

MEMBERSHIP AGREEMENT

This Membership Agreement ("Agreement") between mHUB, an Illinois not-for-profit corporation ("mHUB"), and the party accepting the terms and conditions of this Agreement ("Licensee") sets forth the terms and conditions upon which mHUB grants to one representative of Licensee, designated by the Licensee through written notice to mHUB, a non-transferrable, non-exclusive license to use the shared co-working space (the "Shared Co-Working Space") in the building located at 965 West Chicago, Chicago, IL 60642 (the "Center"), as well as to use certain amenities provided by mHUB in connection with Licensee's membership. Licensee shall select a membership package in the account summary attached to this agreement as Exhibit B (the "Account Summary"), which specifies the hours during which Licensee may use the Shared Co-Working Space and sets forth the amenities that are included in Licensee's membership (the "Member Amenities") and the additional amenities that Licensee may purchase with mHUB credits (the "Paid Amenities") (together, the "Amenities").

- A. Permitted Use. Licensee's representative shall sign the Liability Waiver in the form attached hereto as Exhibit A prior to using the Shared Co-Working Space and the Amenities. Licensee may use the Shared Co-Working Space and the Amenities only for general office use and light manufacturing and machining activities by Licensee's representative (the "Purpose"). Use of the Shared Co-Working Space and the Amenities for any reason other than the Purpose requires the prior written consent of mHUB, which will be granted in the sole discretion of mHUB. Licensee shall not use the Shared Co-Working Space and the Amenities in any manner that would, in mHUB's sole opinion, damage or impair mHUB's property or reputation, including without limitation committing waste, committing nuisance or making use of the Shared Co-Working Space or the Amenities in a way that is offensive in mHUB's sole opinion. In using the Shared Co-Working Space and the Amenities, Licensee shall comply with all laws, ordinances, orders and regulations affecting Licensee's business, and Licensee agrees that it shall not conduct any trade or occupation that is unlawful, improper or offensive, or contrary to any law or any municipal by-law or ordinance in force in the City of Chicago. Licensee shall be responsible for any harm or damage it or its representatives cause to mHUB's property.

- B. The Center and the Shared Co-Working Space.
 1. Restricted Activities. Licensee agrees that neither it nor its representatives shall encroach upon or obstruct any neighboring licensee's use of the Shared Co-Working Space, any common areas of the Center, passageways or use any other areas for any other purpose, unless otherwise provided for herein, without the prior written consent of mHUB. Use of any equipment in the Center other than computers, projectors, and phones is prohibited unless the person using such equipment has explicit written permission from mHUB to use such equipment and has been properly trained to use such equipment. Neither Licensee nor its representatives shall make any alterations or additions to, nor permit the making of holes in, the Center's walls, partitions, ceilings or floors, nor permit the painting or placing of exterior signs, placards, promotions or other advertising media, banners, pennants, awnings, aerials, antennas, or the like in or about the Center under any circumstances without the prior written consent of mHUB.

 2. Guests. Licensee may have additional people occupy the Center provided that each such person is accompanied at all times by Licensee's representative, adheres to all guidelines and restrictions under this Agreement, and has signed a Liability Waiver in the form attached hereto as Exhibit A (each such person, a "Guest"). mHUB, in its sole discretion, may refuse admittance to any Guest or remove any Guest from the Center. Licensee may only have three Guests at a time in the Center without the prior written consent of mHUB. Guests are not

permitted in any prototyping shop and are not permitted to use any equipment or software provided by mHUB.

3. Storage of Personal Property. To the extent available, Licensee may use the paid storage facilities described in the Account Summary ("Paid Storage Facilities") to store personal property. Licensee has no expectation of privacy in the contents of the Paid Storage Facilities and mHUB has the right to access the Paid Storage Facilities at any time and dispose of its contents in the event Licensee fails to pay for its use, mHUB believes the contents have been abandoned, in its sole, but reasonable discretion, or in the event that offensive odors or sounds emanate from the Paid Storage Facilities. In no event shall mHUB be responsible for any personal property stored in the Paid Storage Facilities. Apart from its use of the Paid Storage Facilities, neither Licensee nor its representatives may store any personal property at any time in the Shared Co-Working Space, and any such property shall be considered abandoned by Licensee and its representatives and may be disposed of by mHUB in any manner it deems fit.
 4. Relocation and Reconfiguration. The Shared Co-Working Space may be relocated or reconfigured within the Center at any time by mHUB, with no liability to mHUB as a result.
 5. Condition of Premises. Licensee accepts the Center "as is" with no representation or warranty by mHUB regarding the condition of the Center or its suitability for the Purpose, Licensee's business, or any activities engaged in by Licensee, Licensee's representative or Licensee's Guests in the Center. mHUB has no obligation to repair any part of the Center. Licensee acknowledges that mHUB is not responsible for financial or other losses as a consequence of the use of the Center by Licensee, Licensee's representative or Licensee's Guests, regardless of the reason or cause.
 6. Disclaimer. Nothing contained in this License shall be considered as in any way constituting a partnership between mHUB and Licensee. Licensee agrees that it does not and shall not claim at any time any leasehold interest, nor a license coupled with an interest, nor any other interest or estate of any kind or extent whatsoever in any part of mHUB, the Center, or the Shared Co-Working Space. mHUB and Licensee agree that this Agreement is not a lease and that Licensee shall have none of the rights afforded a tenant under state law or local ordinance.
- C. Amenities. Licensee's representative shall be entitled to use the Amenities specified in the Account Summary, all subject to availability of such amenities. Use of Paid Amenities in excess of Licensee's available mHUB credits is subject to overage fees. For the avoidance of doubt, references to "Amenities" in these terms apply solely to access to and use of the equipment and services that are directly provided by mHUB, and do not include, and mHUB is not involved in or liable for, the provision of amenities by third parties which Licensee may elect to purchase in connection with its membership. All such third party amenities are provided solely by the applicable third party pursuant to an agreement between Licensee and the third party. Licensee agrees that mHUB's making available access to or discounts for certain third party amenities does not constitute provision of such third party amenities by it, and Licensee shall look solely to the applicable third party for provision of the applicable third party services and for compensation for any claims, damages, liabilities or losses it may incur in connection therewith. The availability and scope of the Amenities, as well as the availability and scope of benefits that mHUB offers in relation to third party amenities, is subject to change from time to time in mHUB's discretion.
- D. Utilities and Internet. mHUB shall provide electricity, gas and water (the "Utilities"), as well as wireless Internet service (the "Wireless Internet") in accordance with the average level of use by

other licensees, as determined by mHUB ("Normal Use"). If mHUB believes Licensee's use of the Utilities or Wireless Internet is beyond Normal Use, mHUB will provide Licensee with written notice and Licensee will immediately cease using the Utilities or Wireless Internet in excess of Normal Use. In no event shall Licensee use Wireless Internet for any unlawful or illegal purpose, any instance that could be defined as "spamming" or for viewing pornography. Licensee agrees not to send unsolicited commercial email (spam) using the Center's network, and to cooperate fully when requested by mHUB to remove viruses, worms, Trojans, bots and other malware from its computer systems. To minimize interference with the common wireless data and voice network(s) mHUB provides for the use of all permitted licensees and guests of the Center, Licensee shall not set up an independent wireless network at the Center without prior written consent from mHUB.

