

**rentiT company group - COMPOFFICE-R INFORMATIKAI KERESKEDELMI ÉS SZOLGÁLTATÓ
TÁRSASÁG
GENERAL TERMS AND CONDITIONS
(RENTAL OF EQUIPMENT AND RELATED SERVICES)
-hereinafter referred to as the "GTC" -
Valid from 1 January 2023**

1. GENERAL PROVISIONS

- 1.1. The present GTC relate to the terms and conditions for the rental of IT and event IT tools and equipment for a specific period and purpose owned or legally used by COMPOFFICE-R Informatikai Kereskedelmi és Szolgáltató Társaság (registered seat: 2030 Érd, Festő utca 93., branch: 1141 Budapest, Komócsy u. 9., company registration number: 13-09-096805, tax number: 13155478-2-13, hereinafter referred to as: "**COMPOFFICE-R**") and the event IT services provided by COMPOFFICE-R or another company of the RentIT company group.
- 1.2. COMPOFFICE-R is primarily engaged in the design and implementation of IT background for events, promotions and conferences, the provision of full technical services based on technical and IT solutions, equipment rental, equipment research and development, the development of websites and custom software and related hosting activities. COMPOFFICE-R provides equipment rental services for occasional needs, events, promotions, in some cases serving up to 1-3 years of project work. COMPOFFICE-R is not a financial service provider and is not authorised to provide credit or hire-purchase financial services.
- 1.3. The detailed definition of the leased equipment, facilities and services provided, the name and description of the project, the location and date of the event, the duration, the name and value of the leased equipment, the terms and conditions of the lease, the duration, the rental fee and, if a service is provided, the exact definition, duration and terms and conditions of the lease are set out in the Lease and Service Agreement.
- 1.4. These GTC and the Lease and Service Agreement are an inseparable annex to each other and shall be interpreted and applied together, and in the event of any conflict between them, the provisions of the Lease and Service Agreement shall prevail and supersede the provisions of these GTC. By signing the Lease and Service Agreement, the contracting Customer acknowledges that he/she/it has read, understood and accepted the contents of these GTC.
- 1.5. If the contracting Customer also has General Terms and Conditions, business regulations or other documents, contracts or other annexes with the same or similar content, these are excluded and superseded by these GTC and the Lease and Service Agreement in their entirety, and the provisions of them shall not apply to the legal relationship between COMPOFFICE-R and the contracting Customer.
- 1.6. The Customer agrees that he/she/it may not treat the tools and equipment subject to these GTC and the Lease and Service Agreement as his/her/its own, nor may he/she/it display them as his/her/its own, nor may he/she/it dispose of them as his/her/its own, nor may he/she/it alienate them, nor may he/she/it transfer them to the ownership of another, sublet them, pledge them or provide them for use in any way to a third party without the prior and express written consent of COMPOFFICE-R. The Customer further agrees that, even in the event of COMPOFFICE-R's approval of any third party's transfer or use, the Customer shall enter into an agreement with the same content as these GTC and the provisions of the Lease and Service Agreement, and shall assume full and unlimited liability to COMPOFFICE-R for compliance with the same by the third party and for any damage caused by the third party.
- 1.7. The terms and conditions of the rental of equipment and facilities leased under these GTC and the Lease and Service Agreement are set out in particular in Chapter I of these GTC, while the manner and conditions of the provision of services by COMPOFFICE-R are set out in particular in Chapter II of these GTC, but the entire GTC shall apply to all legal transactions covered by these GTC.
- 1.8. All rentals of Equipment and services provided by COMPOFFICE-R shall be subject to these GTC as in force from time to time and COMPOFFICE-R shall operate exclusively under the terms and conditions set out in these GTC.

