

Regulation on the Usage of MOVELTEX Facilities

Reviewed and Approved on January 5th, 2018

Foreword

Moveltex - Center for Skills and Incubation, Association - is an institution, based in Paços de Ferreira, which brings together in its associative patrimony the Paços de Ferreira City Hall, the Paços de Ferreira Business Association and Profisousa – Association for the Vocational Education of Vale do Sousa.

The association was created in 2004 to support and promote the creation of innovative technology-based enterprises through incubation, including the management of host infrastructures, the provision of administrative support services, business consultancy and professional qualification.

At the beginning of 2016, maintaining its associative assets, but already with new corporate bodies, it was decided to expand its corporate purpose, giving it a new mission "the promotion of entrepreneurship, the creation and incubation of companies and the implementation of the strategic plan "Paços de Ferreira, 2020 - Future Options: Active Community and Business Resilience" and others that follow. As a result of this new design, it was also decided to change its name to "MOVELTEX - Competence and Business Incubation Center, Association".

The institution, besides maintaining and managing, an incubator of companies, is now an instrument at the service of companies and the economy of the municipality of Paços de Ferreira and the region.

I – Definições

Promoter: Moveltex - Competence and Incubation Center, Association.

User: Any person (Singular or Collective), holder of innovative ideas or projects with business power, settled or to be settled in the Moveltex Business Incubator which accepts this regulation.

Cabinet: Individual user installation area.

Common Spaces: All spaces assigned to the Moveltex incubator, which do not constitute the individualized user installation area, which are meant to be shared by users, giving it a collective use.

Incubation Space: All spaces assigned to the Moveltex incubator.

Incubation mode - defines the incubation spaces to be used and the associated basic services, which, for the use thereof, correspond to a price list defined in Annex I.

Incubation program - associates incubation spaces, associated basic services and other specific services to be affected, within a timeframe, by which a value shall be defined in the price list defined in Annex I or in the incubation contract to be established.

II – Location, Facilities and Services

Article 1 (Location)

The Moveltex Incubator is located in the former Fleet 12 of the Portuguese Air Force, specifically in Avenida Dr. Nicolau Carneiro No. 196, 4590-512, Paços de Ferreira.

Article 2 (Facilities and equipment)

- a) The Incubation space, suitable for the good performance of the activities of the companies, have access to electricity, water and sanitation, divided into individual offices and common spaces.
- b) The individual cabinets are equipped with:
 - Office furniture;
 - Air conditioning
- c) Common Spaces and Equipment:
 - All areas of circulation;
 - Sanitary facilities;
 - Safety equipment;
 - Printing equipment, the use of which is subject to the conditions and limits set out in Annex I;
 - Signs and furniture;
 - Meeting room;
 - Meeting room / auditorium
 - Parking lot.

Article 3 (Services)

- 1) Associated to the incubation modalities and programs, the following services are equally provided:

- a) Access to telephone landline, under the conditions and limits defined in Annex I;
- b) Access to internet network (cable and wireless), under the conditions of the service provider;
- c) Cleaning services;
- d) Communication of events and programs to support entrepreneurs;
- e) Access to the network of partners, under the specific conditions of each one.

2) Other specialized services available, whose terms and conditions of access, will be defined for each specific case:

- a) Guidance and support services in the definition / consolidation of the business model;
- b) Business support / mentoring and training services;
- c) Human resources service;
- d) Marketing service;
- e) Communication and networking service;
- f) Internationalization services;
- g) Legal advisory service
- h) Administrative and financial advisory services;

III – Users and Activities

Article 4 (Users)

1. Individuals (Singular or Collective), holders of innovative ideas or projects with business / economic potential, who can contribute to the development of the Region, may be users of the Incubation Space which are intended to be implemented and are accepted by Moveltex in accordance with this Regulation.
2. It is up to Moveltex management to assess the ideas and / or projects and to frame them as users of the incubation space, through a contract to be established for this purpose.

