Aupark Košice

Rules of Operation

Aupark Košice

Nám. Osloboditeľov 1

040 01 Košice

The Rules of Operation determine the rules of activities and behaviour in the shopping and entertainment centre

AUPARK KOŠICE SHOPPING CENTER

The document is intended for tenants and visitors of the centre.

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1. *Introduction*

These Rules of Operation deal with the obligations of tenants and tenants' staff

1.1. Symbols and terms:

AUPARK – AUPARK KOŠICE SHOPPING CENTRE :

A unified complex of multifunctional buildings which will serve for business, administration and cultural-social purposes.

The main purpose of the building is to serve as a place of business, shopping and social events which will with its broad range of functions offer a variety of consumer goods and food items in a number of various shopping units, as well as provision of individual services to customers and premises intended, designed and adapted for administration, relax, social and athletic recreation.

Its broad range and structure of functions aims to offer the highest standard for the inhabitants of the city of Košice as well as visitors from near and far.

LESSOR – a subject authorized to conclude preliminary Contracts of Lease of Commercial Space with tenants
TENANT – an entrepreneur who is a party to a valid contract of lease with the owner of AUPARK
TENANT'S STAFF – persons legally employed by a tenant
TENANT'S SUPPLIERS – natural or legal persons who are parties to valid contracts of supply of materials, goods or services with a tenant, or supply these based on an order
VISITORS – all persons who enter AUPARK for the purpose of business, shopping or a social purpose, or merely pass through AUPARK on foot
PSS – the private security service which carries out protection of the AUPARK complex based on a valid contract of provision of protection and security of the AUPARK object
COMMAND CENTRE – the room in the AUPARK complex wherein PSS staff are present 24 hours a day

2. *Obligations of tenants*

Access to Tenants' premises

Tenants are bound to allow access to employees of AUPARK management or persons authorized by AUPARK management to the leased premises for the purposes of inspection of energy metering devices.

Security :

Tenants as well as companies which provide services to AUPARK are bound to report immediately to the telephone number of the PSS Command Centre:

- having received a threat to security of persons and property of AUPARK,
- any persons violating the visitor regulations of AUPARK or the social standards of AUPARK,
- persons suspicious of having committed criminal offences,
- abandoned children,
- animals on the loose,
- situations such as with respect to protection of persons and property threaten smooth operation of AUPARK,
- suspicious, abandoned objects on AUPARK premises.

Tenants are bound to inform the Command Centre (the security manager) of any activities of their own security services on AUPARK premises including their own leased business units and to continually update such information. The purpose of this rule is to prevent any possible clashes in realization of security-related activities.

On AUPARK premises, the following rules apply to tenants, tenants' staff and tenants' suppliers, which prohibit:

- sticking any sort of announcements to shopfronts and windows in the AUPARK building,
- also prohibited are any interferences, placement of advertisements and inscriptions (including posters) to perimeter walls, windows, or glass walls, both internal and external.
- place advertising posters in shopfronts and windows of the AUPARK building, with the exception of posters placed on signboards approved by the AUPARK management,
- the external shopping window zone is determined by the approximately 600mm wide strip located along the external glass walls; due to the fact that floor convectors are located in this area, no interior equipment or furniture may be placed in it.
- to place advertising boards or poster stands or stands of any sort in front of the leased areas or anywhere on AUPARK premises,
- to cover in any way windows, glass doors, roof windows or doors such as reflect or let through light and air to the hallways, passageways and other places in AUPARK, or to place on windows sills, in shopfronts or windows flowers, bottles, packages or other undesirable objects,

- to place showcases or other objects in front of the AUPARK building or attach them to the AUPARK building from the outside, or to place them in halls, hallways or vestibules without prior written consent of AUPARK,
- to block or overload pathways, entrances, spaces, courtyards, lifts, vestibules, staircases, hallways or halls. These spaces will only be used by tenants in order to arrive at and leave the leased premises.
- to waste water and consumable hygiene supplies,
- to carry out in common premises of AUPARK any activities without prior written consent of the management,
- the external shopping window zone is determined by the approximately 600mm wide strip located along the external glass walls; due to the fact that floor convectors are located in this area, no interior equipment or furniture may be placed in it.