2. INTERPRETATIVE PROVISIONS

- **COMPOFFICE-R:** means COMPOFFICE-R Informatikai Kereskedelmi és Szolgáltató Korlátolt Felelősségű Társaság (registered seat: 2030 Érd, Festő utca 93; company registration number: 13-09-096805; tax number: 13155478-2-13).
- **Customer:** who hires the event IT tools and equipment offered by COMPOFFICE-R, or orders the related service, and to whom the invoice is issued for the hire or use of the tools and services, unless otherwise agreed, regardless of for whose benefit the event is actually organised or carried out.
- **Lease and Service Agreement:** specifies in detail the equipment and services to be hired, the essential elements of the contract between COMPOFFICE-R and the Customer, in particular the name and description of the event, the place and date of the event, the duration, the name and value of the equipment and facilities hired, the terms and conditions of the hire, the duration, the hire charge and, if a service is provided, the exact definition, duration, terms and conditions and the charge thereof.
- **Lease:** means the transaction under which COMPOFFICE-R leases the event IT tools and equipment to the Customer on the terms and conditions set out in the Lease and Service Agreement and these GTC and the Customer is obliged to pay the rental fee for the tools.
- **Service:** means the transaction under which COMPOFFICE-R provides the Customer with event IT services related to the rental of event IT tools and equipment, in particular, but not limited to: software development, event Wi-Fi network installation, event internet service, event technology project management, wired network installation for events, event technology concept design, technical supervision of events, and operation of the rented equipment, etc.
- **Equipment:** means the event IT and IT tools and equipment owned or exclusively used by COMPOFFICE-R and offered for rent to the Customer, in singular and plural, including but not limited to laptops, computers, printers, cameras, monitors, tablets, voting machines, custom-made devices, game consoles, multimedia, projectors, kiosks, VR glasses, event access systems, hostess robots, etc.
- **Event:** an event to be held at a specific place and time or period, in particular a training course, conference, team building, film shoot, corporate event, gala dinner, etc.
- **RentIT company group:** means COMPOFFICE-R and RentIT Rendezvényinformatikai Korlátolt Felelősségű Társaság (registered seat: 2030 Érd, Festő utca 93., tax number: 23894930-2-13), as well as their related and partner companies, owners, subsidiaries.
- **Parties and Contracting Parties:** COMPOFFICE-R and Customer together.

3. CONDITIONS FOR SUBMITTING A BID:

- 3.1. COMPOFFICE-R cannot accept orders placed by telephone or verbally.
- 3.2. Enquiries and requests for quotes for COMPOFFICE-R services can be made in the following forms:
 - oral enquiries and requests for information: by calling the central customer service telephone number: **(+36 1 468 3073)**
 - written requests for quotations and enquiries: by sending an e-mail to the central customer service e-mail address (**info@RentIT.hu**).
- 3.3. COMPOFFICE-R will only make offers in writing (e-mail) on the basis of the information provided by the Customer.
- 3.4. The conclusion of the contract requires the agreement of the Parties on matters deemed essential by COMPOFFICE-R. The Contracting Parties shall exclude from the content of the contract any custom or practice arising from their previous business relationship, or any custom or practice between them, or any custom or practice widely known and regularly used by the parties to a contract of a similar nature in the relevant line of business, which shall not become part of the contract between the Parties, unless the Parties expressly intend it to be so.
- 3.5. The offer provided by COMPOFFICE-R is valid for the period indicated in the offer, failing which until 30 working days from the date of the offer. COMPOFFICE-R is, however, entitled to

unilaterally withdraw or amend the offer at any time during the period of validity of the offer, if new circumstances arise in connection with the service included in the offer which may affect the full performance of the service and which are not known at that time.

- 3.6. The acceptance of the offer by the Customer does not result in the conclusion of a contract. The contract between the Parties shall be concluded by the signature of the Lease and Service Agreement by both Parties, to which the current GTC shall be an inseparable annex.
- 3.7. COMPOFFICE-R's offer may include COMPOFFICE-R's intellectual property, including unique ideas, technical solutions, development proposals, plans, know how, to be implemented after the order. The entire content of COMPOFFICE-R's offer is therefore considered a trade secret, it is intended exclusively for the Customer and is valid only for the project indicated in the offer, and any disclosure, publication, use or exploitation of the content of the offer to third parties without COMPOFFICE-R's prior consent or in any other way will result in legal consequences.
- 3.8. In order to conclude a Lease and Service Agreement, a private Customer must be at least 18 years of age, have a valid identity card and address card, and in the case of a legal entity Customer, must prove its operation by a company certificate (or a document certifying its registration) no more than 30 days old, and the identity of the person authorized to represent the Customer must be certified by a document, and the Customer must present a specimen signature.

I. LEASE

4. OBLIGATIONS OF COMPOFFICE-R AS LESSOR:

- 4.1. COMPOFFICE-R leases, and the Customer as lessee hires, the Equipment owned and/or exclusively used by COMPOFFICE-R for the term and under the conditions set forth in these GTC and in the Lease and Service Agreement.
- 4.2. COMPOFFICE-R is obliged to make the leased Equipment available to the Customer for proper use within the terms and conditions set out in the Lease and Service Agreement, in a condition suitable for the purpose for which it is leased, in accordance with the terms and conditions set out in the Lease and Service Agreement.
- 4.3. COMPOFFICE-R warrants that the leased Equipment is suitable for contractual use for the entire duration of the lease and complies with the provisions of the Service Agreement, that it complies with applicable legal and regulatory requirements and that it has the necessary documentation and certificates, depending on the nature of the Equipment. COMPOFFICE-R warrants that no third party has any rights in the leased Equipment that restrict or prevent the Customer from using it.

