

## PiO PARK Terms of Use

This terms of use is made in Japanese and translated into English. The Japanese text is the original and the English text is for reference purposes. If there is any conflict or inconsistency between these two texts, the Japanese text shall prevail. PiO PARK is a facility at Haneda Innovation City Zone K201-206, 1-1-1 Haneda Airport, Ota-ku, Tokyo. The facility offers three uses: events, coworking, and showcasing.

### Services

Article 1 The services provided by the Ota City industrial Promotion Organization (hereinafter referred to as Organization) at this facility are as follows

(1) “Individual Monthly Plan,” “3-Person Monthly Plan,” “5-Person Monthly Plan”

The facility can be used as a co-working space for one month from the date of registration of the plan.

(2) “One-day plan” and “Drop-in plan”

The facility may be used as a co-working space only for a specified time per day.

(3) “Events”

The event space at this facility can be used as a venue for events whose primary purpose is the creation and development of business.

(4) “Corporate Registration”

The users can register the corporation using the address of the facility. The use of this facility is limited to those who use the services described in (1) of this Article. Mailboxes are available for corporate registration.

(5) “Private Booth Monthly/Hourly Use”

There are two types of use: monthly use, in which private booths can be occupied on a monthly basis, and hourly use, in which private booths can be occupied on an hourly basis. Monthly use is limited to those who use the services described in (1) of this Article. Users can select from a 1-month, 3-month or 1-year contract for the monthly use of a private booth. Hourly Use is limited to those who use the services described in (1) or (2) of this Article. In addition, when private events are being held, the monthly users may be asked to move to a separate space provided by the Organization.

(6) “Special Meeting Space”

Special meeting space (K206) can be occupied on an hourly basis.

(7) “Locker Service”

Lockers located in the facility are available for use on a monthly basis. The use of this facility is limited to those who use the services described in (1) of this Article. Luggage can only be

deposited and retrieved during business hours.

#### Application for use

Article 2 Prospective users shall apply for each of the services described in Article 1 in accordance with the procedures designated by the Organization upon acceptance of these Terms of Use.

2 For corporate registration and the monthly use of private booths, the Organization will confirm applications and conduct interviews before deciding whether to accept or not the application for use of these services.

3 For event use, the users shall apply to the Organization in accordance with the web application form posted on the facility's website from the first day of the month that includes the anniversary date one year prior to the date of use until the same day one month prior to the date of use.

4 For the use of special meeting space, the users shall apply to the Organization in accordance with the web application form posted on the facility's website from first day of the month that includes the anniversary date 6 months prior to the date of use until 3 business days prior to the date of use. After that, applications will be accepted by phone.

5 The Organization will examine the information provided in the web application form and notify the applicant of its acceptance or rejection by e-mail with terms and conditions of use within 10 business days from the day following the date of receipt of the application described in the Paragraph 3 and 4 of this Article.

6 The Organization reserves the right to reject the application due to use meeting or not meeting the purposes of the facility, registration status, or other reasons.

#### Closing days, hours, etc.

Article 3 The facility will be closed from December 29 to January 3 of the following year.

2 As a general rule, this facility is open from 9:00 a.m. to 7:00 p.m. on weekdays and Saturdays. However, if users wish to use the facility for events on Sundays and holidays (limited to 9:00 a.m. to 7:00 p.m.) or outside business hours on weekdays and Saturdays (up to 9:00 p.m.), please contact the Organization in advance.

#### Charges

Article 4 Users are required to pay the following charges (Table 1) for the use of the facility.

When using the facility for events use on Sundays and holidays approved by the Organization, an additional 50% fee will be added to the event use fees shown in the table below. For use outside business hours on weekdays and Saturdays, 25% will be added to the event fee shown the Table 1 for the overtime. However, fractions of less than one hour will be rounded up to the nearest hour.

Table 1

Plan		Fee (tax included)	Number of Companions	Co-Working Options
Co-Working	Individual Monthly Plan	JPY22,000/month	3 (2hours for free)	○
	3-person Monthly Plan	JPY55,000/month	10 (2hours for free)	○
	5-person Monthly Plan	JPY77,000/month	15 (2hours for free)	○
	One-day Plan	JPY3,300/day	—	○ <sup>※1</sup>
	Drop-in Plan	JPY550/hour	—	○ <sup>※1</sup>
Co-Working Options	Corporate Registration	JPY11,000/month		
	Private Booths (for 1-2 persons)	JPY330/hour JPY13,200/month		
	Private Booth (for 3 persons)	JPY550/hour JPY26,400/month		
	Private Booth (for 5 persons)	JPY770/hour JPY44,000/month		
	Private Booth (for 6 persons)	JPY770/hour <sup>※2</sup>		
	Locker Service	JPY1,100/month		
Event	Event Space (Half price for monthly plan users)	JPY55,000/5hours		
	Event Space Extension Fee	JPY11,000 /hour		
	Event Space Premium (Half price for monthly plan users)	JPY99,000/5hours		
	Event Space Premium Extension Fee	JPY19,800 yen/hour		
Special Meeting Space (Half price for monthly plan users)		JPY4,400/15min <sup>※3</sup>		

