

Stockholm 2012-01-01

### **Agreement**

United Spaces at Waterfront Building is proud to offer the following:

#### **ONE BUSINESS LOUNGE: SEK 2,995 + VAT**

**Content:** Membership and access to the premises Business Lounge 32 hours each month.

- **Start date:** \_\_\_\_\_ at Waterfront Building Stockholm, visiting address Klarabergsviadukten 63, post address Waterfront Building, Box 190, 111 20 Stockholm.
- **Entry fee:** New members pay an entry fee that gives access to the Internet, install printers, secure printing, access codes and entry of SEK 1.495 + VAT.
- **Termination of contract:** Three months in advance counted from the last day of the month, written notice.
- **Invoicing:** Monthly invoicing, one month ahead
- **Deposition:** Two months fee in advance as you get started.
- **Access for guests:** For Business Lounge members you also pay for the hours your guests, as well as colleagues from your company, spend at the premises unless you have booked a conference-room for the meeting. Each hour is deducted from your balance of 32 hours/month. If using more than 32 hours a month, each extra hour cost SEK 95.-
- **CPI:** All quotas are yearly adjusted according to CPI, Consumer Price Index, or 3% whatever is the higher. Ask reception for formula for calculation.
- This agreement is one part of the total agreement between and United Spaces Sthlm AB. Other parts are the General Terms at US\*, General Terms for Conference and the Price List, ask reception for info.

This price includes the following:

- Membership card for enter and exit (24/7)
- Reception service and courier services from 08–17 Monday-Friday excl bank holidays and adjusted opening hours at summer and Christmas vacations. For more info, ask Reception.
- Wireless Internet connection 802.11n A/G/N incl the latest wireless secure network std. Also fixed connections at many places.
- Access to modern, multifunctional printers w/ scanners, copier and fax w/ secure print outs.
- Black and white and/or colorprinting, copying and fax message printing incl paper to a value of SEK 250.00
- Access to – and 30% member discount – on fully equipped meeting rooms with hiteboards, LCD projector and modern AV equipment, see price list for meeting rooms.
- Access to kitchen with fridge, micro ovens, and all kinds of potterry.



- Breakfast every Monday, fruit buffet on Tuesdays and Thursdays.
- Coffee and a wide variety of tea for members. Guests pay for their cups.
- Full service from our food & beverage manager who provides everything from lunch, catered conferences and events to after work beer on Fridays (to be invoiced of course)
- Stationaries and office services at favourable prices.
- Guest internet login
- Complete mail service
- Cleaning, twice a day
- Air conditioning
- Disability: The new premises is fully adjusted for disabled people according to Handisam guidelines.

Optional services available:

IP-Telephone from SEK175/month, subscription including your own number. Three months notice.

Answer service from SEK 595/month. Three months notice.

Virtual office SEK 995 /month. Three months notice.

Our reception service is designed to help you for only SEK 450/h

Storage from SEK 400/m<sup>2</sup>/month, yearly contracts.

Bike garage from 150/month, yearly contracts.

Car garage from 4.750/month, yearly contracts.

Cupboards for clothing or extra storage, ask reception for price.

*Please note: Neither servers nor extra office equipment like printers are allowed in rooms unless accepted from United Spaces.*

*Best regards*

*Göran Garberg  
boardmember, United Spaces Sthlm AB*

**I have accepted** the United Spaces conditions as above mentioned or referred to

Org nr \_\_\_\_\_ Company \_\_\_\_\_

Adress \_\_\_\_\_

Name \_\_\_\_\_

## United Spaces Sthlm

Stockholm 2011-09-23

# GENERAL TERMS AND CONDITIONS

## Definitions

United Spaces Sthlm AB, 556615-3697, referred to below as US.

The term...

...*member* is defined as the entity (company or organization) that has signed an agreement of workspace with United Spaces.

...*facility* is defined as all rooms, meeting rooms, the arena, cafe, reception, lobby and other premises and areas which, including equipment, are available to US's members and their guests

...*arrangement* is defined as a situation where areas at the premises are made available with or without food, e.g. for meetings, events, conferences, lunches and dinners etc.