3. *Obligations of tenants' staff*

- Tenants' staff are bound to behave with respect to visitors in such manner as to contribute to creation and preservation of good business name and expectations of excellent service in AUPARK.
- Behaviour and manners of the staff have to be polite at all times, which contributes to customers' full satisfaction. This also applies to resolution of returns and customer complaints.
- Tenant's staff are bound to carry out their activities dressed in clean clothes appropriate for their respective positions.
  - It is prohibited to engage customers in the common areas, to try and induce them to purchase goods.
  - It is prohibited to eat, drunk liquids and smoke in the service areas of the business units with customers present.
- The staff are forbidden from drinking alcoholic beverages, narcotic and addictive substances in all areas of AUPARK during their working hours. Adherence to this prohibition may be checked by the PSS staff at any time under the valid Slovak legislation.
- Tenants' staff are bound to adhere to the relevant safety regulations corresponding to their positions.
- In extraordinary situations, tenant's staff are bound to proceed in accordance with the Safety Regulations or Fire Safety Regulations and the Evacuation Plan.
- Should a tenant's staff member become aware of a foreign abandoned object or a particularly suspicious individual with uncommon behaviour, they are bound to immediately inform the PSS Command Centre staff.

- Tenant's staff do at all times cooperate with the AUPARK management and with companies providing services to AUPARK with the aim of turning AUPARK into a high-value and highly frequented business-shopping-social-cultural centre which provides high quality services and goods to its visitors.

4. *Reserved rights of the manager*

- to limit volume of the reproduction devices operated by tenants in the leased areas,
- to prohibit any tenant from using any advertising which in AUPARK's opinion might cause damage to good name and reputation of AUPARK and also cause a decrease in attractiveness of AUPAR as a shopping centre, whereas a tenant is bound to immediately cease and desist from using such advertising or to terminate it without undue delay on receiving written notice to this effect from AUPARK,

5. *AUPARK visitor regulations*

AUPARK Košice opening hours

AUPARK Košice

Komodita (Nájomca)	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-00	00-1	1-2	2-3	3-4	4-5	5-6
Potraviny (BILLA)			x																					
Drogeria (101 Drogerie)																								
OBCHODNÉ PREVÁDZKY																								
Reštaurácie/Fast Food																								
Kaviarne																								
Banky																								
Posilňovňa			x	x	x	x	x	x	x	x	x	x	x	x										

x = víkendové hodiny (ak sú iné časy ako Po–Pia)
časť prevádzok – individuálne odsúhlasené (viď nižšie)

Tenants are bound to adhere to the aforementioned opening hours. (the minimum duration of 9:00 - 20:00 applies unless an individual agreement/arrangement states otherwise)

<u>Approved individual Opening Hours (valid from 1 June 2026):</u>

GASTRONOMY

Pilsner Urquell Pub

Sunday – Wednesday	11:00 – 23:00
Thursday – Saturday	11:00 – 01:00

Pizzeria Andiamo

Monday – Friday	08:00 – 22:00
Saturday – Sunday	09:00 – 22:00

Tahiti

Monday– Sunday	10:00 – 22:00

Starbucks

Monday – Friday	07:30 – 20:00
Saturday – Sunday	08:00 – 20:00

Olive Café

Monday – Friday	08:00 – 21:00
Saturday – Sunday	08:30 – 21:00

Coffeeshop Company

Monday– Sunday	08:00 – 22:00

Patio Café

Monday– Sunday	09:00 – 22:00

BANKS

ČSOB

Monday – Friday	09:00 – 20:00
Saturday – Sunday	09:00 – 12:30
Saturday – Sunday	13:30 – 20:00

Raiffeisen

Monday – Sunday	09:00 – 12:30
Monday – Sunday	13:00 – 20:00

Tatrabanka	09:00 – 20:00
Slovenská Sporiteľňa	09:00 – 20:00
Monday – Friday	09:00 – 20:00
Saturday – Sunday	09:00 – 13:00
Saturday – Sunday	14:00 – 20:00

VUB banka

Monday – Friday	09:00 – 20:00
Saturday – Sunday	09:00 – 12:00
Saturday – Sunday	13:00 – 20:00

Prvá stavebná sporiteľňa	09:00 – 20:00

mBANK

Monday – Friday	09:00 – 20:00
Saturday – Sunday	09:00 – 12:30
Saturday – Sunday	13:30 – 20:00

All individual applications of any tenant with respect to permanent modification or temporary change of the opening hours have to be made by filing a request with the management of the AUPARK Košice shopping centre.