5. OBLIGATIONS OF THE CUSTOMER AS LESSEE:

- 5.1. The Customer shall take delivery of the Equipment as described in the Lease and Service Agreement, with a delivery note or a handover protocol recorded by the Parties, the Customer shall use the Equipment as intended, store it, return it to COMPOFFICE-R in its original condition at the end of the rental period at the place and time indicated in the Lease and Service Agreement, and pay the rental fee. The Customer shall notify COMPOFFICE-R in writing of any damage, shortages, destruction, loss, damage, malfunction or defects occurring during the rental period immediately upon discovery, but no later than the next working day. The Customer shall have full and unlimited liability for any damage caused by the Customer or any third party during the term of the lease.
- 5.2. The Customer shall use the leased Equipment as intended and in accordance with the instructions of COMPOFFICE-R. The Customer acknowledges receipt of the Equipment and the information and acknowledgement of the User's Manual by signing the delivery note or the handover protocol.
- 5.3. The Customer may not remove any markings on the leased Equipment, nor may the Customer modify the Equipment. The Customer may not transfer, pledge, alienate or encumber the leased Equipment to a third party in accordance with the provisions of Clause 1.6 above. The Customer shall be fully liable for any breach of this obligation, including all damages and costs that would not have occurred without this. If the Customer, despite COMPOFFICE-R's notice, continues the use in a manner that is not in accordance with the intended purpose or otherwise in breach of the contract, COMPOFFICE-R shall be entitled to terminate the Lease and Service

Agreement with immediate effect, subject to any other possible legal consequences arising from the contract, the GTC and the applicable legislation.

6. RENTAL FEE, SECURITIES

- 6.1. COMPOFFICE-R may make the delivery (provision) of the leased Equipment or the commencement of its activities subject to the payment of an advance and/or a deposit. In case of any failure of this payment obligation, the contract shall not be concluded or, if already concluded, may be terminated with immediate effect or, at COMPOFFICE-R's option, suspended until receipt of the advance payment or security, without being in default of its contractual obligations.
- 6.2. The amount of the advance payment will be credited to the rental fee and will be refunded to the Customer in the event of a fail of the Lease and Service Agreement within 15 days of the date of COMPOFFICE-R's detection of the fail.
- 6.3. COMPOFFICE-R is entitled to demand security deposit. The security deposit covers damage to the leased Equipment. In case of return of the leased Equipment without damage (free of damage), the security deposit will be returned to the Customer without interest within 15 days after the termination of the Lease and Service Agreement. If the amount of the security does not cover the entire damage, COMPOFFICE-R is entitled to claim the difference and the Customer is liable to pay the remaining amount of the damage. If the deposit is not used or is used only partially, the deposit or the remaining amount will be returned to the Customer without interest.
- 6.4. In the event of late performance of the Customer's payment obligations under the Lease and Service Agreement, the Customer shall be obliged to pay late interest in accordance with Section 6:155 of the Civil Code. In the event of late return of the leased Equipment, the Customer shall pay a daily penalty for late return plus 20% of the daily rental charge stated in the offer until the Equipment is returned in proper condition. In the event of late payment, the Customer who is a business entity shall be liable to pay a recovery fee pursuant to Act IX of 2016 on Recovery of Costs. The fulfilment of these obligations and the payment of the penalty for late payment do not grant exemption from other legal consequences of the delay; however, the amount of the recovery costs shall be included in the compensation.

7. METHOD OF PERFORMANCE:

- 7.1. The place of delivery of the leased Equipment to the Customer is COMPOFFICE-R's premises at 9 Komócsy u., 1141 Budapest, Hungary, unless otherwise specified in the Lease and Service Agreement. The place of return of the leased Equipment to COMPOFFICE-R is the same place.
- 7.2. The delivery, installation, assembly of the leased Equipment (and the costs thereof) are the responsibility of the Customer, unless otherwise provided for in the Lease and Service Agreement. If the leased Equipment is delivered or transported by the Customer, the Customer is liable for all damages arising from and/or during transport, regardless of who, other than COMPOFFICE-R, has carried out the transport activity on behalf of the Customer.
- 7.3. The installation and assembly of the leased Equipment will be carried out by COMPOFFICE-R, unless otherwise agreed. The Customer may not change the installation location, conditions, terms and conditions without the prior written consent of COMPOFFICE-R. COMPOFFICE-R shall not be liable for any changes not agreed in advance, and the Customer shall be liable and obliged to compensate without limitation for all damages and costs arising from such changes.
- 7.4. The delivery and receipt of the Equipment shall be recorded in the form of a protocol / delivery note, which shall also constitute a certificate of completion. By signing the handover protocol, the Customer acknowledges that he/she is familiar with the intended purpose, use and technical characteristics of the Equipment and its accessories, the legal requirements for its use, and that the Equipment is in proper working order and has been handed over in a clean and hygienic condition. The Customer shall check the suitability and completeness of the leased Equipment for their intended use upon receipt. In the event of a quality or quantity complaint, the parties must record the fact in a separate handover report. After signing the delivery note, the Customer may not raise any objections regarding the quantity and/or quality of the Equipment specified on the delivery note at the time of delivery.