...*client* is defined as a non-member entity who is obligated to pay for the conferences or arrangements ordered by the Client

...*booking and order* are defined in the same manner in these terms and conditions.

...*guest* is defined here as a person who visit a member or a client

...*Kr or SEK* refers to Swedish Crowns.

...*in writing* is defined as by letter, fax or e-mail.

## GENERAL TERMS AND CONDITIONS FOR MEMBERS AND GUESTS IN THE UNITED SPACES BUSINESS CENTER.

*We are United Spaces Sthlm AB, hereafter referred to as US. These are our terms of business: These General Terms is the foundation for your specific Agreement with us. Your latest agreement (see date of Agreement) is the one that is valid. United Spaces' General Terms are subject to be revisited twice a year. In case of changes, members are to be notified three months in advance before changes are put into practice.*

*United Spaces is a Business Center delivering efficiency, openness and accountability. At United Spaces we share the premises, workstations in open space, conference-rooms, café and utilities why openness and engagement as well as professionalism and accountability are important culture values to bring to this workspace.*

### The nature of this Agreement

Your Agreement is the commercial equivalent of an agreement for accommodation in a hotel. The whole of the Business Center remains our property and in our possession and control. You acknowledge that your agreement creates no tenancy interest, leasehold estate or other real property interest in your favour with respect to the accommodation. We are giving you just the right to share with us the use of the Business Center so that we can provide the services to you. The Agreement is personal to you and cannot be transferred to anyone else. We may transfer the benefit of your Agreement and our obligation under it, at any time.

## 2.0 Rules and responsibilities

### Comply with US rules

Members must comply with any house rules which we impose generally on users of the Business Center whether for reason of health and safety, fire precautions or otherwise. US core values are efficiency, openness and accountability which each Member accept and understand before signing the Agreement.

### Member setup fee

A one-time setup fee will be charged to each individual in the Member company/organization, when the membership access card is issued.

### Replacement and change of Members

If a Member wishes to replace an individual in the agreement or wishes to amend the number of individuals, the Member is to notify US in writing. Each change requires US' approval in writing. The new individuals are obliged to follow the Agreement and The General Terms and Conditions.

### Member facilities

Business Lounge- and Hour members as well as Guests are designated the Business Lounge area unless having booked conference-rooms.

Sometimes events will take place in the Arena in the Business Lounge area. These events are part of the US concept for inspiration and learning. The events will deliberately be placed at hours for less disturbance, like early mornings, lunchtime or after 5:00 pm.

### Guaranteed workplace, mobile members

In extraordinary situations, a Mobile member might find all workstations being occupied. In that case the Mobile member takes a temporary seat in the Business Lounge. This extraordinary situation is not subject to a refund of fees.

### Equipment at the arena and services included

United Spaces supplies the following equipment at the arena:

- Internet access; wireless as well as fixed access at several places\*
- Copier, printers, fax machine
- Coffee machines for members. (Guests pay for their coffee)
- Office-, Café- and Lounge Furniture
- AV- and sound equipment
- Cleaning of the premises twice a day.

### \*Broadband

US provides a fixed and wireless broadband connection with limited bandwidth. The Member, the Client and/or the Guest are responsible for their own equipment. If any of above, through negligence or carelessness, damages or causes damage to the facility's computer system, they are liable for compensating US for said damage.

If the Internet connection breaks down it is United Spaces obligation to as soon as possible take necessary actions to get it up and running again. A break down of the Internet is not ground for a fee reduction as it almost always is due to external factors.

### Service hours

Members have access to the premises 24/7. See Reception for opening hours and service provided during the year

### Keys and security

Keys and entry cards used remain US property at all times. You may not copy them or let anyone else use them without our permission. Any loss is to be reported to us immediately and you must pay the cost of replacement/changing locks. Members are obliged to bring their card to work. If a Member forget the card, we issue a new card for a fee, see price list. If you have a room of your own it is your obligation to lock the door as you leave.