Access to AUPARK Košice at night is provided to visitors on foot as well as drivers. The specific options are communicated by notice boards placed at the turnstiles or entrance hallways of the shopping centre in the parking lot.

AUPARK is closed on:

1 January (New Year's Day), Easter Friday, Easter Sunday, 24 December from 12:00, 25 December, 26 December*,

*subject to modification based on decision of the AUPARK Košice shopping centre management

It is prohibited in the whole AUPARK complex:

- to place market stalls and other similar installations and to carry out business activities in them without a valid contract of lease,
- to offer and sell and goods and services outside of the business units without consent of the AUPARK management,
- to carry out activities such as disturb the peace of AUPARK visitors, to act in immoral or socially unacceptable manner. Should any person commit an offence on AUPARK premises, the AUPARK management is entitled to prohibit them from entering the AUPARK complex,
- to act in an immoral and unacceptable manner in public in the whole AUPARK complex of multifunctional buildings,
- to organize commercial events intended to promote various products and services without prior consent of the AUPARK management,
- to organize cultural, social, athletic or other events without prior consent of the AUPARK management,

- to hand out political or any other leaflets or to campaign on AUPARK premises without prior consent of the AUPARK management,
- to play loud music anywhere on AUPARK premises without prior consent of the AUPARK management,
- to shout, sing, play musical instruments or play loud music anywhere on AUPARK premises,
- to carry out any activities such as endanger or could endanger safety of AUPARK visitors,
- to threaten physically or verbally any person, to instigate conflict, to spit, to harass other people by being too loud, to use words and gestures with strong sexual subtext,
- to use verbal or other expressions such as demean any race, religion or ethnic group such as could offend other AUPARK visitors or disturb their peace,
- to consume alcohol on AUPARK premises with the exception of consumption in business units dedicated to this purpose,
- to manipulate with AUPARK property in any way,
- to debase, damage or destroy property which forms a part of AUPARK or is located therein and which belongs to AUPARK, its tenants or visitors, whereas it is also prohibited to write, spray-paint or create graffiti on such property,
- to take out objects from waste bins, to dispose of dangerous waste in containers intended for other types of waste (municipal solid waste),
  - to lie down or sleep on AUPARK premises,
  - to organize demonstrations,
  - to beg,
  - to damage greenery,
  - to use narcotics or other narcotic substances,
  - to make sound or video recordings for commercial purposes,
- to enter AUPARK premises in accompaniment of animals, with the exception of dogs on leash wearing a muzzle (the exception does not apply to the so-called dog fighting breeds),
  - to enter restricted areas,
  - to run and chase each other, to ride bicycles, skateboards, roller skates and other similar equipment,
  - to wear and use firearms or fireworks,
  - to teach driving of motor vehicles in AUPARK's parking lots,
  - to smoke with the exception of places designated for this purpose.

6. *AUPARK parking regulations*

- Parking in the parking zones reserved for visitors of the AUPARK Košice complex is subject to parking fees per each started hour in the following manner:

  The 1st started hour costs **EUR 1.00** excluding VAT.

  The 2nd started hour costs **EUR 1.50** excluding VAT.

  Each additional started hour costs **EUR 2.50** excluding VAT.

  Leaving the parking lot within **20 minutes** of entry is **free of charge**.

  On Sundays and public holidays:

  - The first **3 hours are FREE**.
  - Each additional started hour costs **EUR 2.50** excluding VAT.