Article 5 (Activities)

1. The installation in the Incubation Space shall comply with the principles of non-discrimination, with respect to the activities to be developed by all Users, without prejudice to the right of Moveltex to refuse to install companies whose object is not in line with its objectives and assignments.
2. Any Installation in the Incubation Space, requires prior approval by Moveltex Management.

IV – Users Facilities

Article 6 (Contracts for Use / Assignment and Provision of Services)

The Users and the Promoter shall conclude an Agreement for the use of Space and Provision of Services, through which the Promoter shall provide an Incubation Space, with the possibility of using common spaces and providing the services contained in this Regulation, under the specific conditions provided for in each contract.

Article 7 (Price and Conditions of Payment)

The amounts due for the use of the facilities and services described in this regulation and foreseen in the contract, according to the current price list, will be billed at the beginning of each month in which they are rendered, and payment must be made by the tenth day of the month of invoice (or up to ten days after its issue).

Article 8 (Assignment of Spaces to Third Parties)

The User is expressly forbidden to, in any way, lease, sub-lease or assign in whole or in part, the space provided, under penalty of immediate and automatic resolution of the contract awarded with the Promoter with all the resulting consequences.

Article 9 (Rights of Users)

Users shall have the right to fully enjoy the assigned Incubation Space and to use all the infrastructures and services of common use installed in the Incubator, in accordance with established conditions, complying with and complying with all limitations imposed for functional, operational or strategic reasons, by the Promoter, Profisousa, the Business Association and / or the Paços de Ferreira City Hall.

Article 10 (Duties of Users)

1. The Users of the Incubation Space are obliged to comply with all the provisions of these Regulations and the Contracts;
2. The individualized office is intended exclusively for the installation of the User for the exercise and execution of its corporate purpose or activity. The right arising from the assignment of the office is non-transferable and is only intended to ensure the purposes inherent to the development of the activities referred to in the application and described in its corporate purpose;
3. The assigned Office shall be kept in good working order. In the event of a temporary cessation of activity by the company, the company must communicate in writing this circumstance, stating the reasons, the expected duration of the interruption and if it intends to maintain the right to use the Office;
4. The User shall maintain with the other occupants of the building, where the assigned Office is located, relations of good civic coexistence, not in any way preventing the use of common spaces and services, committing themselves to guarantee:
5. The discipline of its staff, its contractors and its visitors, the normal and proper use of common facilities and the use in a conspicuous place of the identification elements with the characteristics defined by the incubator;
6. That its personnel, contractors and visitors do not carry out activities other than those included in the development of those established in the contract between the company and the incubator;
7. Respect for the hygiene and safety standards, relevant to the activities carried out in the assigned facilities.
8. Respect for the norms of this regulation and others that may be emanated by Moveltex regarding the facilities, equipment or behaviors to be observed.

Article 11 (Access to the Incubation Space and Offices)

- 1- Access to the Incubation Space is conditioned on Sundays and holidays and on weekdays from 24h to 8h the following day.
- 2- The access constraints mentioned in the previous point, may exceptionally and with prior agreement between the parties be changed.
- 3- Access to the hatchery outside the normal working hours, only the employees of the Users installed there, duly identified;
- 4- It is prohibited to smoke in the offices and in the common spaces, according to the Law;
- 5 - Signs of identification of each User will be posted in very visible places;
6. The Promoter shall have the right to prevent the entry of individuals who offend or cause any disturbance in the premises;
- 7- The user will be obliged to carry out civil liability insurance that safeguards the installations and filling of the same and an insurance of all the risks, placing as beneficiary of the same to Moveltex. You will also be required to insure civil liability for damages caused to third parties;
- 8- Users are unable to carry out any work in the assigned office or common space, except for the case of need for works of adaptation of the office, which will be obligatory and previously authorized in writing, by the Promoter;
- 9- The Incubation Space, is intended for the use and execution of administrative activities. Any use outside this scope or that implies overhead of the floor or need for electrical power outside the parameters common to that type of activity, always requires prior authorization and expressed by MOVELTEX.
- 10- Authorization for the placement of advertising inside the building is the exclusive property of MOVELTEX.

