

HOUSE RULES WORLD TRADE CENTER ROTTERDAM

1. GENERAL

These House Rules form an integral part of the lease concluded with the Lessee.

The House Rules apply in addition to the provisions of the lease concerning the use of the leased space and the communal areas and facilities, as well as the maintenance and other obligations and prohibitions contained therein.

The Lessee and its personnel as well as subtenants or co-tenants shall refrain from anything that may harm the condition and appearance of World Trade Center Rotterdam and shall not bother or inconvenience the users of adjacent offices and their visitors and, in general, visitors to World Trade Center Rotterdam by, among other things, but not limited to, the use of electronic or other musical instruments, electronic sound systems, the slamming of doors, etc.

Lessor is entitled to prohibit the use of audio equipment.

Parties or meetings are prohibited if they cause nuisance.

The Lessee and its personnel as well as subtenants or co-tenants are jointly responsible for maintaining cleanliness in and around World Trade Center Rotterdam, including in the communal areas, on the street, on the landing, in stairwells, parking garages, etc.

The leased space forms part of a building complex. To promote the proper functioning of the complex, a number of communal facilities have been realised and a number of services are provided, which are intended for the leased space itself and/or for the infrastructure.

The Lessee shall share in the use of and to pay for the costs of these facilities and services.

These rules regulate in particular the relationship between Lessor and the Lessees and their suppliers, contractors, fitters at the time of the move into World Trade Center Rotterdam, transports or relocations, within World Trade Center Rotterdam and changes within the leased space itself. In addition, all the provisions of the lease apply to these rules.

2. ENTRANCES

The main entrance of World Trade Center Rotterdam is located at Beursplein 37.

The supplier's entrance(s) are located at Rodezand (next to the Irish Pub) or Meent (next to the stairs).

Suppliers may only load and unload at the designated areas and shall follow the instructions of employees of World Trade Center Rotterdam.

3. ACCESS FOR THE DISABLED

Disabled persons can access World Trade Center Rotterdam from the car park and via Brasserie Staal (lift).

4. PARKING

Located under World Trade Center Rotterdam is a car park that is divided over two layers (P1 & P2), for the benefit of the Lessees and visitors.

Users are required to drive at a walking pace (max. 15 km/hour).

Visitors can only park at the designated parking spaces and at the current rate. Users are not allowed to make improper use of the parking spaces, such as for the storage of goods, etc.

Lessees who have rented registered parking spaces are not allowed to use spaces other than their own reserved spaces.

Lessees who have rented unregistered parking spaces may not use reserved parking spaces.

Loading/unloading is only permitted at the designated loading and unloading areas.

For applicable legislation and regulations, refer to the website of the Municipality of Rotterdam.

Parking is at all times at your own risk.

Subject to a subscription, scooters and mopeds may be parked in the areas designated by Lessor in the car park.

For other information, refer to the general conditions for use of the World Trade Center Rotterdam Car Park, which the Lessee has received as an appendix to the lease concluded between Lessor and the Lessee regarding the parking space(s).

5. BICYCLE PARKING

The entrance to the bicycle parking facility is at Rodezand 13.

Subject to a subscription, bicycles may be placed in the bicycle racks in the bicycle parking facility.

6. OPENING HOURS

The World Trade Center Rotterdam is open to Lessees 24 hours a day, 7 days a week. Access from 18.00 to 07.00 hours is only possible via the main entrance on presentation of an access pass provided by Lessor or via the car park. During these hours, only the floor where the Lessee's office space is located is accessible with this pass.

7. ABSENCE

The Lessee shall - during the entire duration of the lease - actually, fully, properly and personally use the leased space exclusively for the purpose indicated in the lease. The Lessee shall provide the leased space with sufficient furniture and fittings and maintain these during the full duration of the lease. The Lessee shall notify Lessor in advance if it does not occupy the leased space for a long period, i.e. longer than one month.

8. SURVEILLANCE AND SECURITY

Security is present at the World Trade Center Rotterdam 24 hours a day, 7 days a week.

9. THEFT, LOCKED OFFICE SPACE

Lessor accepts no responsibility for the theft of money and/or goods from the Lessee's office space. When leaving its office space, the Lessee shall ensure that the access doors to the leased space are locked at all times.

Lessor also accept no responsibility for the theft of property placed by the Lessee.

10. CLEANING COMPANIES

The cleaning of the common areas and the washing of the external glazing shall be carried out by order of Lessor. The costs of this are included in the service charges.

Cleaning of the leased spaces is done by and at the expense of the Lessee.

When the Lessee has the cleaning of the leased spaces carried out by the cleaning company recommended by Lessor, Lessor shall ensure that the interests of the Lessee are sufficiently taken into account.

11. WASTE DISPOSAL

Waste may be placed daily from 17.00 hours in a garbage bag (residual waste) or box (paper) near the lifts on the floor of the leased space.

Lessees of the renovated floors in the high-rise can dispose of their waste in a waste cupboard with separate waste bins (residual waste and paper).