- The time of parking is monitored based on a parking ticket which drivers receive on entering the parking lot. In case of loss of the parking ticket which would make it impossible to determine the time of arrival, the driver pays the parking fee of 33 EUR.

- Parking fees are paid prior to departure from the AUPARK Košice complex's parking zones. The payment can be realized by using the parking tickets in one of the automated parking meters located in the travellator hall on the first and second floors below ground and in the escalator hall of the first and second floors below ground. In case it is necessary, it is possible to use the manual cash desk located on the first floor below ground by the parking lot exit. It is possible to make repeated payments using the same parking ticket. (This situation may arise when a customer pays the parking fee, then decides to stay for a longer time).

- Drivers are bound to leave the parking lot within 20 minutes from having paid the parking fee. Should they fail to do so and the automated boom gate prevents them from leaving the parking lot, they are bound to return to the automated parking meter and pay the rest of the outstanding parking fee.

- In case of problems related to payment or parking in general, it is possible to contact the parking maintenance staff by means of an intercom located on each entrance and exit gate and each parking meter.

- Parking in the parking zones of the AUPARK Košice complex is possible 24 hours a day, 7 days a week.

- Smoking and handling of open fire in the parking zones below ground is prohibited.
- Parking of LPG-fuelled vehicles and vehicles with a trailer in the parking zones below ground is prohibited.
- The maximum allowed velocity of vehicles in all parking lots is 20 km/h.
- Entry to underground parking lots is only allowed to vehicles with the maximum height of up to 210 cm.
- Use of headlights is enforced in the parking lot.
- Drivers are bound not to hinder other vehicles at entrances and exits.
- Unwarranted use of car horns in the parking lots is prohibited.
- Drivers (and fellow travellers) may not linger on the parking lot premises without a sufficient reason.
- Pedestrians are prohibited from staying near entrances and exits from the parking zones or on the premises f the whole underground parking lot of the AUPARK Košice complex.
- It is forbidden to park vehicles that are inoperable or otherwise not roadworthy in all parking zones.
- It is forbidden to leave engines running without having a reasonable reason to do so in the parking zones below ground.
- Owners/drivers of vehicles are liable for all damages caused by their vehicles to health and property, whereas they have the obligation to immediately report such damages to the victim and to the operator of the public parking lot.
- Visitors are bound to maintain cleanness and order in all parking zones of the AUPARK Košice complex.
- Visitors are bound to park solely in the marked parking areas.
- Premises of the AUPARK Košice parking lot are monitored by CCTV cameras. By entering the parking lot, visitors provide their consent with creation and use of CCTV recordings.
- Parking zones of the AUPARK Košice complex are not guarded and the operator cannot be held liable for damages caused to vehicles parked in any of the parking zones, or for damages to property located in vehicles parked in any of the parking zones.
- Visitors are bound to prior to leaving their parked vehicles lock them properly and secure them with a safety device provided the vehicle is equipped with one. Visitors are also bound not to leave valuable

objects (e.g. laptop computers, cell phones, etc.) in visible spots inside parked vehicles. The operator cannot be held liable for loss, theft or any damages to such objects.