### Security procedures, guests

When checking in guests, they shall agree to abide by US's security routines and the instructions that are posted and/or provided by US's personnel.

### Arrival guests

For security and fire security reasons guests need to register. Members are prohibited to let people in without first being registered.

### Limited responsibility for the property of the Client and the Guest.

US assumes no strict responsibility for property stored in US' rooms, meeting venues, Business Center, garage, storage or other premises. When leaving rooms used by the guest, it is his/her responsibility to leave them locked.

Property that has been sent to and received by US and/or which is stored in a storage area locked by US, is the responsibility of US up to a value of SEK 5000.

If it can be shown that US or its employees have acted negligently or carelessly and, thus, have been found liable for lost or damaged property, US shall assume responsibility for the lost/damaged property.

### The Member's, the Client's and the Guest's responsibility

If any of the above causes damage to furnishings, equipment, decorations, sculptures or other interiors, they are responsible for compensating US in an amount that corresponds to the repair costs or replacement, as well as any loss of income that occurs as a result of said damage. If any of the above causes an unnecessary visit by the emergency services, they are liable for compensating US for any costs incurred.

If US has reasonable cause to believe that any of the above is under the influence of alcohol and/or drugs, US has the right to expel them from the facility in accordance with Swedish law. US has the right and the obligation to charge for the entire order, hours of conference-room etc.

US has the right to expel persons if uses the facility to conduct activities which can be assumed to damage US's reputation with customers, the general public or with government agencies.

### 3.0 Products and Services

#### Rooms

##### **Furnished office accommodation in rooms**

The furniture provided by US and that you have agreed to pay for, is stated in your Agreement. Occasionally, we may need to allocate a different set of furniture but will in that case try to get your approval in advance. You will be asked to sign an inventory agreement and that you hold keys, cards etc, as you move in.

##### **Inspection**

US has the right to gain access to rooms and premises used by the Member, for the purpose of cleaning, inspection, etc.

##### **No servers in rooms**

You are prohibited to have server(s) in your room. Servers are to be handled by external partners of your choice. If you prefer, United Spaces may help you with recommendations.

##### **People using your room**

In the Agreement we have agreed upon the number of people working in your room, no more than the number of workstations. You may bring one guest for a meeting, but you cannot use your room as a conference-room with more than one guest. Bringing one guest for a meeting in your room, does not allow him or her to "work" from your room.

For additional people working we charge a daily fee or an hourly fee, see pricelist at the reception. That person may use the "extra" workstation in the room or sit in the Business Lounge area.

##### **No own "stuff"**

You cannot bring own furniture or stuff to the premises. You cannot install office equipment or technical devices without our permission.

##### **Open workstations**

Members understand that a mobile workstation is not a personal desk, why each member is responsible for clearing the workstation when it is not in use, so that it becomes fully usable for other members. That is also applicable if a member has taken a seat in open space and then spend the rest of the day in a conference-room – please clear the workstation to be used by your fellow members. If this does not occur, US has the right to take necessary action at the expense of the member. A mobile member is supposed not to choose the same workstation each day, but doing the opposite. Moving around, meeting new people is part of the concept.

##### **Fixed seats in open space**

All seating in open space has to respect the interior design policies of neatness, cleanliness and style. You may leave stationaries on the table over night, but do it with style.

##### **Business Lounge**

As a Business Lounge member you are allowed to the designated areas called the Business Lounge. You are allowed to be in the work areas if received a permission from US. Hours spent by Guests brought by a Business Lounge member is paid for by the Business Lounge member.

##### **Hour Members.**

An Hour Member is not benefiting from discounts and other benefits but is having an agreement with US allowing them to be at the facility paying hourly fees according to time spent.

Hours spent by Guests brought by an Hour member is paid for by the Hour member.

##### **Service fees**

The agreed upon Service fee per month, se Agreement, is specified excl. value added tax (VAT). In addition to the Service fees, chosen supplements will be added. United Spaces has the right to make quarterly adjustments in consideration of the costs relating to the operation and the increases in market value for supplying the service package of supplements. Such adjustments are charged the Member from the start of the new quarter in question. Notification is to take place three months before the price adjustment is to take effect.

