

PLUG & PLAY
RULES & REGULATIONS

March 1, 2009

1. BUILDING ACCESS – The building is open to the public from 8:00 AM to 5:00 PM Monday through Friday (“Business Hours”). For entry at any time other than Business Hours, you can use your secured access card or you may gain access by signing in with security on the 1st floor lobby.

2. OPERATIONS OFFICE – For your convenience, our Operations Office is open during Business Hours. Please call the Operations Office with any questions you may have. Anyone who answers the telephone in the Operations Office can help you: you do not need to wait for a particular person. The number is 408-524-1400.

3. SECURITY – All Tenants and their employees must wear a permanent picture badge at all times while on the Property. All visitors must sign in with PLUG & PLAY’s front desk and visibly display their visitor’s badge at all times during their visit. Visitors have restricted access to the Property and must be accompanied by an authorized tenant or employee at all times. **PLEASE DO NOT LEAVE ANY OF THE BUILDING’S DOORS OPEN FOR YOUR VISITORS. PLEASE DO NOT OPEN THE DOORS FOR YOUR VISITORS OR PERSONS WITHOUT PROPER PICTURE BADGE. THIS WILL ALLOW US TO MAINTAIN A SECURE BUILDING.**

4. KEYS AND ACCESS CARD – Your keys and access cards are limited to the number of purchased workstations in your lease agreement with Plug & Play. Based on the number of leased workstations, all authorized employees will be issued an access card upon execution of your lease agreement. There is a maximum of two (2) people per workstation. You must return all keys and access cards upon move-out. If you do not return all keys and/or access cards within one week of move-out, you will be charged a \$25.00 fee per lock for each entrance/doors where the keys have not been returned. **If Plug & Play is frequently asked to open doors, you will be charged a facilities fee.**

5. PARKING - Parking for all Tenants is available in the back and side lots of the building. The front parking lot is reserved for visitors and cars with handicap tags issued by the DMV only. Overnight parking is not allowed except for emergency reasons. You must notify in writing the Management Office if you park overnight.

6. TELEPHONE ACCESS - Telephone and long distance services are provided by Plug & Play Tech Center. Tenants are not allowed to order any direct phone line to offices leased within the building. Plug & Play will charge a connection and disconnection fee for each telephone service requested by tenant according to the price list in effect at the time of the request. The telephone set and line is provided by Plug & Play, and the usage (domestic & international), will be charged to the tenant separately from the monthly phone charge at the rates in effect at the time of the usage. Phone charges will not be prorated.

7. INTERNET ACCESS – Internet access is provided by Plug & Play Data Center through its contracted carriers only. Tenants are not allowed to order internet service(s) from any other provider. Tenant can connect a maximum of one (1) laptop or desktop computer per simple internet connection on each workstation provided alone or with a voice phone. No routers, switches, hubs, or similar devices are allowed with simple internet access. Plug & Play will charge a connection and disconnection fee for each internet service requested by tenant according to the price list in effect at the time of the request. Plug & Play has the right to audit all connections and disconnect those that do not comply with this rule and a \$50.00 re-connection fee will apply. Internet charges will not be prorated.

8. CONFERENCE ROOM RENTAL – You have sixteen (16) hours of Conference Room time allotted to you on a monthly basis. Additional hours are available to you at \$25.00 per hour. Unused Conference Room hours expire at the end of the month and will not roll over to the next month. Upon completion of use of the Conference Room, all doors must be locked and door key must be returned to the front desk. A \$25.00 fee will be charged for any lost or unreturned key. Conference Rooms must be left in good condition or a \$25.00 cleaning fee may apply. The Conference Room can only be offered on a “subject to availability” basis. Please call the front desk to schedule the use of the Conference Room as soon as possible to reserve your time and day.

Cancellation Policy: We require a 24-hour notice for cancellation. If not cancelled with proper notice, the reserved time will be deducted from your monthly allowance. Auditorium, Cafeteria, Game Room and Events Hall are available for leasing through Plug & Play’s Events Division.

9. TENANT JANITORIAL SERVICES – Plug & Play janitorial services are available 5 days a week (Monday through Friday) for all Tenant spaces.

10. FACILITY SERVICES – Please call front desk for any and all facility services you may need, including hanging any bulletin boards or pictures that you may bring in yourself. The labor fee for facility services is \$50.00 per hour, with a minimum charge of half hour per service.

TENANT _____

PLUG & PLAY _____

11. XEROX – Located on the 1st floor, and the charge is \$0.10 per copy. If you need to use the Xerox machine, we will gladly provide you with your company code.

12. FAX & SCANNER – Located on the 1st floor through the Front Desk, and the charge is \$1.00 per page for incoming/outgoing faxes or scanned documents.

13. COURIER/ COMPANY SERVICES - We have a drop box located on the 1st (first) floor at the back entrance of the building. Please call front desk for any assistance with picking up your delivered packages. Federal Express picks up Monday through Friday at 4:45p.m. Each Tenant is responsible for having their own courier account. Shipping and delivery is at Tenants' own risk. Plug & Play has assigned a mailroom on the 1st (first) floor for delivery of Tenants' packages. Upon receiving a package, Plug & Play will notify Tenant via email, and Tenant has 24 hours to pick up the package or there will be storage fee of at least \$5.00 per day without any responsibility by Plug & Play for loss or damage.

14. MAIL – Incoming Mail is sorted and available to each Tenant for daily pickup by 4:30 PM. Outgoing mail can be dropped into mailbox located in the 1st (first) floor reception area.

15. COMMON AREA FURNITURE – No common area furniture is to be relocated without the permission of Plug & Play.

16. PETS – Pets will not be permitted on the Property without the prior written consent of the management. A General Release waiver must be signed by the pet owner assuming all responsibility for the actions of your pet. Please also see the list of restricted dog breeds. A fee may be charged against your deposit upon your departure if there are any damages to the Premises caused by your pet.

17. STORAGE – Please see your relationship manager for quotes.

18. IT SERVICES – Please see your relationship manager for quotes.

19. ADDITIONAL SERVICES – Please see enclosed price list for any additional services.

THE RULES AND REGULATIONS ARE SUBJECT TO REVIEW BY PLUG & PLAY FROM TIME TO TIME, AND PLUG & PLAY, AT ITS SOLE DISCRETION, MAY CHANGE ANY AND ALL OF ITS RULES AND REGULATIONS AT ANY TIME. THE LATEST COPY UPON ANY CHANGE TO THE ABOVE RULES & REGULATIONS WILL BE POSTED FOR ALL TENANTS. THE LATEST REVISED RULES AND REGULATION WILL SUPERSEDE ANY AND ALL SUCH PRIOR RULES AND REGULATIONS.