- 7.5. COMPOFFICE-R shall not be obliged to repair or replace the Equipment in the event of defects arising from improper or non-contractual use. The Customer may not repair or have repaired the leased Equipment without COMPOFFICE-R's express written consent.
- 7.6. The Customer acknowledges that COMPOFFICE-R is not obliged to replace the leased Equipment which cannot be repaired, is destroyed or lost after the transfer of the Equipment, even in the event of proper use by the Customer during the rental period, in particular with regard to the nature of the Equipment, COMPOFFICE-R will endeavour to do its utmost to replace the Equipment, but shall not be liable for any compensation / reimbursement of costs in the event of failure to do so.
- 7.7. COMPOFFICE-R has the right to inspect the Equipment at any time during the term of the Service Agreement, to check its proper use and maintenance, and to verify that the Customer's operating personnel are familiar and comply with the safety and health regulations applicable to the use of the Equipment. COMPOFFICE-R shall be entitled to remove the Equipment with immediate effect or to terminate the Lease and Service Agreement with immediate effect if it considers that their continued use may cause serious damage or endanger the safety of life and property, subject to any other possible legal consequences arising from the contract, the GTC and applicable legislation.
- 7.8. COMPOFFICE-R shall, if separately agreed, carry out the regular maintenance and operation of the Equipment, provide the materials and spare parts necessary for the operation and maintenance, against payment. In the event of a failure of the Equipment, only COMPOFFICE-R is entitled to carry out and have carried out ad hoc repairs and on-site troubleshooting.
- 7.9. COMPOFFICE-R shall be entitled to invoice the Customer for the costs incurred for the repair of the defect; delivery charges, service hours, spare parts, other costs incurred if the cause of the defect is the improper use of the Equipment (e.g. the defect occurred during installation by the Customer) or if COMPOFFICE-R determines during the delivery that the Equipment is in working order and does not require repair.

8. COMPENSATION OF DAMAGES:

- 8.1. The Customer is liable for the destruction, loss (including theft) or damage to the Leased Equipment, whether or not caused by the Customer, and regardless of whether or not the Customer is responsible for the damage. In addition to natural wear and tear resulting from the intended use, the Customer is liable for any damage to the leased Equipment, regardless of the cause, which occurred during the term of the Lease and Service Agreement .
- 8.2. The Customer shall immediately notify COMPOFFICE-R in writing of any damage or defects that have occurred and of any situations that threaten to cause damage (e.g. storm damage, etc.). The Customer shall do everything in its power to mitigate, avoid or minimise the damage. If the Customer fails to comply with this obligation, or is late in doing so, the Customer shall be fully liable for any resulting damage, without limitation.
- 8.3. The Customer acknowledges that in the event of the loss of the leased Equipment or if the Equipment cannot be repaired economically, the replacement price of the Equipment will be determined on the basis of its current purchase price at new value, or, failing this, on the basis of the purchase price at new value of the asset with the same purpose as the Equipment.
- 8.4. COMPOFFICE-R will inspect and check the leased Equipment at the end of the rental period, and will immediately submit any quality and/or quantity objections to the Customer by means of a report.

II. SERVICES PROVIDED BY COMPOFFICE-R

9. OBLIGATIONS OF COMPOFFICE-R

- 9.1. COMPOFFICE-R will provide technical, event IT, design and software development and project management services as well as operation, delivery, installation and dismantling services as specified in the Lease and Service Agreement. The Parties shall agree in the Lease and Service Agreement on the specific services, the service fee, the place, duration and other material terms of performance.

- 9.2. COMPOFFICE-R declares that it complies with all conditions under the Lease and Service Agreement to provide the service associated with the leased Equipment, to carry out the service or task of the service and the necessary professional experience required to perform the activity.
- 9.3. COMPOFFICE-R shall perform its services and activities related to the Equipment with due diligence, to a high professional standard and in the interest of the Lessee.
- 9.4. COMPOFFICE-R may delegate its obligations arising from this contract, and is entitled to use subcontractors and intermediaries for the entire service. The Customer has no contractual relationship with the subcontractor / intermediary and may not instruct it. COMPOFFICE-R shall be responsible for the work of the subcontractor / intermediary.
- 9.5. COMPOFFICE-R shall act in accordance with the Customer's instructions. COMPOFFICE-R may deviate from the Customer's instructions if the Customer's interest so requires and if prior notice to the Customer is no longer possible. In such case, the Customer shall be notified without delay. COMPOFFICE-R is obliged to inform the Customer if the use of an intermediary has become necessary or if new circumstances arise which justify a change in the instructions. The instruction must not cover the organisation of the activity or make performance more burdensome. If the Customer gives an inappropriate or unprofessional instruction, COMPOFFICE-R is obliged to warn the Customer. If the Customer maintains his instructions despite the warning, COMPOFFICE-R may withdraw from the contract or may perform the task according to the Customer's instructions at the Customer's risk. COMPOFFICE-R is obliged to refuse to comply with an instruction if its execution would lead to a violation of the law or an official decision or would endanger the person or property of others or their reputation.