#### Conference Services

##### **Order/Booking**

Below stated "the Client" includes the entity of the Member as well as the Guest.

The order must be placed orally or in writing.

US has the right, as a condition for the order

- to conduct and evaluate the result of a credit check
- to request a security deposit or payment in advance
- to require a security payment for no-show by asking the Client to provide complete account information, which means that the Client approves the withdrawal.

If the above terms and conditions are not approved by US within the indicated time, US will determine whether the order shall be confirmed.

##### **Special requests**

If the Client has a special request regarding, for example, food, signs or presentations of his own trademark, receiving service, technology or music, security arrangements, exclusivity in connection with arrangements etc, this shall be mentioned at the time of the order. US shall then decide if the request can be met and shall provide information about any terms and costs connected to it.

##### **Confirmation**

An order becomes binding when it has been confirmed by US.

##### **Offered prices**

All prices exclude VAT unless otherwise indicated. The applicable VAT will be added to all fees and services.

All contracted prices are indicated for a specific number of people specified by name. US has the right to apply a surcharge for every additional person not specified in the contract.

The prices that US provides upon request, only apply to this specific occasion, unless otherwise agreed, and for the indicated days, seasons or periods as well as the number of persons. If the Client changes the order in itself or the conditions in some manner, US shall not be bound to the offered price, but shall have the right to provide a new price.

##### **Exception for price changes**

- If, based on the order, the cost of delivery increases as a consequence of tax increases, currency devaluation, government decisions or similar circumstances, US shall be entitled to impose surcharges that correspond to the increase in cost.
- If US makes exceptions for price increases, based on reasons other than that which is mentioned above, US must provide clear information at the time of the contract and/or booking that price changes may occur.
- US must inform the Client without delay when a surcharge is applied.

##### **PAYMENT**

US' primary rule is that the bill is payable when it is presented. Contracted Member fees are due the last business day before the first day of the first or the next payable period.

##### **Responsibility for payments**

The Member and / or the Client is responsible for all incurred costs according to the signed contract and for ordered arrangements and/or other purchases from US.

If the participants in an arrangement or a group pay something individually, this must be approved by US at least a week before the first day of the arrangement/visit. If participants fail to appear for an arrangement or part of an arrangement or a group, this does not entitle them to a right to reduction in the price.

##### **Method of payment**

Payments shall be made in cash or with a bank card. US accepts most regular credit cards (VISA, MasterCard, American Express and Diners Club), Swedish currency and the most common foreign currencies, based on the list in the reception. US does not cash travellers' cheques. No types of cheques may be used for payment.

##### **Invoice**

After having performed a credit check, US may accept, at least 8 weeks before the Client's arrival, payment based on invoice for amounts in excess of SEK 5000.00, from companies with their domicile in Sweden, Denmark, Norway, Finland and Iceland. If an agreement has been made regarding payment against an invoice, the Client shall make payment in full within 30 days of the invoice date.

We strive for efficient solutions and will offer all invoices over e-mail at zero cost. For those who still want a physical piece of paper, we'll starting Q2 2012 debit SEK 50,00 for each invoice.

##### **Complaints regarding the invoice**

Any complaints about an invoice must be received by US within 8 days of the invoice date. The Member or the Client shall provide a written itemization of the errors and the nature of the errors. If the Member or the Client does file a claim within the stipulated period, and does not indicate the nature of the error, the Member or the Client shall have forfeited his right to a price reduction or similar compensation.

##### **Late payment**

If fees are not paid when due US shall have the right to charge the legal reminder fee as well as late interest, at the percentage rate of 2% per month on overdue balances.

If you dispute a part of the invoice you must pay the amount not in dispute by the due date. We reserve the right to stop providing you services and or access to the accommodation until all your due balance have been settled.

### **Order/booking cancellation**

Orders confirmed by US are binding for US and the Member and the Client. However, see terms and conditions under the heading "Booking/ Order" above.