The cleaning company will remove the waste the next morning.

12. COMMUNAL KITCHENETTES

To raise the service level, communal kitchenettes on the upper floors have been fitted with a dishwasher and refrigerator. To ensure proper use thereof, the Lessees shall take the following into account.

On working days around 08.00 hours the dishwasher will be switched on by the cleaning team. During the day, Lessees shall orderly place their crockery in the dishwasher.

No dirty crockery may remain on the sink. In addition, several Lessees use the same dishwasher.

The refrigerator is intended for storing products for one day only, after which they should be removed.

No own domestic appliances may be placed in the communal kitchenettes on the floors. If desired, this must be kept within your leased space.

Dishwasher and/or refrigerator malfunctions must be reported to the Service Desk.

For contact details see article 29. The use of the aforementioned equipment is at your own risk.

13. BREAKROOM RENOVATED FLOORS HIGH-RISE

The renovated floors of the high-rise house a breakroom, furnished by Lessor. This furniture is intended solely for use in the breakroom on the floor concerned.

The breakroom may be used by the Lessees of the floor concerned to receive visitors and hold informal (short) meetings and is not intended as a workplace.

14. PLANNING / COORDINATION OF RELOCATIONS / TRANSPORTS

The transport of furniture and/or other goods may only take place at times and in the manner to be approved by Lessor. The Lessee shall inform Lessor of intended transports in good time (at least 3 days in advance) by submitting a request to the Service Desk.

All requests will be processed in order of receipt.

Lessor will inform the Lessee about the procedure to be followed and the available route.

Without prior permission, Lessor can refuse a transport on the grounds that others have to use the available route.

15. ENERGY

Water can be obtained from the kitchenette or toilet spaces on the office floor.

Electricity (220V) is available from the energy columns installed in the leased space.

If the electrical system is overloaded, equipment that draws a lot of electricity must be switched off on first request. If the system is damaged due to the fault or negligence of the user, the costs of repair and consequential damage will be recovered from the Lessee by Lessor. Lessor accepts no liability for any failure and/or interruption in the electricity supply. The use of 'open fire' in the building is strictly prohibited.

The Lessee is not permitted to make any change or addition to the electrical system in the leased space without written permission from Lessor.

16. STORAGE / TRANSPORT

Corridors, lift halls, toilets and (emergency) stairwells shall be kept free and unobstructed at all times by order of the fire department. No materials or equipment may be placed in these spaces.

Lessees shall store all materials and equipment in the leased space. Lessees shall arrange horizontal and vertical transport to and from the leased space, as well as the unloading and receipt of goods. The goods lifts can be used for vertical transport within the building.

Lift:	Height cm:	Breadth cm:	Depth cm:
Service lift	300	194	140
Coolsingel interior	225	169	150
Coolsingel	203	130	178

Lift:	Height cm:	Breadth cm:	Depth cm:
Child daycare centre	210	110	210
B3 Shipping	230	219	550
Rodezand Shipping	227	169	210
Goods lift Rodezand	209	101	283

Lessor accepts no liability for damage to materials and equipment caused during transport in or to the building or for lift malfunctions.

If damage is caused to the property of Lessor or other Lessees by fault or negligence on the part of the Lessee or its employees, the costs of repair and consequential damage will be recovered by Lessor from the Lessee.

The use of roll containers and wagons with metal or nylon wheels is not permitted. Upon discovery, these will immediately be removed from World Trade Center Rotterdam. Lessees shall, where necessary or required by Lessor, take appropriate measures to prevent damage during transport; subject to the approval of Lessor.

17. CLEANLINESS

The office spaces will be delivered clean by the Lessor. With regard to the daily use of the leased spaces, Lessees shall observe the necessary cleanliness and take all necessary measures to prevent soiling of the building.

The Lessee will, at its own expense, care for the regular and in any case daily cleaning up and removal of excess material and waste.

If, after notification, the Lessee does not meet the requirements of cleanliness set forth herein, the leased space shall be cleaned by Lessor at the Lessee's expense whereby, insofar as required, measures will be taken to protect the subfloors and decking, walls, ceilings, other parts of the building and systems against damage at the location of the work to be carried out, all in consultation with and subject to the approval of Lessor.

18. INSURANCE

The entire complex is insured against fire and water damage in respect of those property owned by Lessor.

All property owned by the Lessee are not covered by the aforementioned insurance.

Lessor obliges Lessees to take out extensive contents and third-party insurance.

Lessor shall not accept any claims for damages, howsoever named.

19. PETS

No pets or other animals may be kept in the leased space, whether temporarily or permanently.

20. FIRE AND SAFETY INSTRUCTIONS

The Lessee shall do everything in its power to prevent fire or if a fire has occurred, to limit it and to allow the fire-fighting facilities to function.

In the event of a fire, bomb reports, etc., the Lessee shall immediately warn Lessor and its fellow Lessees on the same floor.

No use may be made of the lift in the event of fire.