10. OBLIGATIONS OF THE CUSTOMER

- 10.1. The Customer shall pay COMPOFFICE-R the consideration for the Service as set forth in the Lease and Service Agreement.
- 10.2. If COMPOFFICE-R performs its service tasks on the work area designated by the Customer, the Customer shall make it available in a condition suitable for the performance of the service. If there are several contractors working on the worksite at the same time, the Customer is obliged to create the conditions for the economical and coordinated execution of the works.
- 10.3. COMPOFFICE-R may refuse to start the activity until the work area is suitable for the activity. If the Customer fails to provide the work area despite COMPOFFICE-R's request, COMPOFFICE-R may withdraw from the contract and claim damages. If the parties agree that the place designated for the activity is to be made suitable by COMPOFFICE-R, the costs of this shall be borne by the Customer.
- 10.4. The Customer is obliged to provide COMPOFFICE-R with the necessary conditions for the services provided by COMPOFFICE-R - in particular, but not limited to: access to the service location, provision of a suitable size of space for the service, obtaining any necessary permits from the authorities and the security of the equipment, weather protection. The Customer shall also be obliged to ensure the above conditions when requesting on-site technical supervision provided by COMPOFFICE-R.
- 10.5. COMPOFFICE-R may make the performance of any additional work or tasks not covered by the Lease and Service Agreement subject to additional remuneration.

III. COMMON PROVISIONS FOR CHAPTERS I and II

11. PAYMENT TERMS

- 11.1. The Customer shall pay the invoices issued by COMPOFFICE-R within the payment term specified in the Lease and Service Agreement, within 20 days from the date of issue of the invoice, unless a separate payment term is specified. In all cases, the invoice issued is available online in the COMPOFFICE-R customer service system, which the Customer can access in the manner detailed in the offer made to him. The date of receipt of the invoice and, as such, the starting date for the calculation of any default interest - the date of issue of the invoice and its simultaneous availability in COMPOFFICE-R's customer service system - shall be mutually considered as the date of receipt. The Customer will be informed of the availability of the account by e-mail. Furthermore, the Customer cannot claim late delivery, given that all related information and accounting documentation is available to the Customer online at any time during the project.

- 11.2. If the Customer does not lodge a complaint within 5 working days of receipt of the invoice, the invoice shall be deemed to have been accepted, both in terms of its legal basis and its amount.
- 11.3. In the case of bank transfer, the date of payment by the Customer shall be deemed to be the date on which the amount transferred is credited to COMPOFFICE-R's bank account. The Customer shall pay interest on arrears in the event of late performance of its payment obligations under the Lease and Service Agreement in accordance with the Civil Code. In the event of late payment, the Customer who is a business entity shall be liable to pay a recovery fee pursuant to Act IX of 2016 on Recovery of Costs. The fulfilment of these obligations and the payment of the penalty for late payment do not grant exemption from other legal consequences of the delay; however, the amount of the recovery costs shall be included in the compensation.

12. LIMITATION OF LIABILITY:

- 12.1. COMPOFFICE-R's liability for damages shall be limited, in respect of direct damages, to the amount of the net rental/service charge calculated in the Lease and Service Agreement for the part of the work or task affected by the damage, to the fullest extent permitted by applicable law, in each case. COMPOFFICE-R excludes its liability for all indirect consequential damages, including any indirect consequential damages on the part of the Customer or third parties, to the fullest extent permitted by applicable law. Accordingly, the Customer shall not be entitled to pass on to COMPOFFICE-R any indirect, consequential or excess damages incurred by third parties, and COMPOFFICE-R shall not be liable for such damages. This limitation of liability does not apply to liability for damages caused intentionally or causing injury to life, physical integrity or health.