### **Cancellation of arrangement**

US' primary rule is that the Member and/or the Client of an arrangement may cancel without cost on the condition that:

- a. the cancellation occurs, at the latest, six weeks before the arrival date of the arrangement or the group, and
- b. it can show a written confirmation of the cancellation.

In the event of a cancellation later than six weeks before the first arrival date of the arrangement, the Member and /or the Client shall compensate US with 75 percent of the order's value.

In case of a cancellation later than two weeks before the first arrival date of the arrangement, the Member and /or the Client shall compensate US with the entire value of the order.

Depending on the size and type of arrangement, other cancellation rules may apply. In these cases, they shall be indicated by US in writing in connection with the confirmation.

Any costs incurred by US as a result of a cancellation shall be paid in full by the Member and /or the Client.

### **Pay- as- you- use Services**

US may choose to invoice pay-as-you-use Services as soon as they have occurred. Or we may add all costs up on the monthly invoice.

### **Annual increase**

We will increase your current standard service fee each year on the annual anniversary of the start date of your Agreement by 3% or the CPI, whichever is the greater. If using the CPI, each member at United Spaces will follow the same conditions and calculations as are put forward upon United Spaces vs. the landlord. Ask the reception for that agreement.

### **Installation of the network card**

US support you with the installation of your computer to reach printers and internet. Free for computers using Windows 7 or later, Mac OS 10 or later. Previous versions are connected with a fee, as well as if you lack a CD.

If the installation proves to be "not normal", that is: taking a longer period of time than 20 minutes, US has the right to charge the member the extra costs occurred (hourly fees for personnel at United Spaces or chosen service supplier). The support defined as above apply for one occasion after which the Member is responsible for his/hers own computer and its operation. You may use papers from printers and copier for "normal" consumption, see Reception for its definition. The balance is cleared the first date of the month, it is not possible to bring the balance forward over coming months.

### **Telephone etc**

Members are invoiced separately for their telephone line, answering services etc, see Reception for pricelist.

### **Storage**

In the cellar members have the possibility to rent sqm in a storage room, see pricelist.

### **Car garage**

US have around 10 parking lots available for members to rent. Ask reception for further details.

### **Bike garage**

Available for members, ask reception for prices.

### **Extra garbage**

The Waterfront Building is a energy-building built upon the principles of sustainability. As a consequence, all tenants including the US, have a restriction how many kilogram garbage to be thrown away. That restriction is put forward to each Member. In most cases this won't be an issue, but for those Members who have a great deals of for instance cartons or lots of other garbage, this extra charge may apply. Before throwing away garbage, you have to check with the reception for details.

### **Extra fee for security at large events.**

If client bring larger groups (above 150 persons) extra security is a requirement from the landlord. Costs for extra security is paid by the Member and / or the Client.

### **Deposit**

You will be required to pay a deposit equivalent to two months standard fee on entering the Agreement. This will be held by us as security for performance of all your obligations under your Agreement. The deposit, or any balance after deducting outstanding fees, will be returned once you have settled your account with us in full, including returning the network card, telephone and pass. If outstanding fees exceed the deposit, we will immediately invoice the difference with 10 days terms of payment.

For those members who previously have not deposit money, US has the right to get deposits in place no later than 2012-06-30.

### **The right to change layout of the premises.**

US has the right to change the layout and size of the common areas like the Business Lounge as well as conference-rooms without penalties from members. If a conference-room gets smaller, a lower prize will follow.

### **The right to move a member.**

United Spaces has the right to move a member from a fixed seat or a room as long as the new proposal is to be regarded as good as the previous one.

### **Your business at US**

You may only use US facility for office use according to the initial Agreement. You cannot bring public to the facility. You are not allowed to conduct business competing with the idea of US. You may not use our name or logo in your marketing without permission. You may only conduct business in the name of the company that signed the Agreement. You are not allowed to put up signs/logos on your room visible from the outside or in open space.