E. Expectations. While this Agreement is in effect, Licensee shall operate its business in a first class and reputable manner, as determined in mHUB's sole discretion. Licensee shall adhere, and shall ensure Licensee's representative and Guests adhere, to all expectations and guest policies related to use of the Shared Co-Working Space and the Amenities that are communicated in writing by mHUB to Licensees, from time to time, as periodically amended (collectively, the "Expectations"). In the event Licensee has not received the current Expectations prior to execution of this License, mHUB shall provide a copy of the same upon request by Licensee.

F. Term.

1. General. The term of this Agreement shall begin on the date this Agreement is executed by mHUB and Licensee ("Effective Date") and end on the last day of the month following the Effective Date ("Initial Term"), unless terminated earlier pursuant to the terms of this Agreement.

2. Renewal, Changes and Termination. The Agreement shall automatically renew for additional successive one month terms (each an "Extension Term" and, together with the Initial Term, the "Term") until (i) Licensee provides mHUB notice by submitting the cancellation/downgrade form through the member portal for termination or service changes of this Agreement at least one month prior to the end of the then current Term for individual subscriptions, forty-five (45) days prior to the end of the then current term for office subscriptions (or as noted in the office membership table, whichever is more) or (ii) mHUB provides Licensee written notice of termination of this Agreement for any reason. In addition, mHUB may terminate this Agreement pursuant to the terms set forth in Section N. All terminated subscriptions must complete an exit survey upon notice.

3. Reinstatement fee – Members with unpaid membership fees will lose access to the mHUB member portal after a non-payment and have their membership automatically deactivated after three days. This means that keycard access will be turned off and a reinstatement fee of \$250 will be required to reactivate any membership. This includes reactivation after a cancelled membership.

G. Payment. Licensee shall provide payment information on the Effective Date, and Licensee acknowledges and agrees that the payment instrument it provides will be automatically charged all fees in connection with its use of the Shared Co-Working Space and the Amenities specified in the Account Summary (the "Use Fee") during the Initial Term. In the event the Initial Term commences on any day other than the first day of a calendar month or is less than one month because of termination under this Agreement, the portion of the Use Fee accounting for such partial month shall be prorated based upon the actual number of days of the Term during such month. At the end of the Initial Term, the payment instrument provided by Licensee shall be automatically charged any other amounts apart from the Use Fee that it had incurred or are liable for, including the

damages caused to the Center. Recurring fees shall be charged on each applicable anniversary (e.g., monthly, quarterly, etc.) of the first date of the applicable period. Licensee's use of the Shared Co-Working Space and the Amenities may be immediately suspended if mHUB is unable to charge such payment instrument for any reason. A \$25 fee will be applied to a members account for a failed payment. The fees applicable to Licensee's account may be subject to modification from time to time pursuant to notice provided by mHUB at least fifteen (15) days in advance of the payment date for which the modification would be effective. Licensee's continued use of the Shared Co-Working Space and the Amenities following such notice and through the payment date constitutes its agreement to such modified fees. Licensee may at any time cancel its account as set forth in Section F if it does not agree to any modified fees.

- H. Notice. Any notice required by any provision hereof shall be given in writing and either personally delivered or delivered by mail or electronic mail to mHUB or Licensee, as the case may be, at the respective notice address listed herein. Every such notice shall be deemed to have been received when (a) delivered personally, (b) if delivered by mail, on the fourth business day following the day of deposit in the United States mail, by certified or registered mail, first-class postage prepaid, or (c) if delivered by electronic mail, when sent. Either party may designate another address for notice by providing notice to the other of its change of address pursuant to this provision.

mHUB's Notice Address.

Address: mHUB
965 West Chicago
Chicago, IL 60642
Email: team@mHUBchicago.com

Licensee's Notice Address.

To the address provided to mHUB during acceptance of this Agreement.

- I. Non-exclusivity. Licensee acknowledges that no exclusive rights or use have been granted or given to it by mHUB or mHUB's agents or employees. This Agreement does not grant any exclusivity rights to Licensee. mHUB shall have the right to license any space at mHUB to anyone, at any time, in its sole discretion.
- J. Data Collection and Use. Licensee agrees that it shall provide, and that mHUB may process, disclose or transfer, certain data requested by mHUB, including but not limited to operating statistics such as revenue, patents applied for and received, number of new hires, number of products sold, number of new products developed and dollars raised, as well as personal information such as the names, e-mail addresses and job titles of the Licensee's personnel.
- K. Liens. Licensee agrees not to cause or allow any mechanic's lien to be filed against the Center by reason of any work, labor or services performed by or furnished to Licensee, or to anyone claiming rights through or under Licensee. Nothing in this Agreement shall be construed as a consent on the part of mHUB or subject mHUB's interest in the Center to any lien.
- L. Limitations of Liability.
1. Limitation of Liability. mHUB shall not be responsible or liable for, and Licensee hereby expressly waives, any and all claims against mHUB and mHUB Indemnitees for injury to

persons or damage to Licensee's property, regardless of the cause and in the event of casualty or condemnation. Licensee's property located anywhere in the Center shall be there at Licensee's sole risk. mHUB and mHUB Indemnitees shall not be liable for, and Licensee waives, all claims for loss or damage to Licensee's business or damage to persons or property sustained by Licensee or by any person claiming by, through, or under Licensee resulting from any accident or occurrence anywhere in, on or about the Center, including, without limitation, claims for loss, theft, bodily injury or damage resulting from: (i) equipment or appurtenances becoming out of repair; (ii) use of equipment; (iii) injury done or occasioned by wind or weather; (iv) any defect in or failure to operate, for whatever reason, any sprinkler, heating or air-conditioning equipment, electric wiring or the installation thereof, gas, water or steam pipes, stairs, porches, railings or walks; (v) broken glass; (vi) the backing up of any sewer pipe or downspout; (vii) the bursting, leaking or running of any tank, tub, washstand, water closet, waste pipe, drain or other pipe; (viii) the escape of steam or water; (ix) water, snow or ice being upon or coming through the roof, skylight, trap door, stairs, doorways, windows, walks or any other place upon or near the Center; (x) the falling of any fixture, plaster, tile, stucco or other material; (xi) any act, omission or negligence of other licensees or any other persons or occupants of the Center or of adjoining or contiguous buildings, or owners of adjacent or contiguous property or the public, or the construction of any private, public or quasi-public work; or (xii) any other cause of any nature. mHUB shall not be liable to Licensee for damages or otherwise for any delay or cessation in the commencement or continuance of Licensee's business operations. mHUB's only obligation under this Agreement is to perform the obligations prescribed to it pursuant to this Agreement. **mHUB will not be liable to Licensee for any indirect, special, incidental, exemplary, punitive or consequential damages and any loss of profits, revenue or data, even if advised of the possibility of such damages and regardless of the form of action, whether in contract, tort (including negligence), strict liability or otherwise.** To the extent permitted by law, mHUB's total liability for any loss whether in contract, tort (including negligence), breach of statutory duty or otherwise, including for any breach of implied warranties or conditions, is limited to the amount paid by Licensee to use the services to which the loss relates.