13. INTELLECTUAL PROPERTY RIGHTS

- 13.1. The Contracting Parties stipulate that COMPOFFICE-R and the Customer also own/may already own or have the right to use intellectual property, industrial property rights (e.g. trademarks, design protection, copyright or neighbouring rights, etc.) which are in any event not transferred or licensed to the other Party in the absence of a separate written agreement to that effect, may be used by the other Party only to the extent and for the limited duration necessary and limited to the performance of the Lease and Service Agreement, provided that such use is strictly necessary and justified for the performance thereof.
- 13.2. If the performance of the Lease and Service Agreement requires the development of software or the creation or development of any new technical, IT or software solution by COMPOFFICE-R or any other member of the RentIT company group, the resulting work shall be and remain the property of COMPOFFICE-R or the RentIT company group, it shall not be owned by the Customer and shall not be licensed to the Customer, nor shall the Customer be entitled to dispose of it in any form, alienate it, trademark it or otherwise protect it or in any way modify, develop, make it available to third parties, reproduce, distribute, etc., and the Customer shall be entitled to use it only under the conditions set out in Clause 13.1 above, provided that such use is indispensable for the performance of the Contract.
- 13.3. Unless otherwise agreed, in accordance with the above, the fee for all software products related to the performance of the Lease and Service Agreement shall include the exclusive right to use the software products for the duration of the project and event related to the subject matter of the Lease and Service Agreement, which user right shall expire after the event has ended.
- 13.4. The Customer acknowledges that neither by using the Service nor by renting any Equipment does he/she/it acquire any ownership rights nor any right to (re-)use the software products provided by COMPOFFICE-R free of charge at a later date. The Customer also acquires no right to know or possess the source code and agrees that COMPOFFICE-R's software solutions may only be run on servers and hardware under COMPOFFICE-R's control and operation, except as otherwise agreed by the parties in prior negotiations.
- 13.5. Software and hardware products developed by COMPOFFICE-R and the know-how used in their development are the exclusive intellectual property of COMPOFFICE-R. Data collected on behalf of and under the responsibility of the Customer in connection with the provision of the Service shall be at the sole disposal of the Customer. COMPOFFICE-R will make the data available to the Customer after the Service has been completed. Unless otherwise specified, COMPOFFICE-R will store the data for 30 days after the event, after which they will not be available for account.

13.6. The Customer acknowledges that any intellectual property (trademark, industrial design, copyright, etc.) (Intellectual Property) owned by COMPOFFICE-R or the RentIT Company Group, whether formally protected, currently under protection, not yet registered or not formally protected (Intellectual Property), may be used only and exclusively in the interest of COMPOFFICE-R, during the performance of the Agreement, to the extent necessary for the performance of the Agreement, in a manner approved by COMPOFFICE-R. The Customer may not use, dispose of, encumber or sell the Intellectual Property in any way whatsoever after the performance of the Agreement or otherwise than in accordance with this Contract. The Customer further declares that it will refrain from copying or infringing the Intellectual Property in any form at any time. The Customer acknowledges that any use of the Intellectual Property other than the subject matter of this Agreement (including copying, reproduction, etc.) shall be considered as a violation of the ownership rights of COMPOFFICE-R or the RentIT Company Group. The Agent warrants the rights transferred to the Principal, regardless of whether they originate from itself or from a third party. The Parties agree that COMPOFFICE-R shall have the right of disposal in relation to the Service and any work, design, sketch prepared under this Agreement, and accordingly the Customer shall not be entitled to dispose of the intellectual property, in particular the Customer shall not be entitled to make it available to third parties, sell it or otherwise exploit it. COMPOFFICE-R may, upon prior written request, grant Customer permission to include the service created by COMPOFFICE-R under this Agreement in Customer's references. If the Customer breaches its obligations under this Clause 13, COMPOFFICE-R shall be entitled to claim penalty. The amount of the penalty shall be twice the amount of the consideration set out in the Lease and Service Agreement. In the event of a breach of contract by the Customer, COMPOFFICE-R is entitled to claim, in addition to this penalty, all direct and indirect damages and reasonable costs incurred by the Customer.

14. CONFIDENTIALITY

- 14.1. For the purposes of this Agreement, confidential information (Confidential Information) means the offer given by COMPOFFICE-R, any contract concluded with it (including these GTC), the content of the offer and any contract (GTC), the fact of their giving, conclusion, the establishment of the business relationship. All technical and financial data, sales information, technical and IT solutions, in particular the terms and conditions of this Agreement, as well as other proprietary, secret and confidential information concerning COMPOFFICE-R and its affiliates, are also confidential; this includes any information, software developments or other trade secrets or confidential business information relating to COMPOFFICE-R's products, COMPOFFICE-R or any matter or any business method of the RentIT Company Group; this includes also any confidential information presented to the Customer by COMPOFFICE-R or the RentIT Company Group. In addition, any business plan and documentation, project description, marketing report, agreement, contractual relationship, policies and procedures, know-how, trade secret, methodology, past, present and future customers, business partners and employees, as well as any other type of information, is considered Confidential Information, which COMPOFFICE-R has provided to Customer, or information to which COMPOFFICE-R has given Customer access, or information which Customer has learned in connection with this Agreement or which has come to Customer's knowledge as a result of or in connection with the performance of Customer's obligations under this Agreement.
- 14.2. The Customer undertakes not to disclose any Confidential Information to third parties without COMPOFFICE-R's prior written consent.
- 14.3. The Customer shall not disclose to any third party and shall keep strictly confidential, both during the term of this Agreement and indefinitely thereafter, all Confidential Information. The Customer warrants that its employees and any other person who may have access to such information or documents for necessary and reasonable reasons will comply with the relevant obligation.
- 14.4. If the Customer fails to comply with its obligations under Clauses 14.1-14.3, COMPOFFICE-R shall be entitled to claim a penalty. The amount of the penalty shall be twice the amount of the consideration set out in the Lease and Service Agreement. In the event of a breach of contract by the Customer, COMPOFFICE-R is entitled to claim, in addition to this penalty, all direct and indirect damages and reasonable costs incurred by the Customer. The Customer shall refrain from any conduct that could damage or endanger the economic interests of the RentIT Company Group. The Customer shall treat the content of any internal agreement with the Companies and any communication by any means (negotiation, correspondence, telephone conversation, etc.) as confidential information. In the event of breach of the above obligation, the Customer shall