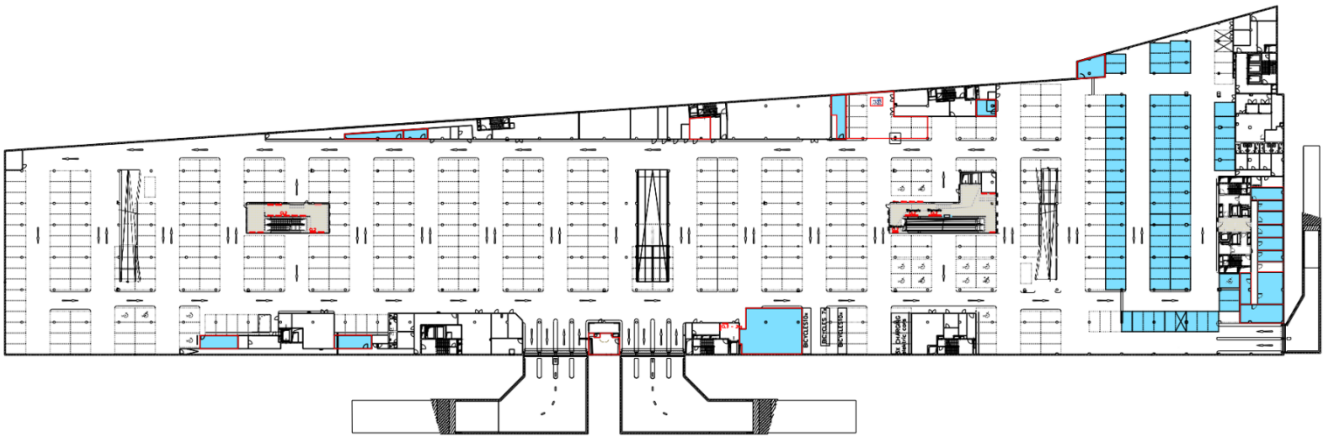
- Access roads by the boom gates may not be blocked with respect to other visitors of the AUPARK Košice complex. In case of any complications related to parking tickets it is necessary to pull the vehicle over at the nearest parking lane and immediately call the parking lot staff using the intercom. We thank you for your understanding and consideration with respect to other visitors of the AUPARK Košice complex.

Regarding tenants' staff, the same parking rules apply as to other visitors of AUPARK Košice. In case of request for a long-term reserved parking spot please contact the shopping centre manager. It is possible to order such parking spot at a discount price compared to standard conditions.

7. *Plan of the individual floors*

2PP Parking lot – second floor below ground

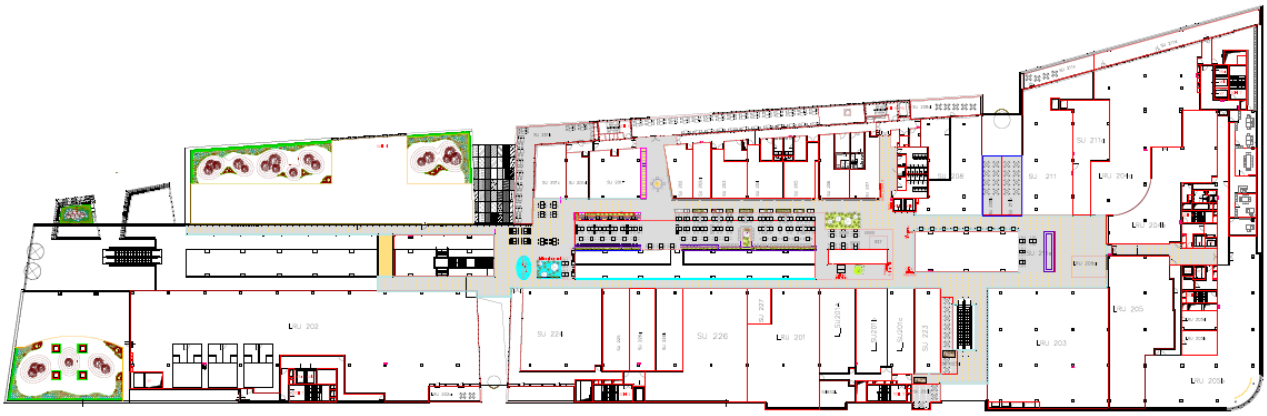
1 PP Parking lot – first floor below ground