2. Disclaimer of warranties and implied terms. mHUB is not, and shall not be, responsible for any disclosures that Licensee makes of any of Licensee's confidential information (including with respect to product ideas, proprietary information, or other intellectual property) to any person while in, or connection with, the Shared Co-Working Space, including to mHUB, any of mHUB's representatives, or to any mentor engaged by Licensee under this Agreement or otherwise. Licensee should consult with independent legal counsel prior to disclosing any such confidential information. **To the extent permitted by law, mHUB disclaims all warranties and terms, express or implied, with respect to its services, including warranties, terms or representations as to the availability, operation, performance and/or use of its services, or any other materials on or accessed via its services, including any warranties or terms of merchantability, fitness for a particular purpose, title, non-infringement and any implied warranties, terms or indemnification arising from course of dealing or course of performance.**
3. **ACKNOWLEDGMENT. LICENSEE AND ITS REPRESENTATIVES ACKNOWLEDGE AND AGREE THAT THE CENTER INCLUDES DANGEROUS EQUIPMENT AND THAT THE USE OF SUCH EQUIPMENT INCLUDES POSSIBLE RISKS, DANGERS AND HAZARDS, INCLUDING THE POSSIBLE RISK OF SEVERE OR FATAL INJURY. THESE RISKS INCLUDE, BUT ARE NOT LIMITED TO (I) MUSCULAR INJURIES AND SOFT TISSUE INJURIES, BROKEN BONES, BRUISES, SCRAPES, CUTS, SPRAINS, DISLOCATION, HEAD, FACIAL EYE**

AND/OR DENTAL INJURIES, (II) INJURIES RESULTING FROM MALFUNCTIONING OF EQUIPMENT OR MISUSE OF EQUIPMENT WHETHER OWNED, DESIGNED OR OPERATED BY LICENSEE, ITS REPRESENTATIVES OR THE STAFF OF THE CENTER; (III) DEATH, INJURIES OR ILLNESS RESULTING FROM FAILURE TO BE PROPERLY TRAINED ON THE USE OF EQUIPMENT PRIOR TO USE; AND (IV) OTHER RISKS ASSOCIATED WITH BEING PRESENT AT THE CENTER ALONG WITH OTHER LICENSEES.

- M. Indemnification. Licensee hereby agrees to indemnify, defend and hold: (i) mHUB, (ii) mHUB's directors, employees, agents, service providers, contractors, lessees, parents, subsidiaries and affiliates, and (iii) the successors or assigns of any of the above mentioned parties (collectively, "mHUB Indemnitees") harmless from and against any and all claims, actions, liens, demands, expenses and judgments for loss, damage or injury to property or persons in any way connected with the conduct or management of Licensee's business, or otherwise arising from Licensee's or its representatives' use of or presence in the Center, this Agreement, or Licensee's or its representatives' activities hereunder, including all costs, expenses and attorney's fees.
- N. Default. If Licensee (i) fails to perform any of the terms, conditions, or covenants of this License, including, without limitation, failure to pay the Use Fee in a timely manner, or (ii) becomes bankrupt or insolvent or files any debtor proceedings, or takes or has taken in any state a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Licensee's property, or makes an assignment for the benefit of creditors, or petitions for or enters into an arrangement (each of the aforementioned a "Default"), mHUB, shall have the right to immediately terminate this Agreement without serving notice to Licensee, remove Licensee and any persons claiming rights under Licensee and their property from the Center, lock and bar Licensee and all persons claiming rights under Licensee from doing business in mHUB, and pursue all other remedies available to mHUB at law and in equity, including but not limited to the recovery of all amounts and other sums payable to mHUB under this Agreement.
- O. Reimbursement of Fees. Licensee shall reimburse mHUB for all reasonable expenses and attorneys' fees and disbursements that mHUB incurs in connection with a breach or Default by Licensee under this Agreement or enforcement of any provision or covenant of this Agreement against Licensee, regardless whether suit is commenced or judgment is entered.
- P. Assignment. Licensee shall not sell, assign, mortgage, pledge, sublicense, grant concessions or transfer this Agreement or any interest therein, without mHUB's prior written consent, which may be withheld at mHUB's sole and absolute discretion; any such assignment, without prior written consent, is null and void. mHUB may freely assign this Agreement and its interest therein.
- Q. Subordination. Licensee's rights under this Agreement shall be subject and subordinate at all times to: (i) all ground leases or underlying leases that may now exist or hereafter be executed affecting either or both of the Shared Co-Working Space and the Center; and (ii) any mortgage or deed of trust that may now exist or hereafter be placed upon all or any portion of the Center or any ground leases or underlying leases for the benefit of mHUB. Termination of mHUB's sublease with the Landlord or any successor in interest, will terminate this Agreement and all of mHUB's obligations to the Licensee.
- R. Entire Agreement. mHUB and Licensee acknowledge that there are no agreements or understandings, written or oral, between mHUB and Licensee with respect to this Agreement,

except as set forth herein and that this Agreement contains the entire agreement between mHUB and Licensee with respect to the Shared Co-Working Space and the Center.

- S. Choice of Law and Venue. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without application of its conflict of laws principles. Any claim (excluding claims for injunctive or other equitable relief) where the total amount of the award sought by either party is less than \$10,000 shall be resolved via binding non-appearance-based arbitration initiated through the American Arbitration Association ("AAA"). The AAA Rules are available online at www.adr.org or by calling the AAA at 1-800-778-7879. In any such arbitration, the parties and AAA must comply with the following rules: (a) the arbitration shall be conducted by telephone, online and/or be solely based on written submissions, where the specific manner shall be chosen by the party initiating the arbitration; (b) the arbitration shall not involve any personal appearance by the parties or witnesses unless otherwise mutually agreed by the parties; (c) the arbitrator may award injunctive or declaratory relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim; and (d) any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction. Any claim which is not subject to arbitration pursuant to the foregoing paragraph shall be adjudicated exclusively in the courts located in Cook County, Illinois, and each of the parties hereby irrevocably consents to the jurisdiction of such courts (and of the appropriate appellate courts therefrom) in any such proceeding and irrevocably waives, to the fullest extent permitted by law, any objection that it may now or hereafter have to the laying of the venue of any such proceeding in any such court or that any such proceeding brought in any such court has been brought in an inconvenient forum. Nothing in this agreement shall prevent either party from seeking remedies in small claims courts of competent jurisdiction, or from seeking injunctive relief in any court of competent jurisdiction. **Any proceedings to resolve or litigate any dispute subject to arbitration will be conducted solely on an individual basis. Neither Licensee nor mHUB will seek to have any such dispute heard as a class action or in any other proceeding in which either party acts or proposes to act in a representative capacity. No proceeding will be combined with another without the prior written consent of all parties to all affected proceedings.**
- T. Operating Permits; Insurance. If there are any licenses, authorizations, insurance or permits required by any governmental agency or authority for the conduct of Licensee's business at the Center, Licensee shall be responsible for obtaining them at Licensee's expense. Licensee shall not conduct any unlawful activities in or upon any part of the Center or any part thereof. Unless expressly permitted by mHUB, the consumption or sale of alcoholic beverages in, at or from the Center shall not be permitted. Licensee shall at all times maintain adequate insurance sufficient to cover Licensee's business operations and any injuries that Licensee's representative or Guests may sustain while using the Center, regardless of cause, and Licensee agrees to provide proof of such insurance to mHUB upon request.
- U. Non-solicitation. Licensee hereby acknowledges and agrees that it shall not employ or solicit for employment any employee, agent, or volunteer of any other licensee at the Center during the Term and for a period of 12 months following termination of this Agreement. mHUB shall have no obligation to enforce this provision and in no way shall be liable to Licensee for any breach of this provision by any other permitted licensee or guest of the Center.
- V. Intellectual Property. Licensee shall not use the word "mHUB" in any name, logo or other means of identifying Licensee or its business without the consent of mHUB, provided that Licensee may use the Center or the address of the Center for mailing address purposes. mHUB may use