be liable to criminal prosecution and shall have full financial liability in accordance with the legislation in force.

15. DATA PROTECTION

- 15.1. The Parties shall also fully comply with the provisions of Regulation 2016/679/EU on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and other applicable laws when processing the data of their representatives, contact persons, persons performing tasks under this Agreement (collectively, "Contact Persons"). The Contracting Parties shall provide each other with personal data concerning their contact persons for the purpose of concluding and performing the agreement. Such personal data may include the names, positions, telephone numbers, e-mail addresses, signatures of the contact persons of the Parties and data related to the nature of the contact or service (e.g. date of attendance at meetings or performance of the service, etc.) which cannot be specified in advance. The legal basis for the transfer and processing of personal data of the contacts by the other Party is Article 6(1)(f) of the GDPR (legitimate interest), for which the performance of the interest test required by the GDPR and the provision of appropriate information to the data subjects is the separate task and responsibility of both Parties. Where the contracting party is a natural person, Article 6(1)(b) GDPR is the legal basis for processing of data in relation to that person (i.e. the processing is necessary for the performance of the contract). The purpose of the transfer and processing of data by the other party is the performance of the Agreement and the maintenance of relations between the Parties. The Parties are entitled to store these data in databases accessible to their employees and to use and record them exclusively for the purposes listed above, in particular to transfer them to accountants, auditors, legal representatives and other data processors. The Parties agree to process and retain the personal data referred to in this Clause provided to each other from the termination of the Contract until the expiry of the general limitation period or until the periods specified in the applicable legislation, whichever is later, in order to settle any future disputes and to comply with legal obligations. The Parties agree that the transfer of personal data of their contacts is the responsibility of the transferring party and that the data controller receiving the data is responsible for the processing of the data by the other party. The Parties agree that the transferring Party shall always inform the data subjects about the transfer and the details of the processing by the other Party (including the data subject's rights and any transfer, e.g. to a data processor) in accordance with the data processing notice received from the other Party. The Parties represent and warrant that their contact persons have been informed accordingly prior to the transfer in accordance with the provisions of the GDPR. The Parties are independent data controllers with regard to the processing of personal data of each other's contact persons. The Parties declare that they are in full compliance with the GDPR and all other applicable laws on the processing of personal data in relation to the processing of personal data in the performance of this Agreement, that they have carried out the necessary balancing of interests test in relation to the processing of contact details, and that they have provided the necessary information to the data subjects.
- 15.2. If COMPOFFICE-R also processes personal data on behalf and in the name of the Customer as data controller in connection with the performance of the Lease and Service Agreement, in that case the Parties shall sign a separate Data Processor Agreement. The same applies in the case where the Customer is itself a data processor on behalf and in the name of the actual data controller under contract with it and therefore COMPOFFICE-R is considered as a sub-processor.

16. TERMINATION OF THE AGREEMENT, FORCE MAJEURE

- 16.1. The Lease and Service Agreement concluded for a fixed term shall terminate upon expiry of the fixed term, and the Customer shall return the Equipment to COMPOFFICE-R on the last day of the fixed term in the manner and place agreed. In the event of early termination of the fixed-term contract, COMPOFFICE-R is entitled to liquidated damages, the amount of which is fixed by the parties in the Lease and Service Agreement.
- 16.2. COMPOFFICE-R may terminate the agreement with immediate effect and remove the leased Equipment, as well as revoke the right to use its software products or suspend its online services at the Customer's expense, if the Customer seriously or repeatedly violates the provisions of the Lease and Service Agreement or the GTC and does not remedy the violation within the time limit specified in COMPOFFICE-R's notice, if the violation can be remedied at all; or if the

Customer is placed in liquidation, bankruptcy, receivership or an administrator is appointed (or if there is a threat thereof).