\*1 Corporate registration, the monthly use of private booths and locker service are not available for one-day plan and drop-in plan users.

\*2 The private booth (for 6 persons) is not eligible for monthly use of private booths.

\*3 Special meeting spaces are not available for less than one hour.

2 Cancellation fees for event use (including postponement) are 50% of the usage charge from 30 days to 8 days prior to the event date, and 100% of the fee from 7 days prior to the event date to the actual day of the event.

3 Cancellation fees for the use of special meeting space are 50% of the usage charge from 7 days to 4 days prior to the event date, and 100% of the fee from 3 days prior to the date of use.

4 Payment for individual monthly plans, 3-person monthly plans, 5-person monthly plans, monthly use of private booths, corporate registration and locker service will be made by credit card via a dedicated smartphone application at the time of plan selection.

Payment for one-day plans, drop-in plans, events, and special meeting space must be made at the reception desk at the time of use by credit card, smartphone payment or e-money as described below. Cash payment is not accepted.

5 Once payment has been made, the usage charge will not be refunded unless otherwise approved by the Organization.

6 In case companions of the users (excluding the one-day plan, drop-in plan and special meeting space) uses the facility, use of the facility shall be permitted for up to 2 hours per day free of charge, limited to the number of companions allowed as specified in Paragraph 1 of this Article.

Please note that the Organization reserve the right to deny use of companions during busy times.

7 Reduction or exemption of the event charge shall be made according to the following

(1) The charge will be exempted if the Organization or Ota City is the host or co-host.

(2) The charge will be reduced by 50% if the Organization or Ota City is the sponsor.

8 The monthly plan fee for event use is applied to the individual monthly, the 3-person monthly plan or 5-person monthly plan for a continuous period of at least 3 months.

9 The monthly plan fee for the use of special meeting space is applied to the individual monthly, the 3-person monthly plan or 5-person monthly plan for a continuous period of at least 2 months.



Six major brands of credit cards, including Visa, Mastercard, and JCB, as well as numerous electronic money brands such as Rakuten Edy and transportation system IC, nanaco, WAON, and Apple Pay, can be used.

Common considerations when using this facility

Article 5 The following activities are prohibited in the facility

- (1) Smoking
- (2) Keeping or bringing in animals (except guide dogs, hearing dogs, service dogs, etc. approved by the Organization)
- (3) Putting up billboards, posters, or other advertising materials without the permission of the Organization
- (4) Actions that the Organization deems to be potentially harmful to the public interest

2 The Organization will not be responsible for any theft or other damage.

The Organization shall not assume responsibility for any leakage of information at this facility.

3 Users shall acknowledge that sound may leak at the facility depending on the event. If an event is being broadcast, the Organization asks for the user's cooperation in not interfering with this

broadcast. Some events may require use of the entire facility, in which case use of the facility will be restricted during the event.

- 4 Only light meals are allowed in the facility. Food with strong odors or other food that may disturb other users is prohibited.
- 5 In principle, the consumption of alcohol in the facility is prohibited. However, alcohol consumption may be permitted for events, etc., upon consultation with the Organization.
- 6 Any garbage from events shall be collected and taken away by the event organizer.
- 7 If Users are deemed to be a nuisance to others, the users may be denied entry.
- 8 Users will be required to pay for any damage or loss of equipment.

Important considerations concerning Monthly Plans

Article 6 Except corporate registration, users may not use the address of the Facility as the registered location of the head office or branch office of himself/herself or his/her business, or otherwise indicate the Facility as the external base of his/her business.