### **Comply with law**

You must comply with laws and regulations in the conduct of your business. You must do nothing illegal. You must not do anything that interfere with the use of the Business Center by us or by others, cause any nuisance or annoyance, increase the insurance premiums we have to pay or cause loss or damages to us or to the owner of any interest in the building which contains the Business Center. You acknowledge that the terms of the foregoing sentence are a) material inducement to us for the execution of your Agreement and b) any violation by you on the foregoing sentence shall constitute a material default by you hereunder, entitling us to terminate your Agreement

### **Insurance**

It is your responsibility to get the insurance relevant for conducting your business at US, that is protecting your own property and for your own liability to your employees and third parties.

### **Caring for the property**

You share all equipment with fellow members and we request you taking care of it. You are liable for any alteration or damage caused by you or your guests, to be replaced by the Member at a price corresponding to the full replacement value as well as any loss that occurs as a result of said damage.

### **Renovation and equipment**

The Member is not entitled to a reduction of the service fee due to obstructions or impairment of the right of usage during which the Landlord or United Spaces allows customary or planned maintenance of the building or the premises to be carried out. It is, however, the responsibility of United Spaces to inform the Member in advance of the nature of the activity and its extent as well as of when and where the activity will be conducted.

### **Extraordinary conditions during the move to Waterfront Building.**

We will do everything we can to make the move as smooth as possible for each Member. However, some days before, and sometime after the move to Waterfront Building there will be extra stress and certain details won't be in place by the 1 st of October. US will however provide sufficient functionality for work and meetings but need to express these plausible circumstances in the General Terms. Potential distress or defaults or non-functional details will not be subject for a renegotiation in economic value. Of course, it is in United Spaces interest to get all things ready as soon as possible.

### **If not providing what is agreed upon**

If for any reason we cannot provide the accommodation stated in the Agreement by the date when your Agreement is due to start we have no liability to you for any loss or damages but you may cancel the Agreement without penalty. We will not charge you for accommodation you cannot use until they become available.

### **Suspension of services**

We may by notice suspend the provision of services, for instance access to the Business Center, for reasons of political unrest, strikes or other events beyond our reasonable control. The payment for the standard fee will then be suspended for the same period.

### **Our liability**

We are not liable for any loss as a result of our failure to provide a service as a result of mechanical breakdown, strike, delay failure of team, termination of our interest in the building containing the Business Center or otherwise unless we do so deliberately or are grossly negligent. We are also not liable for any failure until you have informed us about it in writing and given us a reasonable time to put it right. In addition member, Client or guest releases US from any liability arising out of or incurred in connection with any mail from the above mentioned parties.

You agree that a) we will not have any liability for any loss, damage or claim which arises as a result of, or in connection with, your Agreement and/or your use of the services except to the extent that such loss, damage expense or claim is directly attributable to our deliberate act or our gross negligence and b) that our liability will be subject to the limits set out in the next paragraph.

We will not in any circumstances have any liability for loss of business, loss of profits, loss of anticipating savings, loss of or damage to data, third party claims or any consequential loss. We strongly advise you to insure against all such potential loss, damage expense or liabilities.

We will be liable up to a maximum equal to 125% of the total fees paid under your Agreement up to the date on which the claim in question arises or SEK 350.000, whichever is the higher in respect of all other losses, damages expenses or claims.

#### **About the agreement**

The period of the agreement is in effect upon signing the Member's Agreement and onward, with a 3, 6 or 9 month period of notice unless otherwise is agreed upon. The 3, 6 or 9 month period always starts the first day of the coming month (for instance if notified the 15th of July, the three month period starts the 1st of August and ends the 30th of October).

#### **Bring the Agreement to an end**

Either one of us can bring the Agreement to an end by the date stated in the Agreement. A written notice 3 or 6 or 9 months is required, see your Agreement.

#### **Bringing it to an end immediately**

If you:

Become insolvent, go into liquidation or become unable to pay your debts as they fall due

- a. you are in breach of one of your obligations which cannot be put right or which we have given you notice to put right and which you have failed to put right within fourteen days of that notice
- b. your conduct or that of someone at the Business Center with your permission or at your invitation, is incompatible with ordinary office use

If we put an end to the Agreement for any of these reasons it does not put an end to any then outstanding obligations you may have and you must pay for additional services that you have used pay the standard fee for the remainder of the period for which your Agreement would have lasted if had we not ended it indemnify us against all costs and losses we incur as a result of the termination.