1NP Ground floor – first floor above ground

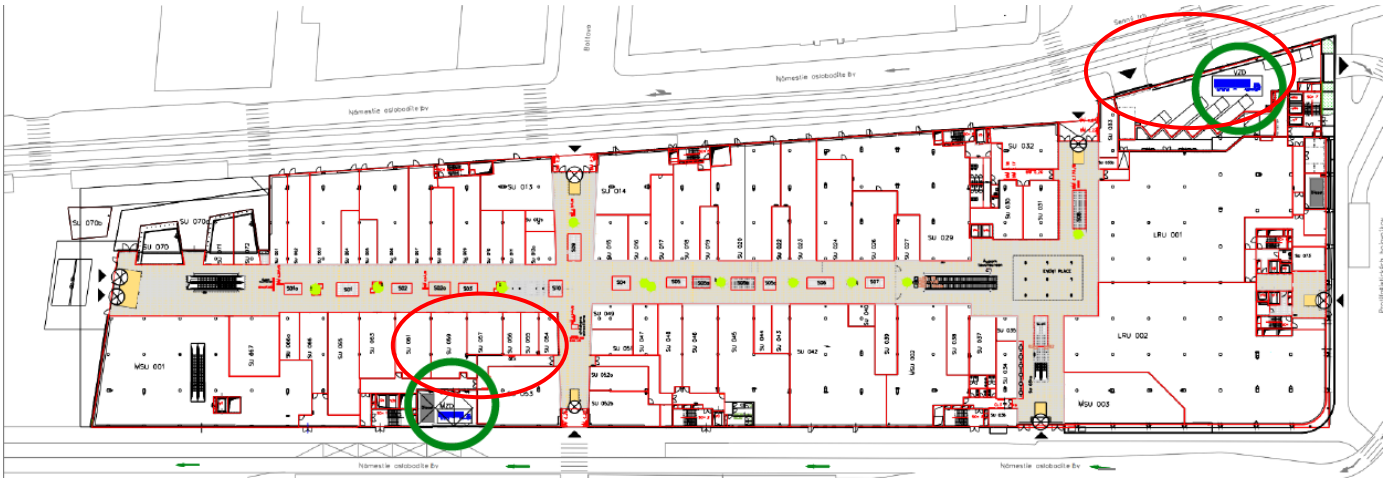
2NP Floor – second floor above ground

3NP Floor – third floor above ground



7. *Supplying guidelines*

1. Location of loading zones within AUPARK Košice



(detailed depiction included in the Annex AUKE_Logistics_Hallways

2. Technical specifications - loading zones + parking reserved for goods vehicles

DESCRIPTION		Small loading zone 1.T.09	Large loading zone 1.ZD.01 (no passenger vehicles allowed)	Parking 2PP (second floor below ground) reserved parking spots
Dimensions	Total area	120m² (134m²)	490m²	-
	MAX Number of parked vehicles	3 x exterior parking along the façade No ramp in the zone (The lift V2a,b serves all floors)	4 x parking on ramp (The lifts V6a,b V7 - serve all floors	3x parking spots Southern part (The lift V2a,b serves all floors) 2x parking spot Northern part (by the lift V5 serving all floors)
	MAX vehicle length per one spot	6m (in exterior - horizontal traffic signs)	10m	-
	MAX vehicle width per one spot	3 m	3 m	-
	Max vehicle height	Exterior without restrictions (4m in case of necessity of entering the loading zone - an exception needs to be granted)	3.9 m	2.1 m
	Ramp height (from the carriageway	-	0.9m	-
	Parking duration	Vehicle leaves immediately once unloaded		

Vehicle category which may use the "location" in question (pay attention to maximum allowed dimensions)	Supply Truck* (*EXCLUSIVELY provided an exception was granted = parallel parking in front of the loading zone entrance, the PSS has to be notified!!!)	Truck Supply	Passenger vehicle Pickup truck/Small van* (*pay attention to height !!!)
Handling equipment - allowed (Pallet trucks provided by tenant/carrier); other equipment available for hire at the individual spots	Pallet truck Large trucks Small trucks	Pallet truck Large trucks Small trucks	Small trucks (shopping carts, intended for transport of goods); located close to reserved parking spots
Service at the given loading zone ?	YES (6:00 – 9:00)	YES 24/7 PSS + lighting signalization – SEMAFOR* *(manual operation depending on the number and type of vehicles involved)	NO

3. Subsequent use of loading zones and transport routes in AUPARK Košice with respect to time:

a. If a transport route to a leased unit does not cross the common areas (i.e. the hallways of the shopping centre) but rather leads directly through non-public hallways: NO RESTRICTIONS

b. If a transport route to a leased unit does cross the common area, then:

i. Between 09:00 – 21:00 – SOLELY using small transport trucks intended for this purpose (located on the second floor below ground)

ii. Outside of the period listed under "i" - no restrictions with respect to handling equipment

c. Access to loading zones (and subsequent transport of goods) is possible at:

i. without restrictions - unless there is a special goods delivery period determined for the Tenant (goods delivery window)

d. Public and non-public hallways are:

i. Colour-coded on the floor plan (cf. the PDF Annex AUKE_Logistics_Hallways.pdf)

