



IdeArk Site

Operational Rules

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1. GENERAL

These rules apply to any project developer or company (hereinafter "the Company") hosted by The Ark's Incubator (hereinafter "the Incubator") at the IdeArk site at Martigny. They are an integral part of the contract binding the Company and the Incubator and supplement the provisions of that contract.

Any exemption from the provisions of these rules must be agreed in writing.

The following sanctions may be applied to any company which does not comply with the terms of these rules:

- a written warning;
- termination of the contract.

2. PREMISES

Introduction

This clause 2 concerns only companies hosted in the 25m² modules reserved for start-ups or in the open, "pre-incubation" space. The points listed below do not apply to incubated companies which rent a space in IdeArk and must be determined directly with IdeArk in the lease.

Working space/Module

The Incubator makes available, for the contract period, either a working space in premises which may be shared with other companies, or a private module.

The Company will ensure, in using the premises, that it does not cause any damage. In the event of any damage, The Ark's Incubator will have repair work carried out. The cost of the repair work will be invoiced to the Company.

An inventory and statement of condition will be drawn up jointly by the manager of the Incubator and the Company, on entry into possession of the premises and on vacating them.

Service charges

The service charges for the module occupied by the Company are paid by the Incubator and IdeArk in accordance with the agreement made between IdeArk and the Incubator.

Furniture

The working space or the module made available is equipped with basic furniture (chair – desk – storage furniture).

An inventory and statement of condition of the furniture will be drawn up jointly by the manager of the Incubator and the Company, on entry into possession of the premises and on vacating them.

Any damage is to be reported immediately to the manager of the Incubator who will have repair work carried out. The cost of the repair work will be invoiced to the Company.

Network access

The working space or the module has an Internet connection. This is made available to the Company free of charge.

Any additional request for connection or for a specific equipment must be paid for by the requesting company. This request is to be made to the manager of IdeArk.

3. ACCESS BADGES

A secure access system using magnetic badges is in operation at the IdeArk site.

The Incubator allocates 2 badges per private module or 1 badge per working space in the open space.

To obtain additional badges or cards, the Company must apply to the Incubator. The cost of additional badges or cards is payable by the Company.

Access badges must be returned on vacating IdeArk.

Any badge which is lost or not returned will be invoiced at CHF 100.00 (door reprogramming required).

4. COMMUNAL AREAS

The Incubator makes available to the Company communal areas such as conference rooms, recreation area, etc.

Conference rooms must be reserved by the Company via the Intranet available on the Ark's website (<http://intranet.theark.ch>). The Company is allocated a login ID and password.

5. MAILBOX

The Company has the option of having a mailbox if one is available. The key to the mailbox is available on request from the Incubator.

In this case, a key is given to the Company.

The Company must return the key to the Incubator on vacating IdeArk.

6. PARKING

A **free** reserved parking area with remote-control access is available. Remote control units are available from the Idiap secretariat (403) in return for a deposit of CHF 100.00. This reserved parking area must be used in order to avoid occupying the hotel's parking spaces.

The Company's employees undertake not to occupy the areas reserved for visitors and for the hotel.

7. SIGNAGE

A sign board has been placed at the entrance to the IdeArk site for the companies.

The Company undertakes to provide its logo in EPS print format.

Production of the first sign is paid for by the Incubator.

Any updating is payable by the Company.

The Incubator coordinates all signage.

Signage of modules (internal doors) is managed by the Incubator in conjunction with the IdeArk site manager.

8. EVENTS

The Incubator organises events, insofar as its resources allow. These may take the form of seminars, early-evening social events, conferences, visits, etc.

The Incubator takes particular care to find subjects which are of interest to companies. In addition, the Incubator chooses times which suit companies' working hours.

For its part, the Company will endeavour to have its staff participate in the various events which are organised.

A system of internal communication between companies is available by using the address incubation@ideark.ch which forwards the message to all companies at the IdeArk site. The IdeArk manager manages the distribution list.

9. COMMUNICATION

The Company undertakes, in its communications with the media, to have the name of the Incubator and the host site featured.

The name to be used is:

"The Ark's Incubator at IdeArk in Martigny"

The address of the IdeArk site is:

Centre du Parc
Rue Marconi 19
1920 Martigny

10. MISCELLANEOUS PROVISIONS

These regulations enter into force on 1st January 2009.

The Foundation Board of The Ark Foundation reserves the right to amend these regulations at any time.

Martigny, January 2009

IdeArk/The Ark's Incubator

APPENDICES

Network access

The Internet connection gives a dynamic NAT IP address, on a shared interface operating at 100 Mbps (up and down). All IdeArk connections are on the same network, without filtering of any kind, and so each company is responsible for "protecting" itself from the others. This access is made available for normal business use. Any abuse will result in a warning and, if the abuse is repeated, may lead to suspension of the service.

Fixed public IP service (service provider = Idiap)

The annual fixed-fee subscription for this service is CHF 120.00 (including taxes).

Requirements

- The Company or the project developer provides a MAC address corresponding to its network entry point.

Termination, limitation and suspension of the service

- The contract is renewed by tacit renewal on its expiry date.
- The contract may be terminated by either of the parties giving 30 days' notice.
- Idiap reserves the right to suspend the service if the service constitutes a threat to the continued security or stability of the network.
- Idiap reserves the right to suspend the service in order to carry out maintenance operations.

Communal areas

Conference room

There is a dedicated conference room at IdeArk, namely basement room S02, which can accommodate 14 people. It is equipped with a video projector and an Internet connection. If required, other conference rooms (with capacities of 100, 16, 6 and 4 people) are available via Idiap. These rooms may be reserved at the Idiap secretariat (403) or by emailing secretariat@idiap.ch, specifying that you belong to the Incubator. It is also possible to make a booking by approaching the IdeArk manager.

Cafeteria

A fully-equipped self-service cafeteria is available in the basement. It has facilities for reheating food and making snacks.

Recreation area

A table football game and a darts set are available in the cafeteria.

There is a Nespresso coffee machine on the 3rd floor north. It operates via a system of prepaid cards which are available from the Idiap secretariat (403).

Mailbox

It is also possible to receive mail via the IdeArk letterbox. The IdeArk manager will be responsible for redistributing its contents.

Practical matters

- Restaurant de l'Hôtel du Parc: there is a loyalty card, use it!
- Insurance: The Company must take out its own policies for:
 - household-type insurance: glass breakage, theft, valuables etc.
 - business equipment insurance, which covers production equipment (server computer etc.) – check whether this is covered by the above policy
 - business liability insurance (damage caused to a third party by the Company's activity (defective product etc.))
- Telephone: to reduce costs, use VoIP solutions (e.g. Skype, VoipBuster) or mixed mobile/VoIP solutions
- Waste paper bins are emptied 3 times each week unless notice is given to the contrary. Office surfaces are cleaned once a week with a damp cloth, and offices are vacuumed once a week.

Martigny, January 2009

IdeArk/The Ark Incubator