Licensee's name or mark on its website and other print and electronic publications for advertising and marketing purposes for the Center.

- W. Severability. If any term, provision, covenant or restriction of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

- X. Amendments. The failure of mHUB to insist upon strict performance by Licensee of any of the conditions, provisions, rules and regulations, expectations and agreements in this License, or to exercise any option, shall not be deemed a waiver of any of mHUB's rights or remedies, and shall not be deemed a waiver of any part of this Agreement. No part of this License may be modified, changed, or supplemented, nor may any obligations or rights hereunder be waived, except by written instrument signed by both mHUB and Licensee. Notwithstanding the foregoing, mHUB may amend this Agreement at any time so long as Licensee acknowledges (electronically or otherwise) consent to such amendment.

- Y. Counterparts. This Agreement may be executed in any number of counterparts, including by facsimile, each of which shall be deemed to be an original, but all of which together will constitute but one agreement.

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The parties hereto have agreed to and accepted this Agreement on the date hereof upon electronic acceptance of the terms and conditions of this Agreement by Licensee.

EXHIBIT A

WAIVER AND RELEASE OF LIABILITY AGREEMENT

In consideration of being allowed to enter and use (the "Use") the mHUB ("mHUB") space at 965 West Chicago, Chicago, IL 60642 ("Center") and participate in related activities and events ("Activities"), I, the undersigned, acknowledge and agree that:

1. There are risks of my personal injury in connection with participation in the Use and Activities, including but not limited to my potential death, illness or bodily injury. I am voluntarily participating in this Use and Activities with the knowledge of the potential hazards involved and hereby agree to accept any and all risks of injury. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES (AS DEFINED BELOW) OR OTHERS, AND ASSUME FULL RESPONSIBILITY FOR ALL DAMAGE TO MY PROPERTY OR ANY INJURY, ILLNESS OR WRONGFUL DEATH THAT MAY ARISE FROM MY PARTICIPATION IN THE USE AND ACTIVITIES.
2. I agree to comply with all stated and customary terms and conditions for participation in the Use and Activities. If, however, I observe any unusual or significant hazard or risk to myself or others during my participation in the Use and Activities, I will remove myself from participation and bring such hazard or risk to the attention of mHUB immediately.
3. I, FOR MYSELF AND ON BEHALF OF MY HEIRS, EXECUTORS, ADMINISTRATORS, ASSIGNS, NEXT OF KIN, AGENTS, PERSONAL AND LEGAL REPRESENTATIVES, AND ANY OTHER PERSON OR ENTITY CLAIMING BY, THROUGH, OR UNDER ANY OF THE FOREGOING, AGREE TO UNCONDITIONALLY AND IRREVOCABLY RELEASE, WAIVE, DISCHARGE, AND RELINQUISH, AND HOLD HARMLESS MHUB, EACH OF ITS AFFILIATES, AND EACH OF THE PAST, PRESENT AND FUTURE OFFICERS, DIRECTORS, EMPLOYEES, OFFICIALS, PARTNERS, AGENTS, REPRESENTATIVES, ATTORNEYS, DESIGNATED BENEFICIARIES, DONORS, SPONSORS, SPONSORING AGENCIES, PARTNER COMMUNITY ORGANIZATIONS OF EACH OF THE FOREGOING, AND IF APPLICABLE, THE OWNERS AND LESSORS OF EACH OF THE PREMISES USED FOR THE USE AND ACTIVITIES OR ITS ACTIVITIES (COLLECTIVELY, THE "RELEASEES"), FROM ANY AND ALL ACTIONS, CAUSES OF ACTION, CLAIMS, DAMAGES, DEMANDS, LOSSES OR LIABILITIES, OF ANY KIND OR NATURE WHATSOEVER, WHETHER KNOWN OR UNKNOWN, SUSPECTED OR ANTICIPATED, AT LAW OR IN EQUITY, ARISING DIRECTLY OR INDIRECTLY FROM ANY ACT, OMISSION OR EVENT RELATED TO MY PARTICIPATION IN THE USE AND ACTIVITIES, WHEREVER OR HOWEVER THE SAME MAY OCCUR, WHETHER SUSTAINED OR SUFFERED AT ANY PREMISES UNDER THE CONTROL OF THE RELEASEES OR NOT UNDER THE CONTROL OF THE RELEASEES (COLLECTIVELY, THE "CLAIMS"), INCLUDING BUT NOT LIMITED TO ANY CLAIMS FOR BODILY INJURY, ILLNESS, DEATH OR PROPERTY DAMAGE, WHETHER CAUSED (I) BY NEGLIGENCE, GROSS MISCONDUCT OR CARELESSNESS OF ANY RELEASEE TO ANY EXTENT, (II)

DANGEROUS OR DEFECTIVE PROPERTY OR EQUIPMENT OWNED, MAINTAINED OR CONTROLLED BY ANY RELEASEE, OR (III) OTHERWISE.