Article 12 (Term)

The installation of the Users in the Incubation Space will have a maximum period of three years, without prejudice to the necessity and usefulness of the continuation of the installation, a new Contract may be made between this and the Promoter through which the new conditions.

V – Application and Selection Process

Article 13 (Application)

- 1- The application of an entity that intends to install itself in the MOVELTEX Business Incubator is formalized through the elaboration of a memorandum (it can be done in the application form available at www.moveltex.com or by email for geral@moveltex.com and the candidate must attach all documents deemed necessary and relevant.

2- The memorandum must include the following information: Description of the activity to be developed, reference to the business and regional relevance of the project, complete identification of the candidate, including his / her curriculum vitae.

Article 14 (Selection)

1- The evaluation of the applications presented is made by the Management of Moveltex.

2- The evaluation is made in the first or second management meeting that takes place after the date of receipt of the application.

3- Moveltex Management may at this stage and whenever it deems necessary, request the candidate to provide more information or documents, as well as conduct an interview.

4- The evaluation is carried out in accordance with the criteria set forth in Article 15 of these Regulations.

5- The result of the evaluation and selection process is communicated to the Candidate by the most appropriate means.

6- The substantial change in the activity carried out by a User shall determine the submission of a new application.

Article 15 (Selection Criteria)

Applications submitted will be selected according to the following criteria:

1. Execution of innovative activities, research or technological development;
1. Economic gain;
2. Creation of jobs;
3. Business and regional development potential;
4. Technical, economic and financial feasibility;
5. Dignification of Moveltex;
6. User's suitability;

VI - Final dispositions

Moveltex is responsible for ensuring compliance with these Regulations, for the maintenance, conservation and safety of the installations. The cases not covered by this regulation will be resolved by Moveltex Management.

Paços de Ferreira, January 5th 2018

ANEXO I

1) Prices for Incubation

- a) Basic Modality, without program (up to three years):
 - i) Virtual Incubation – 25,00€/mês
 - ii) Physical Incubation
 - (1) Co-working – 60,00€/month
 - (2) Individual Office 5,00€/m2/month
- b) After three years:
 - i) Virtual Incubation – 35,00/month
 - ii) Physical Incubation
 - (1) Co-working – 80,00€/month
 - (2) Individual Office 225 €/Office 30 m2/month
 - (3) Individual Office 150 €/Office 20 m2/month
- c) Pre-Incubation Program, Incubation or mixed (for one year), including access to specialized services, also for a year, according to an agreement to be held, for each new project: 6.655,00€.
 - i) **Pre-Incubation ou Idea Incubation:** meant for the potential entrepreneurs who have a business idea to be developed without a formal society or a business plan ready to be implemented. The pre-incubation program intends to develop with the incubee its business model/plan through tutorship/specific capacitation, networking events and incubation in due space, with basic associated services.
 - ii) **Incubation:** meant for already existing companies or companies to be instituted (but with a defined action and business plan), providing, other than the adequate facilities and basic services, many other services, such as consultancy in management, marketing law, product development and services, financing as well as access to a functioning partners network.

2) Contribuições indexadas ao uso do telefone

- a) Landline calls - 0,00 € till 500 minutes; 0,05€/minute onwards.
- b) Remaining Calls – According to Operator tariffs (If available at Moveltex)
- c) Mobile Call – 0,30 €/minute

3) Printing and Scanning:

- a) Scanner – unlimited and free

4) Printing (price per copy):

- a) Black & White (A4 or A3) - 0,01 €
- b) Colours (A4 ou A3) - 0,10 €

Note: Values without VAT.