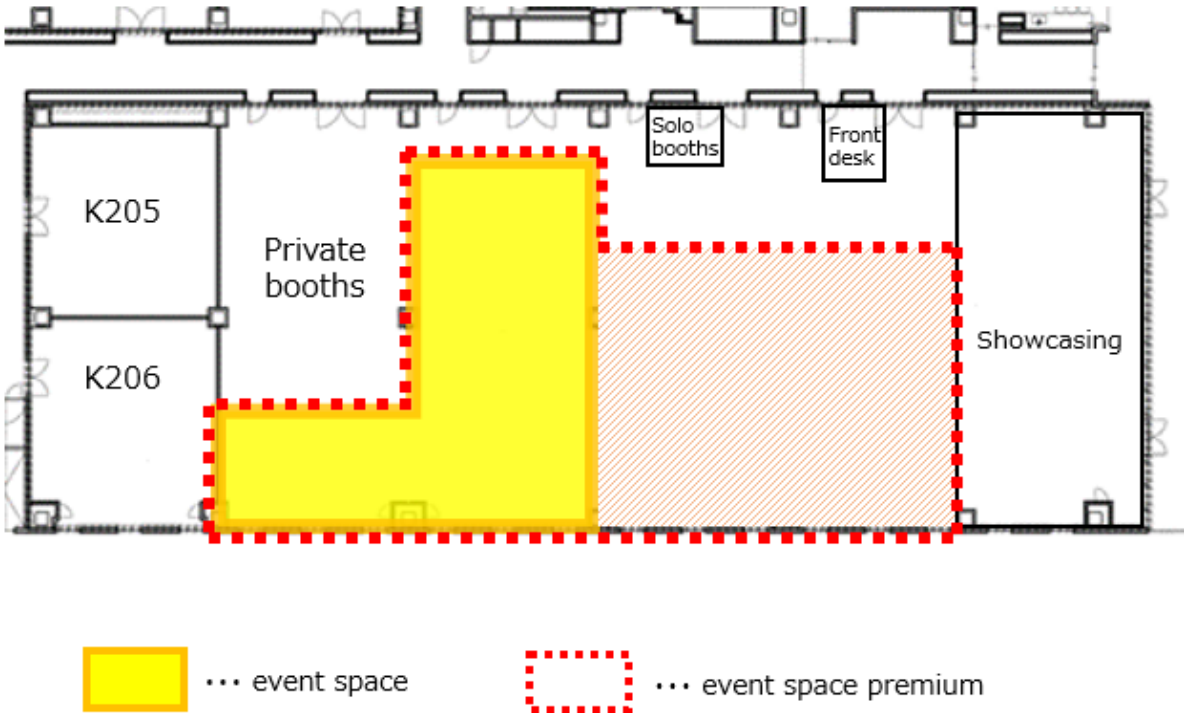
2 Users of corporate registration should list the address of the facility as follows:

Registered at: 1-1-4, Haneda Kuko, Ota-ku, Tokyo 144-0041, Japan

Address: HI City Zone K201, 1-1-4 Haneda Kuko, Ota-ku, Tokyo 144-0041, Japan

Important considerations when holding events

Article 7 The event space is in the section below.



2 Using the facility for events is not permitted in the following cases

- (1) Use for political or religious activities
- (2) Use in club activities such as hobbies and cultural activities
- (3) Use by antisocial groups, etc.
- (4) Use in a manner that is deemed likely to cause inconvenience or hindrance to other users
- (5) Use for other purposes of activities that the Organization determines do not meet the conditions of use

3 Facility usage time includes preparation, clean-up, and check-in time.

4 After the end of use, the spaces shall be restored to its original condition.

5 The Organization will not be liable for any damage or trouble arising from the use of the event. If the Organization discovers any conduct that violates these Terms of Use, it may, at its discretion, refuse the use of the facility at that time or at any time thereafter.

#### Prohibition of transfer of rights, etc.

Article 8 Users are prohibited from transferring, lending, or otherwise disposing of the user's rights under these Terms of Use to a third party.

#### Late payment penalty

Article 9 If users delay the performance of its financial obligation under these Terms of Use and fails to make payment in response to a demand by the Organization, and the delay exceeds 30 days, the users shall pay a late payment penalty calculated at a rate of 10.95% per annum of the said obligation for the period of delay.

#### Compensation for damages

Article 10 In the event that users intentionally or negligently inflicts damages on the Organization or other users, the users shall compensate all the resultant damages.

#### Plan changes

Article 11 If a service period is duplicated due to a plan change, the usage fee corresponding to the relevant period will not be refunded.

#### Measures to be taken at termination of use

Article 12 Monthly payment will be automatically renewed at the expiration date and will be settled by the registered credit card. If users wish to terminate the service due to expiration of

the effective term, the users must notify the reception desk at least 14 days prior to the expiration date.