4. I understand, acknowledge and agree that this is a full and final general release of all Claims that could have been, or could be, asserted in any legal or equitable proceeding against the Releasees.
5. In signing this Waiver and Release of Liability Agreement, I acknowledge and agree that this Waiver and Release of Liability Agreement will be effective as a bar to any and all Claims. In furtherance of the foregoing, I agree (i) not to (and shall cause each of the other releasing parties not to) commence or participate in any claim, action or proceeding with respect to or based upon any Claim released hereunder, (ii) to indemnify and hold harmless the Releasees from any and all Claims by whomever and wherever made, and (iii) to reimburse the Releasees for all reasonable costs and expenses (including reasonable attorneys' fees and expenses) suffered, sustained or incurred in connection with any breach of the agreement set forth in clause (i) preceding.
6. I give permission to be photographed and/or filmed at any activity in connection with the Use and Activities. I hereby consent to the Releasees' unrestricted and royalty-free use, in future promotional material or for other purposes, of any photographs, recordings, interviews, videotapes or similar visual or auditory recording created in connection with my participation in the Use and Activities.
7. Prior to commencement of my participation, I will furnish mHUB with any medical information that may be necessary in treating me in the case of an emergency. In the event of my injury, I authorize mHUB to seek treatment for me and to take other action, including, but not limited to, disclosing such medical information to medical professionals who may need the information to treat me in the case of a medical emergency, and I waive and release my right for any damages in connection therewith or related thereto.
8. I certify that I have health and/or accident insurance that will cover any personal injury that I may sustain while providing volunteer services and/or using mHUB's facilities and equipment, regardless of cause, and I agree to provide proof of such insurance upon request.
9. I acknowledge and agree that this Waiver and Release of Liability Agreement is binding on my heirs, executors, administrators, assigns, next of kin, agents, personal and legal representatives, any any other person or entity claiming by, through, or under any of the foregoing.
10. Each of the Releasees is an express third-party beneficiary of this Waiver and Release of Liability Agreement and will be entitled to enforce the terms of this Waiver and Release of Liability Agreement as if such Releasee were a direct signatory hereto. No term of this Waiver and Release of Liability Agreement may be amended modified or waived without prior written consent of mHUB.
11. I agree that this Waiver and Release of Liability Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Illinois. This Waiver and Release of Liability Agreement will be governed by and construed in accordance with the laws of the State of Illinois, without regard to principles of conflicts of law. I agree that the terms of this Waiver and Release of Liability Agreement are contractual and not mere recitals and that in the event any clause or provision of this agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of

such clause or provision shall not otherwise affect the remaining provisions of this agreement, which shall continue to be enforced.

12. I ACKNOWLEDGE AND AGREE THAT THE CENTER INCLUDES DANGEROUS EQUIPMENT AND THAT THE USE OF SUCH EQUIPMENT INCLUDES POSSIBLE RISKS, DANGERS AND HAZARDS, INCLUDING THE POSSIBLE RISK OF SEVERE OR FATAL INJURY. THESE RISKS INCLUDE, BUT ARE NOT LIMITED TO (I) MUSCULAR INJURIES AND SOFT TISSUE INJURIES, BROKEN BONES, BRUISES, SCRAPES, CUTS, SPRAINS, DISLOCATION, HEAD, FACIAL EYE AND/OR DENTAL INJURIES, (II) INJURIES RESULTING FROM MALFUNCTIONING OF EQUIPMENT OR MISUSE OF EQUIPMENT WHETHER OWNED, DESIGNED OR OPERATED BY LICENSEE, ITS REPRESENTATIVES OR THE STAFF OF THE CENTER; (III) DEATH, INJURIES OR ILLNESS RESULTING FROM FAILURE TO BE PROPERLY TRAINED ON THE USE OF EQUIPMENT PRIOR TO USE; AND (IV) OTHER RISKS ASSOCIATED WITH BEING PRESENT AT THE CENTER ALONG WITH OTHER MEMBERS.

[Signature page below]

I HAVE CAREFULLY READ THIS WAIVER AND RELEASE OF LIABILITY AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. PRIOR TO EXECUTING THIS AGREEMENT, I HAVE HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL. I AM AWARE THAT THIS IS A CONTRACT AMONG ME AND MHUB AND A RELEASE AND WAIVER OF LIABILITY, AND I SIGN IT OF MY OWN FREE WILL WITHOUT PRESSURE, COERCION OR PROMISE OF FAVOR OR GAIN FROM MHUB. BY SIGNING THIS AGREEMENT I ATTEST TO THE FACT THAT I AM AT LEAST EIGHTEEN YEARS OF AGE AND THAT I AM COMPETENT TO SIGN THIS AGREEMENT AND RELEASE OR, IF NOT, THAT MY PARENT OR LEGAL GUARDIAN SHALL SIGN ON MY BEHALF, AND THAT MY PARENT OR LEGAL GUARDIAN IS IN COMPLETE UNDERSTANDING AND AGREEMENT WITH ALL TERMS AND CONDITIONS OF THIS WAIVER AND RELEASE OF LIABILITY AGREEMENT AND AGREES TO BE BOUND BY THE SAME.

Participant's Signature

Participant's Name (Please Print)

Date

FOR PARENT OR LEGAL GUARDIAN

This is to certify that, I, as parent or guardian with legal responsibility for this participant, do consent and agree to his or her waiver and release of the Releasees as provided above, and for myself and my heris, executors, administrators, assigns, next of kin, agents, personal and legal representatives, and any other person or entity claiming by, through, or under any of the foregoing, hereby agree to unconditionally and irrevocably release, waive, discharge and relinquish, and hold harmless the Releasees from any and all Claims, and I further agree to comply with all of the other terms and conditions of the foregoing Waiver and Release of Liability Agreement as if I were said participant.

Participant's Name (Please Print)

Parent or Legal Guardian's Signature

Parent or Legal Guardian's Name (Please Print)

Date

EXHIBIT B - ACCOUNT SUMMARY

Hours of use

Standard Building Hours:	8:00 am to 10:00 pm Monday through Thursday 8:00 am to 8:00 pm Friday 10:00 am to 8:00 pm Saturday and Sunday
Standard Shop Hours:	8:00 am to 9:30 pm Monday through Thursday 8:00 am to 7:30 pm Friday 10:00 am to 7:30 pm Saturday and Sunday
Standard Dock Hours:	9:00 am to 6:00pm Monday through Friday

Additional Access: All other access hours are limited to shared workspace, reserved desk, or office space as applicable.

University Associate Member Access: Access is granted during standard shop hours Monday through Friday. Access will not be given on weekends (Saturday and Sunday).

Holidays: The Center will be closed on the following observed holidays: New Year's Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. The Center closes at 3:00 pm prior to a holiday and opens back up at standard hours the following morning. The Prototyping Center/ Shop will close at 1:00 pm on days prior to a holiday. The days of closure may change depending on the day of the week the holiday falls on. mHUB staff will be given time off on certain holidays, which may impact the availability of staff for members, including Juneteenth.

Prototyping Center/Shop Maintenance days: The Prototyping center/ Shop will be fully closed 1 day each quarter for general maintenance, date of closure will be communicated to members with adequate notice.

Member Benefits

Partner Provide Benefits: mHUB works with many corporate partners to provide discounts and resources to mHUB members. This may include UPS shipping discounts, discounts on tools, HubSpot, Salesforce and more. Please check the Member Portal for more details and information on accessing.

mHUB Network Benefits: mHUB hosts many members-only events and public events that bring together corporates, investors, entrepreneurs, and public officials. We also have affiliate and vendor networks available for member uses.

mHUB Programs: mHUB has a robust curriculum of more than 50 classes and a mentor network of 25-50 industry leaders available for office hours for members in shared workspace and above.