The doors must remain closed as much as possible to prevent fire from spreading.

The Lessee shall follow the instructions of Lessor in the event of an emergency.

For further safety instructions, refer to the WTC Rotterdam Emergency Plan and summary instructions, which are available on request from our Service Desk.

21. CHANGES IN OR TO THE LEASED SPACE

With the exception of structural modifications or changes to the electrical system, the Lessee is entitled, after prior written approval of Lessor, to make changes to the leased space during the term of the lease. Lessor will not withhold its permission on unreasonable grounds. Lessor is entitled to attach conditions to its approval with regard to delivery at the end of the lease. Lessor shall not owe any compensation to the Lessee at the end of the lease.

Work that can cause noise pollution, such as drilling, carpentry work, etc. may only be carried out before 08.00 hours and after 18.00 hours, or in consultation during office hours.

A sprinkler system is available at various locations on the Coolsingel side of World Trade Center Rotterdam. If this system is present within the leased space or the adjacent public space, the Lessee shall take the following into account.

Changes to the sprinkler system or the immediate surroundings may not be carried out without the intervention of the maintenance team of World Trade Center Rotterdam.

The Lessee shall at all times provide access to the leased space for maintenance and inspection purposes.

22. KEYS

At the start of the lease, Lessor will provide the Lessee with three keys, fitting each entrance door of the leased space.

Extra keys may only be made through the mediation of Lessor.

Lessor shall retain one key of the access doors concerned so that Lessor can gain access to the leased space in the event of emergency.

23. NAME SIGN

On the floor where the Lessee's office space is located, Lessor shall, for its own account, place a uniform name sign of a neutral character showing, in consultation with the Lessee, the company name of the Lessee.

Changes to the Lessee's name sign at the Lessee's request shall be entirely at the Lessee's expense. The Lessee is not permitted to place other name signs and/or inscriptions outside the leased space, unless Lessor has given permission, which will not be refused or delayed on unreasonable grounds.

24. FLOOR COVERING OFFICE SPACES

The office spaces are delivered with a levelled floor, prepared for floor covering (preferably carpet (tiles)).

If the Lessee opts for so-called "hard" floor covering, such as laminate, PVC, etc., the sound-damping specifications ("hard" floor covering plus subfloor) must at least meet the specifications of carpet (tiles), in order to prevent noise nuisance to other surrounding Lessees.

The Lessee shall first request these conditions from Lessor and have received approval from Lessor.

If the floor covering is not laid accordance with these conditions, Lessor is entitled to demand that the Lessee removes the "hard" floor covering at its own expense or takes measures to ensure that the conditions are met.

25. CURTAINS/ SUNBLINDS

Without prior written permission from Lessor, it is not permitted to place curtains and/or sun blinds in front of the windows in the leased space.

26. LIGHTING

Replacement of the lighting in the leased space will be carried out exclusively by Lessor. The costs of this will be charged to the Lessee.

Malfunctions can be reported to the Service Desk.

27. (MAIL) DELIVERY

The Lessee shall use a mailbox provided by PostNL, which is located in the entrance hall of World Trade Center Rotterdam. Every day from 08.30 hours the Lessee can dispose of its mail there. Only mail addressed to the PO Box will be delivered to the mailbox in question. Lessees cannot receive mail at the office address Beursplein 37 of World Trade Center Rotterdam. An exception is made for those agencies that only send mail to street addresses. The Lessee can conclude a postal service package with WTC Rotterdam Business Services for this purpose. Only when this package is agreed will the mail addressed to Beursplein 37 be deposited in the Lessee's mailbox.

The Lessee shall follow the instructions of PostNL for use of the mailbox.

The mailboxes in World Trade Center Rotterdam are building related.

Therefore, when terminating the lease to the office space, the Lessee shall immediately give PostNL written notice of termination. The information for this purpose will then be provided by Lessor to the Lessee.

28. SMOKING

A general smoking ban applies in World Trade Center Rotterdam.

This includes the use of e-cigarettes. This means that smoking is prohibited in the public areas, the offices, the shops, the business spaces, the storage rooms, the catering and conference rooms and the car parks, etc..

The smoking ban also applies to all entrances to World Trade Center Rotterdam.

Exceptions to the above smoking ban are the places designated by Lessor.

Lessor and its Lessees bear joint responsibility for enforcing the smoking policy. With this in mind, each Lessee is obliged to acquaint both its employees and visitors with the smoking policy.

29. VARIOUS

The Lessee shall act in accordance with the aforementioned rules and also make these rules known to its personnel. Lessor considers the above in the interest of the entire complex and therefore also with regard to the Lessee's share therein.

30. INFORMATION

For further information, please contact:

Service Desk World Trade Center Rotterdam

Tel +31 (10) 405 44 64

Email: servicedesk@wtcroterdam.com

31. ADDITIONS

These rules may be amended or supplemented if internal circumstances give cause to do so.

Lessees may at any time request a recent copy of these House Rules from the Service Desk.