1. **green – public areas (customer movement)**
2. **yellow – non-public areas (intended for movement of personnel, good supply, waste disposal...)**

ii. In actual spaces these are labelled with navigational stickers placed on doors

An example of a door marked as leading to non-public hallway:

e. **Optimal route to a given leased unit:**

i. Tenants are bound to discover on their own, while respecting all the parking rules, the possible optimal routes to and from the loading zones/parking.

In order to facilitate this the orientation plans are included as a part or annexes to this document.

4. Further provisions

a. It is forbidden to store and leave objects in the loading zones, hallways and common areas.

b. In order to protect property, the PSS staff are entitled to stop objects from being transported from the premises of AUPARK Košice unless their origin and destination can be documented.

c. In case of transport of large and heavy pieces of equipment to and from leased units, prior written consent of the AUPARK management is required.

d. It is strictly prohibited to use shopping carts of the Supermarket tenant (BILLA) to deliver goods to other leased units. Business units can be supplied with goods using their own hand pallets/pallet trucks with white rubber wheels or using the trucks provided by AUPARK Košice available in the loading zone.

e. Tenants / carrier staff are bound to return these trucks to their original place after use!

8. Waste disposal guidelines

1. PURPOSE

This document established the rules of conduct with respect to collection, handling, separation and disposal of waste created during operation of the AUPARK Košice complex.

It specifies the routes, placement of waste containers, obligations of the parties involved and penalizations due to breach of this documents' provisions.

2. EXTENT OF APPLICABILITY

This document is binding for all LU staff, goods supply staff, PSS staff, maintenance staff, service suppliers, cleaning service staff and the AUPARK Košice management.

3. TERMS AND ABBREVIATIONS

LU - leased unit

PSS - private security service

AU KE- AUPARK Shopping Centre Košice

1NP- 1st floor above ground (ground floor)

4. WASTE

4.1. Separation

All parties involved are bound to separate wastes at the moment of its creation on the premises of the given party involved.

Waste classification:

02 03 04 - fruits and vegetables

15 01 01 – cardboard

15 01 02 – foil

15 01 03 – wood

15 01 06 - mixed packaging

Glass

Dangerous waste

Separation will be inspected by staff of the company providing disposal of waste to the waste collection spots.

4.2. Handling

Handling of waste within the complex must not interfere with the operation or involve visitors of AU KE. Waste has to be transported in such manner that its remnants do not pollute the premises along the routes listed in Annex No. 1. The transport may be carried out using goods trucks after the AU KE opening hours, after 21:00, along the routes marked with green and grey colours. Routes marked with the yellow colour may be used operatively at all times, based on an agreement with the AU KE management.

The blue arrow marks the direction towards 1.T. 09 Minor loading zone.

The red arrow marks the direction towards 1.ZD.01 Main loading zone and 1.ZD.03 Waste Disposal

4.3. Collection

Waste collection is located at the designated spots of room on the first floor above ground (the ground floor):

1.T.09 Minor loading zone:

1x 1100l municipal waste container

1x1100l plastic waste container

1x1100l glass waste container

1x1100l paper waste container

1.ZD.01 Main loading zone:

1x20m³ compacting container for mixed packaging

2x1100l paper waste container

1xpacketing foil compactor

1.ZD.03 Waste disposal:

1x1100l municipal waster container

1x1100l glass waste container

1x1100l plastic waste container

2x1100l paper waste container

2x200l hazardous waste container

Placement of the waste containers is marked below

4.4. Disposal

Waste disposal will be carried out based on the schedule agreed on with the company providing waste disposal services.