Paid Amenities

Demand Based Pricing for Reservation

- Classrooms (est. \$65 - \$100/hour)
- Event Space (est. \$260 to \$2,000/event)
- Equipment (\$1 - \$25/hour)
- Dedicated assembly space: \$25/day

Cost Based Pricing

- Fabrication as Service (Price TBD based on expenses associated with operating, materials, and maintenance)
- Materials/Components (prices based on product)
- Parking:
 - Reserved Space: \$135/month
 - Zone 27 permit while supplies last: \$25
- Storage
 - Cage/Equivalent Space: \$85/month
 - Shelf: \$75 month (per half)
 - Pallet Storage: \$95/month
 - Locker: \$15/month

Storage Policy

- Maximum of 2 shelves/pallet spots may be rented at one time for Shop only member companies
- Maximum of 4 shelves/pallet spots may be rented at one time for shared workspace membership and above.
- Members must have an active membership to retain storage

Guest Policy

- Guest must sign in upon arrival to the Center – Every Guest, Every Time.
- Members are responsible for their guest
- Each guest may only visit the center 5 times per month
- mHUB, in its sole discretion, may refuse admittance to any guest or remove any guest from the Center
- University Associate members cannot have guests
- **SHOP GUEST POLICY:** The purpose of the shop guest policy is to allow for members to conduct short tours and meetings. Guests cannot work with any equipment or tools in the shop. Guests cannot spend more than 15 minutes in the shop and must always be accompanied by their member host. Any member that violates the shop guest policy will be subject to membership termination.

Individual Memberships

Membership Package	Additional Center Access	Minimum Termination Notice	Additional Member Amenities
Shop: \$250/month		1 month	<ul style="list-style-type: none"> • Access to Prototyping Lab/Shop • Wireless internet • Access to CAD stations within Shop • Access to loading dock
Shared Workspace: \$350/month	Shared-workspace Access 7:30 am Monday - Friday	1 month	<ul style="list-style-type: none"> • All Shop Member Amenities • Shared worktables – cleared daily • Access to conference rooms and phone rooms • Access to all CAD stations • Used of 965 W. Chicago as mailing address • Access for guests per policy • Access mHUB programs • 2D printing
Reserved Desk: \$450/month	Reserved Desk Access: 6:30 am or 24 hours ¹	1 month	<ul style="list-style-type: none"> • All shared workspace amenities • Personal sitting or standing desk • Cabinet storage • Option for 24/7 access after 3 months
Intern: \$75 month ²		1 month	<ul style="list-style-type: none"> • Shared workspace amenities • Member companies are allowed a maximum of 2 interns per membership subscription

¹ Available upon request after 3 months of active membership in good standing, no guests allowed after normal hours

² Applies to currently enrolled undergraduate students only. Does not apply to graduate students.

Office Memberships

Membership Package	Minimum	Minimum Termination Notice	Move in Fee	Additional Center Access	All shared workspace amenities plus additional membership amenities
Small Office: \$1,350/month**	3 months	45 days	\$500	Office Access: 24hrs***	<ul style="list-style-type: none"> • 1 personal office ~100 sqft • 2 memberships to access prototyping and 1 co working membership • In-office storage • Up to 2 desks and chairs • 1 annual city permit parking pass
Medium Office: \$2,500/month**	4 months	45 days	\$750	Office access: 24hrs***	<ul style="list-style-type: none"> • Personal office ~190 sqft • 5 memberships to access to Prototyping Lab / Shop • In-office storage • Up to 5 desks and chairs • 1 Annual City Permit Parking Pass
Large Office: \$4,500/month**	6 months	60 days	\$1000	Office access: 24hrs***	<ul style="list-style-type: none"> • Personal office ~340 sqft • 12 memberships to access to Prototyping Lab / Shop • In-office storage • Up to 10 desks and chairs • 1 Annual City Permit Parking Pass
Small Garage Lab: \$1,350/month**	3 months	45 days	\$500	Garage access: 24hrs***	<ul style="list-style-type: none"> • Personal office ~90 sqft • 2 memberships + 1 co-working to access to Prototyping Lab / Shop • In-office storage • 1 Annual City Permit Parking Pass • Up to 2 desks and chairs
Medium Garage Lab: \$1,900/month**	4 months	45 days	\$750	Garage access: 24hrs***	<ul style="list-style-type: none"> • Personal office ~120 sqft • 3 memberships + 1 co-working to access to Prototyping Lab / Shop • 1 Annual City Permit Parking Pass • Up to 3 desks and chairs
Large Garage Lab: \$3,200/month**	6 months	60 days	\$1000	Garage access: 24hrs***	<ul style="list-style-type: none"> • Personal office ~204 sqft • 4 memberships + 2 co-working to access to Prototyping Lab / Shop • 1 Annual City Permit Parking Pass • In-office storage • Up to 4 desks and chairs
Microfactory: \$2,500/month**	1 month	45 days	\$250	Micrfactory Access 24 hr. ***	<ul style="list-style-type: none"> • Personal Work Space ~160 sqft • No memberships • 2 storage shelves • Equipment used in the space must be approved by shop director
Small Private Partner Office: Available Upon Request /month**	9 months	90 days	TBD	Office Access 24 hr. ***	<ul style="list-style-type: none"> • Personal office ~550 - 800 sqft • 15 memberships to access to Prototyping Lab / Shop In-office storage
Medium Private Partner Office: Available Upon Request/month**	12 months	90 days	TBD	Office Access 24 hr. ***	<ul style="list-style-type: none"> • Personal office ~1100 sqft • 25 memberships to access to Prototyping Lab / Shop In-office storage
Front Partner Office: Available Upon Request/month**	24 months	120 days	TBD	Office Access 24 hr. ***	<ul style="list-style-type: none"> • Personal office ~1,900 sqft • 25 memberships to access to Prototyping Lab / Shop • In-office storage

Associate Memberships

Companies or universities can have a membership that gives them a membership card available for their staff/students. For staff/students to gain access to the card they would need to complete a full member onboarding.

Amenities:

- Shared worktables – cleared daily
- Access to Prototyping Lab/Shop
- Wireless Internet
- Access to mHUB Education and Mentorship Programming

Associate Membership Package	Termination Notice	Minimum
12-50 employees: Price available upon request	45 day	6 months
50-500 employees: Price available upon request	45 day	6 months
500 – 10,000 employees: Price available upon request	45 day	6 months
10,000+ employees: Price available upon request	45 day	6 months
University Associate Member: Price available upon request	45 day	6 months

** Rental rate does not include the following expenses within dedicated space: tenant improvements, additional furniture, fixtures, equipment, etc.

*** 24 hr. access only applies to direct employees, not contractors, temporary employees, or interns. Spaces can only be used by 1 company and cannot be shared with another company. You cannot sublease your rented space to another individual.



MHUB

Code of Conduct

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You Are Welcome Here

The mHUB team works hard to create, organize, support, and enliven the community that we have built here for members. We intend to create a community that is welcoming of all races, genders, religions, beliefs, sexual orientations, socioeconomic backgrounds, and any other distinguishing factors.

We expect the same welcoming approach to be exhibited by each and every member in our community. We have a zero-tolerance policy for prejudice, discrimination, sexism, racism, xenophobia, bigotry or hate speech.

Please note that mHUB reserves the right to update, change, or edit our Code of Conduct without notice. Signing this agreement indicates that you are ascribing to any policy changes.

General Rules

To ensure orderly operations and provide the best possible work environment, mHUB expects members to follow certain, basic rules of conduct that will protect the interests and safety of all members, employees, and the organization. It is not possible to list all the behaviors that are considered unacceptable in the workplace, and many are obvious rules of social decorum.

The following list is not all-inclusive but provides examples of infractions that may result in disciplinary action (up to and including termination of one's mHUB membership).

