTIVE DIRECTORS, EMPLOYEES, AGENTS, AFFILIATES OR SUPPLIERS BE LIABLE TO GUEST, OR ANY PARTY CLAIMING THROUGH GUEST FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING FOR ANY LOST PROFITS, LOST DATA, PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, ARISING FROM THE GUEST'S USE OF THE SPACE, ANY CONTENT OR OTHER MATERIALS ON, ACCESSED THROUGH OR DOWNLOADED FROM THE MARKETPLACE SERVICE, OR GUEST'S USE OF THE SPACE, EVEN IF THE HOST IS AWARE OR HAS BEEN

ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, HOST'S LIABILITY TO GUEST OR ANY PARTY CLAIMING THROUGH GUEST, FOR ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION, IS LIMITED TO THE AMOUNT PAID FOR THE SPACE, IN THE 12 MONTHS PRIOR TO THE INITIAL ACTION GIVING RISE TO LIABILITY. THIS IS AN AGGREGATE LIMIT. THE EXISTENCE OF MORE THAN ONE CLAIM HEREUNDER WILL NOT INCREASE THIS LIMIT.

YOU UNDERSTAND AND AGREE THAT MARKETPLACE SERVICE IS NOT A PARTY TO ANY AGREEMENTS ENTERED INTO BETWEEN GUEST AND HOST, NOR IS MARKETPLACE SERVICE A REAL ESTATE BROKER, AGENT OR INSURER IN CONNECTION WITH THIS AGREEMENT. THE PARTIES SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS MARKETPLACE SERVICE FROM AND AGAINST ANY LOSS, LIABILITY, CLAIM, DEMAND, DAMAGES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING OUT OF OR IN CONNECTION WITH ANY USE OF THE SPACE, OR ANY VIOLATION OF APPLICABLE LAW, THIS AGREEMENT OR HOUSE RULES.



SUSPENSION OF SERVICES

The Host may by notice suspend the provision of services (including access to the Space) for reasons of political unrest, strikes, terrorism, Acts of God or other events beyond the Host's or the Host's landlord's reasonable control.

This Agreement shall automatically terminate if the Space is rendered unusable as a result of a fire, other casualty or a condemnation. As between Host

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and Guest, all proceeds of any condemnation award shall belong to Host and all insurance proceeds of Host shall be retained by and belong to Host. The Host may also suspend the provision of services (including access to the Space) in the event the Space or the Building is being renovated or repaired, in which event you will be relocated to another space within the building, or if necessary, to another building, all at the Host's reasonable cost.



SUBLICENSING

You may not sublicense, assign, transfer any interest in this Agreement or allow any third party to use any portion of the Space, the Shared Facilities or the Common Areas without Host's prior consent. Any such sublicense shall be on the same form as this Agreement and shall be consummated through the Marketplace Service.



NO LEASE

YOU ACKNOWLEDGE THAT THIS AGREEMENT IS NOT A LEASE OR ANY OTHER INTEREST IN REAL PROPERTY. IT IS A CONTRACTUAL ARRANGEMENT THAT CREATES A REVOCABLE LICENSE. The parties do not intend to create a lease or any other interest in real property for the benefit of Guest through this Agreement. The Host retains legal possession and control of the Space assigned to Guest. The Host's obligation to provide space and services to Guest is subject, in all respects, to the terms of the Host's lease

with the Host's landlord, if applicable. This Agreement and the License granted hereunder shall terminate simultaneously with the termination of the Host's master lease or the termination of the operation of the Host Area for any reason at no cost or penalty to Host. You do not have any rights under the Host's lease with its landlord, if applicable. When this Agreement expires or is earlier terminated, your License to occupy the Space shall automatically be revoked. You agree to remove your personal property and leave the Space as of the date of such expiration or termination. The Host is not responsible for your personal property left in the Space after expiration or termination. If you fail to remove your personal property, at the Host's option, such personal property shall (A) be deemed conveyed to the Host and shall become the property of the Host, or (B) be removed from the Space by the Host at the Guest's expense.



NO BROKER

Unless documented in the House Rules, you represent that you have dealt with no broker in connection with this Agreement. You agree to indemnify, defend and hold the Host harmless from any claims of any brokers claiming to have represented you in connection with this Agreement.



SUBORDINATION

This Agreement and any applicable House Rules are subordinate to any underlying lease, mortgage, deed of trust, ground lease or other lien now or subsequently

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arising upon the Space or the Building and to renewals, modifications, refinancings and extensions thereof including the Host's lease with the Host's landlord and to any other agreements to which the Host's lease is subordinate.



HOLDING OVER

For each and every month or portion thereof that you continue to use or occupy the Space after the expiration or earlier termination of this Agreement, you shall pay Host an amount equal to the greater of (A) \$2,500 and (B) two times the Monthly Charge. Your payment of such amounts shall not be construed to extend the Term or prevent Host from immediate recovery of possession of the Space by summary proceedings or otherwise. This Section shall survive the expiration or sooner termination of this Agreement. The acceptance of any Fees after the expiration or earlier termination of this Agreement shall not preclude Host from commencing and prosecuting a holdover or summary eviction proceeding. Host and Guest hereby further agree that any statutory right to hold over beyond the expiration date or sooner termination of this Agreement is hereby waived to the fullest extent permitted by law.



MISCELLANEOUS

All demands, approvals, consents and notices shall be sent by certified mail or electronic mail at the address specified for each party under the Section entitled "Definitions". This Agreement shall be interpreted and enforced in accordance with the laws of the state or commonwealth in which the Building is located. If either party institutes a suit against the other for violation of or to enforce this Agreement, the prevailing party shall be entitled to all of its costs and expenses, including, without limitation, reasonable attorneys' fees. Host and Guest hereby waive any right to trial by jury in any proceeding based upon a breach of this Agreement to the fullest extent permitted by applicable law. This Agreement may not be modified, amended or terminated, and Guest's obligations hereunder shall in no way be discharged, except as expressly provided in this Agreement or by written instrument executed by the parties. If any term, covenant or condition of this Agreement or any application thereof shall be invalid or unenforceable, the remainder of this Agreement and any other application of such term, covenant or condition shall not be affected. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party causing this Agreement to be drafted. Neither Host nor Guest shall have the right to record this License or any memorandum thereof.