- 16.3. In the event of termination of the Lease and Service Agreement, the Customer shall not prevent the removal of the Equipment, shall ensure that COMPOFFICE-R has free access to the property where the Equipment is located and shall not consider such access as trespass.
- 16.4. If performance becomes impossible, the Agreement shall terminate. The party who becomes aware of the impossibility of performance shall notify the other party without delay. The defaulting party shall compensate the damage resulting from the failure to notify. If neither party is responsible for the impossibility of performance (e.g. force majeure), the monetary value of the service provided before the date of termination of the agreement must be reimbursed. If the consideration corresponding to the monetary service already provided has not been provided by the other party, the monetary service will be returned.
- 16.5. The Parties shall consider force majeure circumstances as those unforeseeable circumstances beyond the control of the Parties and directly preventing the Party concerned from fulfilling its contractual obligations, such as war, national strikes, etc, earthquake, flood, fire, act of terrorism, other strikes, riots, public disorder, failure of infrastructure used in the service but not under the control of COMPOFFICE-R, unavailability of electricity and internet service through no fault of COMPOFFICE-R, etc.). The Parties stipulate that epidemics (e.g. flu, Covid, etc.) shall not be considered as force majeure events, unless they are accompanied by legally binding restrictive measures which make performance effectively impossible.
- 16.6. If, in addition to the cases of impossibility of performance / force majeure described above, the circumstances of performance for COMPOFFICE-R change to such a significant extent compared to the conclusion of the agreement, irrespective of COMPOFFICE-R's involvement (e.g. (e.g. due to energy, fuel, raw material, raw material shortages/procurement, supply, transport difficulties or significant price increases), which prevent, hinder or significantly increase the burden on COMPOFFICE-R, COMPOFFICE-R shall be entitled to unilaterally amend the or terminate the agreement with immediate effect without any obligation to pay compensation or indemnification.
- 16.7. The Customer may withdraw from the agreement free of charge up to 30 days before the date of the event or project, thereafter up to 15 days before the date of the event or project, subject to payment of 50% of the commitment and service fee, and thereafter up to 100% of the commitment and service fee.
- 16.8. In the event of termination of the Lease and Service Agreement for any reason, unless the termination is due to the express fault of COMPOFFICE-R, COMPOFFICE-R is entitled to the commitment fee or the fee for the service provided until the termination of the Agreement, if no objection has been raised by the Customer in relation to the service provided.

17. OTHER CONDITIONS

- 17.1. The Parties shall set out in writing in the Lease and Service Agreement any terms and conditions not regulated in the GTC and/or any terms and conditions that differ from the GTC.
- 17.2. In the event of any discrepancy between the general terms and conditions set out in these GTC and any other terms and conditions of the Lease and Service Agreement, the latter shall become part of the agreement. By signing the Service Agreement, the Customer declares that he/she/it has read, understood, acknowledged and accepted as binding the terms and conditions of these GTC.
- 17.3. Any disputes arising from this agreement shall be settled by the contracting parties primarily by out-of-court settlement, failing which the ordinary courts of the place of COMPOFFICE-R's registered seat shall have jurisdiction.
- 17.4. The provisions of Act V of 2013 on the Civil Code shall apply to matters not regulated in the Service Agreement and these GTC.
- 17.5. The Customer acknowledges that in the event of non-payment of its payment obligations to COMPOFFICE-R, COMPOFFICE-R may use a debt collection company for the purpose of recovery.
- 17.6. Notices sent by post with return receipt requested shall be deemed to have been served on the date shown on the return receipt. If the addressed Party fails to accept the mailing twice in

succession, the mailing shall be deemed delivered on the 5th day after the second unsuccessful delivery thereof. The Parties shall also consider written communications sent by electronic means as proper written communications. To avoid future disputes, the Parties agree that:

- a.) important messages are sent to each other by registered/receipted mail instead of or in addition to electronic mail or,
 - b.) the sending Party may request acknowledgement of receipt of a message sent by electronic means, which the other Party shall be obliged to provide immediately upon receipt of the message.
- 17.7. Verbal communications shall be deemed invalid until confirmed in writing by the Parties in one of the above ways.
- 17.8. The Customer shall maintain property/liability insurance covering the full value of any third party asset for the duration of the Lease and Service Agreement, and shall present the insurance policy to COMPOFFICE-R on request.
- 17.9. These GTC are valid from 1 January 2023. COMPOFFICE-R is entitled to unilaterally modify these GTC, which shall be binding on the Customer without the need for a separate written acceptance. The current version of the GTC is published on the RentIT Company Group website (<https://www.rentIT.hu>).

Valid: from 1 January 2024

I understand, acknowledge and accept the terms and conditions of these GTC:

Dated:.....,2023

Customer's signature in the form of a company signature