- Theft, destruction or inappropriate removal or possession of someone else's property
- Sexual or other unlawful or unwelcome harassment
- Unprofessional behavior toward mHUB staff, tenants, and guests or fellow mHUB members
- Possession of firearms or other weapons
- Working under the influence of alcohol, controlled substances, or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, controlled substances, or illegal drugs in the workplace
- Fighting, destruction or damage of mHUB property, furnishings, etc.

Drug Free Workplace

mHUB strictly prohibits the use, possession, distribution, or sale of illegal drugs, drug paraphernalia, controlled substances, unauthorized prescription drugs or alcohol on its premises. Members who violate this policy will be subject to disciplinary action up to and

including termination of their mHUB membership. The matter will also be referred to the proper authorities.

Smoke Free Workplace

mHUB is proud to be a smoke-free environment and smoking (including electronic cigarettes and vaporized cigarettes) or use of other tobacco products (including, but not limited to cigarettes, marijuana, pipes, cigars, or chewing tobacco) is not permitted in any part of the mHUB facility or enclosed spaces or in 15 feet proximity to any entrance of our facility.

Members who violate this policy will be subject to disciplinary action up to and including termination of their mHUB membership. Additionally, payment for any fees imposed on mHUB due to a member violating this policy will be the responsibility of the offending member.

Professionalism

mHUB is a professional shared workspace and we ask that our members treat it as such. That means keeping one's shoes and clothes on at all times, keeping one's feet off the furniture, not napping in the space, and cleaning up after oneself. This is a place of business and members are among colleagues, peers, and potential business partners. Please be courteous, kind, and respectful at all times to other mHUB members and the physical space. If alcohol is provided at an event in the mHUB space, we expect members to behave professionally and know their limits. If the mHUB staff feels a member has been overserved, the staff member reserves the right to privately and politely ask that individual to vacate the mHUB space.

Workplace Violence Prevention Firearms Policy

mHUB has zero tolerance for violent acts or threats of violence. No direct, conditional, or veiled threat of harm to any employee or member of mHUB is acceptable behavior. Acts of violence or threats of violence will not be tolerated, and any member who violates this policy is subject to disciplinary action, up to and including immediate termination of their mHUB membership. The matter will also be referred to the proper authorities.

The following list provides examples of prohibited behavior; however, it is not, nor is it intended to be, exhaustive:

- Fighting or "horseplay"
- Threats, threatening behavior, or acts of violence
- Behavior that is hostile toward another individual that creates a reasonable fear of injury or causes emotional distress
- Hitting or shoving an individual
- Threatening an individual or their family, friends, associates, or property with harm

- Intentional destruction or threatening to destroy mHUB property or the property of coworkers, member companies, or tenants
- Making harassing or threatening phone calls or texts
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession of a weapon

All threats and acts of violence, both direct and indirect, should be reported as soon as possible to team@mhubchicago.com or the mHUB reception desk. Should an investigation confirm that violations of this policy have occurred, the member(s) may be subject to corrective action up to and including termination of their mHUB membership for the first offense.

All mHUB members are personally responsible for notifying mHUB staff members of any actual or potential threats, verbal or physical, that they have witnessed, received, or have been told that another person has witnessed or received on mHUB property. Members are responsible for reporting incidents regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person who is the focus of this behavior. Any individual who applies for or obtains a restraining order that lists mHUB as a protected area is required to provide the mHUB membership staff with a copy of the application and copies of all temporary and/or permanent restraining orders that are granted.

Consistent with mHUB's interest in promoting a workplace free of violence, members are also strictly prohibited from possessing or using any and all weapons while on mHUB property. This includes, but is not limited to, knives, explosives, firearms, ammunition, and martial arts weapons, regardless of licensure or concealment. Members who violate any aspect of this Workplace Violence Prevention/Firearms Policy may be subject to disciplinary action up to and including the termination of their mHUB membership as well as subject to possible criminal sanctions.

Physical Behavior

Members should avoid touching anyone in the mHUB space without their consent. This also extends to an individual's personal items and workspace.

Harassment Policy

mHUB has a zero-tolerance policy concerning harassment and is committed to maintaining a work environment free of harassment based on race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, veteran or military status, marital or civil union status, or any other status that is protected by federal, state, county and/or local laws. All forms of harassment are unacceptable.

Therefore, members should not stalk, follow, badger, intimidate, threaten or otherwise impose upon anyone else (staff, intern, member, guest, etc.) in an unwanted fashion. If

someone tries to move on from the conversation, let them go, in person or online. If a member is explicitly told to leave someone in the space alone, please respect that.

This policy applies to sexual harassment which includes, but is not limited to: unwelcome sexual advances, flirtations or propositions, unwelcome requests for sexual favors, unwanted verbal or physical conduct of a sexual nature, graphic or verbal commentary about an individual's body, sexual prowess or deficiencies, leering, whistling, touching, pinching, assault or sexual acts, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, or sexually explicit or offensive jokes.

All members and mentors are expected to comply with Public Act 101-0221 which requires Illinois employers to train employees on sexual harassment prevention by December 31, 2020, and on an annual basis thereafter. mHUB will make training available to members on a regular basis. If you cannot attend one of mHUBs trainings, please contact the engagement team to talk about alternatives at team@mhubchicago.com.

Any member of the mHUB community who feels they have witnessed or they themselves are a victim of sexual harassment by any member, tenant, staff member, client or any other person in connection with mHUB must bring the matter to the immediate attention of the mHUB membership team. You can do this by approaching a member of the team in person or by email, or you can complete a harassment complaint form on the mHUB member portal which will go to a single individual, keeping the information confidential as they investigate the incident.

A member will not be penalized in any way for reporting such a problem as long as it is done in good faith. Steps will be taken to restrict contact between the member who is alleged to have harassed a member until a full investigation is complete. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action will be taken if warranted. mHUB will do its best to work with a neutral party to support with investigations of allegations. After a thorough investigation, any individual/member determined to have engaged in sexual harassment will be subject to appropriate disciplinary action up to and including termination of their mHUB membership.

Lost and Stolen Property

mHUB is not responsible for loss, theft or damage to personal property. Valuable personal items such as purses, wallets, and electronics should not be left in areas where theft might occur, and it is encouraged that members lock these items up if possible. mHUB provides lockers for \$15/month. To pursue that option members can e-mail team@mhubchicago.com.

mHUB has security cameras throughout the space and will investigate situations where a member of our community is the victim of theft. If a member is missing something, they should reach out to team@mhubchicago.com with a full description and image of the item that is missing, if available, as well as the last time and location it was seen. The mHUB Team will follow up.

