

BOARDROOM CLIENT REWARDS PROGRAM

PROGRAM ENROLLMENT

The Boardroom Client Rewards Program (“Rewards Program”) is available to all clients of The Boardroom at Cherry Creek (“Boardroom”), who have a recurring monthly agreement, such as a full-time office agreement, virtual office plan, or office center membership. “Outside Clients,” those who do not have a recurring monthly fee, are not eligible for this program. Enrollment is automatic when you sign up for a monthly plan with Boardroom and there are no registration, enrollment, or account maintenance fees.

The Rewards Program began on July 5, 2006. All purchases, Service Agreement renewals, and client referrals conducted prior to this time shall not earn Rewards Program points. Only purchases, Service Agreement renewals, and client referrals performed after July 5, 2006 shall be eligible for Rewards Program points.

EARN POINTS

Once you have been enrolled in the Rewards Program, you will be eligible to earn points through one of two ways:

1. **Standard Points:** Earn points for the dollars that you spend with Boardroom. Each dollar spent with Boardroom earns you one point (e.g.: \$1,200.00 = 1200 points). Charges for security deposits and set-up or installation fees with Boardroom are excluded from Rewards Program point calculations.
2. **Bonus Points:** Earn bonus points by participating in any of the following activities:
 - a. Renew your Services Agreement for a term length of six months or greater and earn 250 points for each month that you have been a client at Boardroom (e.g. if you first signed up with Boardroom 24 months ago, you would receive a bonus of 6000 points at the time of your Services Agreement renewal). If your original Services Agreement commenced on a date other than the first of the month, the number used as the total number of months that you have been with Boardroom shall be rounded down to the nearest integer.
 - b. Sign a 12-month Services Agreement for any office, virtual office plan or office center membership and earn an additional 8,000 bonus points.
 - c. Sign a 24-month Services Agreement for any office, virtual office plan or office center membership and earn an additional 20,000 bonus points.
 - d. Refer a new client to Boardroom. Earn 100,000 bonus points if you refer someone to Boardroom who signs up for a full-time office plan. Earn 30,000 bonus points if you refer someone to Boardroom who signs up for a Virtual Office or Office Center Membership. Referred client must

**THE BOARDROOM AT CHERRY CREEK
3773 CHERRY CREEK NORTH DRIVE, SUITE 575
DENVER, CO 80209 ♦ (303) 331-9100**

provide all required documentation for service plan and valid payment for his/her first month service fees and security deposit.

- e. Participate in any special bonus programs that are offered by Boardroom throughout the year (e.g.: “Earn 2 points for every dollar spent on copy and print services”).
- Rewards Program points for purchases made with Boardroom shall be applied to your account balance on the day upon which the invoice for said purchase is due for payment.
 - Rewards Program points for Service Agreement renewals shall be applied to your account balance on the first day of the term of your Services Agreement renewal.
 - Rewards Program points for client referrals shall be applied to your account balance on the first day of the term of the referred client’s Services Agreement.
 - Accounts that have payments that post after their invoice due date may forfeit all Rewards Program points earned in the previous billing cycle.

MANAGING YOUR POINTS

Your Rewards Program points are good as long as you are a client, in good standing, with Boardroom. All Rewards Program points are forfeited when your Services Agreement is terminated. Rewards Program account balances are capped at 500,000 points.

Any credits or negative adjustments to your account will earn negative points and such negative points will reduce the total points accrued in your Rewards Program account.

Quarterly statements will be issued by Boardroom to each client providing a summary of account activity over the previous three months, along with a current points balance. You can request an updated account balance from Boardroom at any time by contacting, in writing, the center manager at Boardroom.

If at any time, your account with Boardroom is deemed to be in “Default,” per the terms of your Services Agreement with Boardroom, your Rewards Program account shall be terminated and all point balances shall be forfeited.

REDEEMING YOUR POINTS

You may redeem points for any of the items listed in the current Rewards Program Catalog. To redeem points, select the catalog item that you desire and notify Boardroom center manager, in writing, of your selection. Please allow at least 10 business days for your catalog item to be delivered to you. Some items may require longer delivery times, depending upon the vendor.

Your account must be open and in good standing and the balance on your account must not be past due in order to redeem Rewards Program points.

**THE BOARDROOM AT CHERRY CREEK
3773 CHERRY CREEK NORTH DRIVE, SUITE 575
DENVER, CO 80209 ♦ (303) 331-9100**

Your account balance will be deducted the number of redeemed Rewards Program points on the date that your redemption is processed by Boardroom. You may redeem no more than 200,000 points from a Rewards Program account in any 30 day period, regardless of account balance.

ADDITIONAL TERMS AND CONDITIONS

Points are not transferable to any other account or individual at Boardroom.

Boardroom reserves the right to change or terminate Rewards Program at any time, for any reason it so chooses. Notices regarding any program changes will be distributed by Boardroom to each client and shall be posted on the Client Rewards Program section of Boardroom's website.