#### **Notice of Termination**

US has the right to cancel this agreement with immediate cessation if US' lease with the Landlord ceases to be in effect. Membership fees already paid for the unused period of time will in such case be repaid to the Member. The period of notice is 3- or 6 months for both parties and is to occur in writing.

US has the right to cancel this agreement with immediate cessation if the Member does not live up to the rules and values stated in this agreement and the appendixes. This can only occur after a written warning and in the event that correction has not occurred within ten days after the warning was issued.

#### **When your agreement ends**

We reserve the right to charge a reasonable fee for any repairs needed above and beyond normal wear and tear. If you leave any of your own property in the Business Center we may dispose of it in any way we chose without owing you any responsibility for it or any proceeds of sale

If you continue to use the accommodation when your Agreement has ended you are responsible for any loss, claim or liability we incur as a result of your failure to vacate on time. The least you pay is another three month lease.

In order to transit your mail and telephone calls from the Business Center, you will be automatically entered into a Virtual Office Agreement with us on our standard terms for three months. Ask reception for prices and details.

#### **No right to transfer**

The Member does not have the right to transfer or reassign all or parts of this agreement to a third party without prior written consent from US.

#### **Secrecy**

The information that has been or will be given to US, based on this agreement, shall be treated confidentially by US, and must not without permission from the member be forwarded to a third party or be used for any purpose other than for the execution of orders.

No reference to the agreement, an order or to the Client may be made by US in advertising or marketing, without written permission from the Member or the Client.

Photographing and filming, for commercial purposes, in or in connection with the facility is prohibited unless permitted by US. If US has reasonable cause to suspect the violation of this prohibition, US shall have the right to expel those involved. Violations may also result in compensatory damages and/or fines based on the provisions in the copyright law.

The terms of your Agreement are confidential. Neither of us may disclose them without the other's consent unless required to do so by law or an official authority. This obligation continues after your Agreement ends. Any offense will be comply to a penalty of 15 times the standards fee.

#### **Recording personal information**

Being a Member at the United Spaces Business Center is official information to be found in the entrance hall by the main reception, at our own reception, at our home page, our intranet and in our register.

The Member, Client and/or the guest shall provide US with personal information, at the time of the order or upon arrival. This is necessary for US's ability to complete the order. The permission also allows US to use the personal information with its cooperation partners.

#### **Force majeure**

If US is prevented from executing the agreement due to circumstances beyond US's control, which US reasonably could not have expected when the agreement was made, and the consequences of which, US could not reasonably have avoided or resolved, such as

strike or lockout, fire, essential reductions in deliveries, war, natural disaster, national martial law, actions decided upon by the Parliament, government or local authorities,

this shall, if it affects the execution of the agreement, constitute the basis for exemption, which shall postpone the time of performance and exclude US from penalties and other legal consequences. If the execution of the agreement is impeded for a period of longer than six (6) months, due to one of the consequences indicated above, US shall have the right, without the obligation to pay compensation, to terminate the agreement in writing.

#### **Dispute resolution etc**

The Agreement between US and a Member or Client is to be interpreted and enforced in accordance with the laws of Sweden.

Any dispute, controversy or claim arising out of, or in connection with the Agreement, shall be settled firstly through dialogue, secondly by independent lawyers. As a last resort, disputes arising out of, or in connection with the Agreement shall be settled in a Swedish Court of General Jurisdiction, with the Stockholm District Court as the first instance.

Irrespective of the above, US is always entitled to turn to the Swedish Enforcement Agency (Kronofogdemyndigheten) to enforce overdue, uncontested claims against a Member or Client.

#### **Contents of the Agreement**

The parties confirm that these General Terms with appendixes and the specific Agreement in total regulate all conditions between the parties. Any supplements and/or changes must be agreed upon in writing in order to be valid.