Guest Policy

As a hub for technology startups, we welcome guests short-term and occasional guests into our space for meetings, events and other activities. Guests are held accountable to all the policies laid out in this mHUB Member Code of Conduct and are expected to follow these guidelines during their time at mHUB:

- All guests must sign into the mHUB system, which can be done through the iPads to the right of the reception desk.
- Guest's visit is limited to 5 full-day visits per month. It is a member's responsibility to track their guest usage and purchase guest day pass. Any violation of the guest policy will result in a fine of \$75.
- mHUB programming, which includes workshops and mentorship, is only available to active mHUB members. With that in mind, we ask that visitors and guests refrain from attending workshops and mentor office hours unless otherwise approved.
- Interns and contractors do not qualify as guests and will need to have a membership of their own. Members should reach out to the membership development team at membership@mhubchicago.com, who can help select the best membership type for these individuals.
- mHUB's Prototyping Shop is only available to active mHUB members. Training is required to enter the Prototyping Shop. Guests **CANNOT** do any work or use any tools or equipment in the Prototyping Shop.

Filming and Photography

Members are welcome to take casual photos and videos on mobile devices within mHUB for social media postings or other unofficial purposes. We love seeing our members celebrate their activities in the space; tag us @mHUBChicago or use the hashtags #mHUBChicago in your posts on Twitter, Instagram, and Facebook, and the Marketing Team will likely share or engage with your content! However, please be mindful that our members are developing the products of the future and in different stages of development, so please do not take or share photos of products that are not your own.

If you are filming for more official purposes -- including for interviews or commercial assets -- you must request approval at least 72 hours in advance by e-mailing marketing@mhubchicago.com. This is especially important if you are planning to bring in crew members and/or photography and video equipment.

The mHUB Marketing Team actively shoots video and photography in the facility on a regular basis. You may not always be notified of when this is happening. This agreement recognizes your understanding that your presence in the facility constitutes your release permission and consent to be photographed and/or recorded on any media. Pictures and recordings of you may appear in future projects and your presence in the facility grants the right to use your likeness without any compensation whatsoever in perpetuity. If you wish not to be filmed or photographed you must notify the production crew or marketing department at the time of filming. While mHUB cannot guarantee you will not appear in video content or photos, the

team will respect your request as best possible.

Orientation Attendance

Members must sign the Membership Agreement and the mHUB Code of Conduct prior to attending orientation.

Orientation is considered an individual's first day of membership at mHUB, and they must attend orientation to activate their membership, receive a keycard and other necessary credentials.

This policy applies to all members and tenants with no exceptions. For new members (who are not joining an existing mHUB company), orientation will include setting up automatic payments (through a credit card or ACH transaction) and successfully paying the first month of membership fees - which may include an orientation fee. When these items are completed, new members will receive a keycard and have their membership activated.

After orientation, new members are given the opportunity to complete Basic Shop Safety Training. This optional training is required to enter and work in the Prototyping Shop.

Educational Programs

mHUB's classes, mentorship program, and other programs were created to enrich the membership experience and provide an opportunity for members to build their companies with the best resources at their disposal. These resources are open to members of Shared Workspace, Reserved Desk, Office and Associate memberships only and are not included in Shop Only memberships.

Workshops and office hours are exclusive offerings to mHUB members, which means that guests, visitors, and colleagues without a membership are not allowed to attend these activities unless otherwise specified. Exceptions can be made ahead of time by emailing the programs team at team@mhubchicago.com.

mHUB views the relationship between members and the programs staff as collaborative. New programs can only be developed, and current programs improved with feedback from the member community. For that reason, members are asked to be vocal (in writing or in person) about any positive or negative feedback related to mentors, workshop facilitators, workshop content, etc. Additionally, members attending a class or participating in the mentorship program are required to submit evaluation forms at the end of the class session and mentor meetings. Any additional unsolicited feedback should be submitted to team@mhubchicago.com.

Mentorship Program

mHUB is fortunate to have a roster of accomplished business leaders, entrepreneurs, investors, and area specialists who volunteer their time to help mHUB member companies become more successful. Members who meet the criteria of the mentorship program are required to apply to the mentorship program before engaging with the roster of mentors as well as abide by the program guidelines explained at the program orientation.

Programming Cancellations for No Shows

Out of respect to our workshop facilitators and mentors' time and commitment to the mHUB community, we ask that members immediately cancel their bookings and appointments if their schedule changes.

Members are required to abide by the following rules and policies:

- If a member is a no-show for one class or mentor session, they will receive a written warning from the mHUB Programs Team.
- If a member is a no-show for a second class or mentor session, there will be a \$15 fee charged to that member.
- Members must cancel their registration for a workshop through the Member Portal if they are not able to attend the session.
- In the event members are not able to attend a workshop, they are asked to cancel their attendance more than 12 hours in advance of the workshop.
- Last-minute emergencies or conflicts are unavoidable, but if a member has three instances of failing to attend a workshop, their workshop privileges will be suspended for a month.

Surveys and Feedback

Feedback from the mHUB community is what helps us expand and innovate our resources and provide a more valuable experience to members and their businesses. mHUB expects that all members participate in the surveys sent throughout the calendar year. This includes programming surveys (office hours and workshops), business development surveys, and member experience surveys.

Payments and Billing

Members will be automatically billed all monthly mHUB membership fees on the 1st of the month. Only members who are in good financial standing with mHUB are eligible for opportunities provided by mHUB and our partners.

Members with unpaid membership fees will lose access to the mHUB member portal and will have their membership automatically deactivated after two weeks including building card access deactivation.

Additionally, any personal belongings left at mHUB will be immediately sent to storage and they can only be collected once the outstanding balance is paid in full. Members are responsible for any accrued storage fees during this time.

Failure to pay outstanding membership fees by the end of the following month (60 days) will result in that member's information and outstanding balance being sent to collections.

Members should make themselves aware of mHUB's 30-45-day cancellation policy which is outlined in the mHUB Membership Agreement and which also can be found in the "Cancellation Protocol" section of this document. For any questions regarding payment, please reach out to team@mhubchicago.com. If you have an annual contract with mHUB

the terms from your contract apply here.

Communication is Key

mHUB does its best to accommodate member needs in all scenarios, but we rely on our members to communicate those needs directly. This includes personal struggles, business challenges, and financial issues that may impede a member's ability to pay their membership fees on time. It is not guaranteed that mHUB can always offer support, but we will take these issues into account and respond accordingly. Reaching out to team@mhubchicago.com is always the best way to start the conversation and move forward in the right direction. mHUB wants to help members but can only do that if we are aware of the circumstances and how we can help.

Cancellation Protocol

Individuals can cancel their membership by submitting the request in writing by filling out the following form: <http://member.mhubchicago.com/cancel>. If cancellation is request 1 month prior to the end of the month, membership will end on the last day of the month. Otherwise, the membership will end on the last day of the following month after written notice is submitted. Members will be able to use their keycard and take advantage of all mHUB resources up until that date.

Members will pay all outstanding balances owed to mHUB no later than the cancellation date. The 1-month termination notice is non-negotiable and cannot be waived under any circumstance and applies to all members and membership types, including individuals of larger member companies and partners.

If the mHUB Membership Team (team@mhubchicago.com) does not have a record of a written cancellation request, and the member cannot provide evidence of one, mHUB considers their membership to be active for the duration of their time at mHUB.

Termination of Membership

Any violation of the policies above can result in the termination of an individual's membership. Repeat offenses may result in being banned from the mHUB space.

Acceptance of Code of Conduct

Please sign below.

Participant's Signature

Participant's Name (Please Print)

Date