5. LIABILITY AND COOPERATION

LU staff are responsible for:

a) separation of wastes on their own premises,
b) handling and transport of waste under the rules,
c) adherence to transport routes and times
d) cooperation with personnel of the waste disposal company

PSS staff are responsible for:

a) disposal and evidence of transport trucks

b) monitoring of personnel movement
c) monitoring and protection of property
d) organization of transport on the premises with collecting containers

Staff of the cleaning service company are responsible for:

a) waste separation at the time of emptying of waste bins and of waste created during cleaning
b) cleaning of premises where the waste collection containers are located
c) cooperation with the waste disposal company staff.

Maintenance staff are responsible for:

a) waste separation with respect to waste created during maintenance
b) inspection of the state of property and elimination of damages

The AU KE management are responsible for:

a) updating of this document, notification about changes
b) communication with the waste disposal company

6. ANNEXES

Annex No. 2 Depiction of Communications

9. Evacuation Guidelines, Evacuation Plan

Evacuation

In case of a large fire or in case of reception of a threat in the AUPARK complex, evacuation is called by the serving fire protection technician.

- The signal to commence evacuation is the announcement:
  "Dear visitors! We ask you for technical to immediately evacuate the shopping centre due to technical reasons. Please use the main exit and emergency exits to evacuate the building. Please respect the instruction of the security service." which will be played three times in succession by AUPARK's internal broadcasting system.

- The appointed representatives of the leased units are bound to, on hearing the aforementioned announcement, finish the cash desk transactions as soon as possible, secure the leased unit from damages (by turning off electric appliances, etc.) and to advice the customers and personnel to leave the leased unit. The appointed representatives are bound to inspect the premises of the leased unit (in order to check

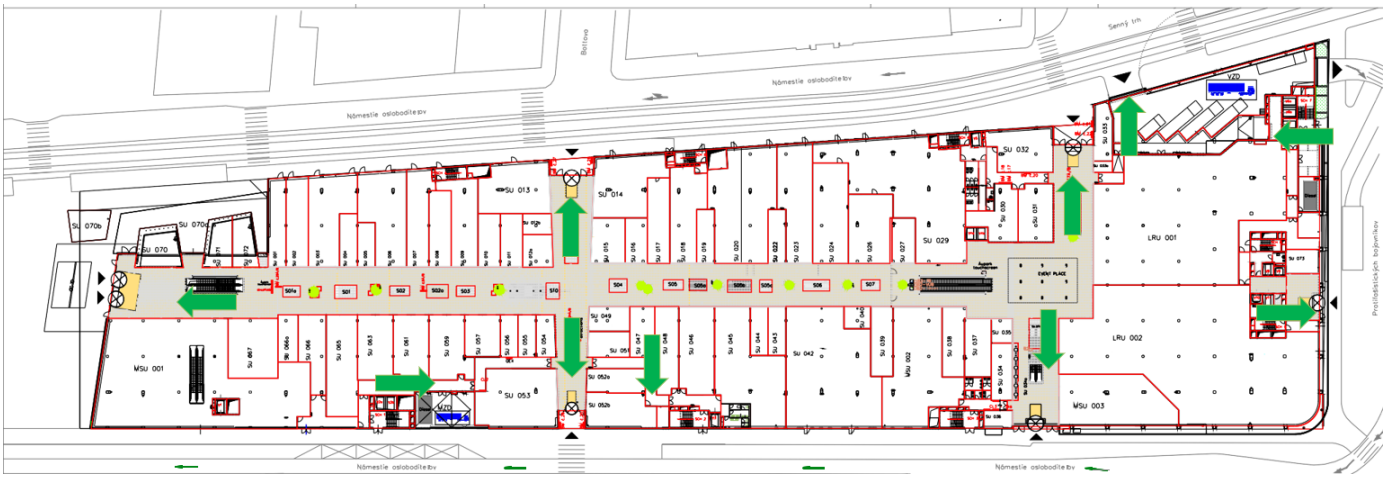
for any persons left behind, any turned on electric appliances, etc.) to lock the leased unit and to arrive with the keys from the leased unit at the gathering space. It is also necessary that they heed instructions of AUPARK's security service.

Fire evacuation plan

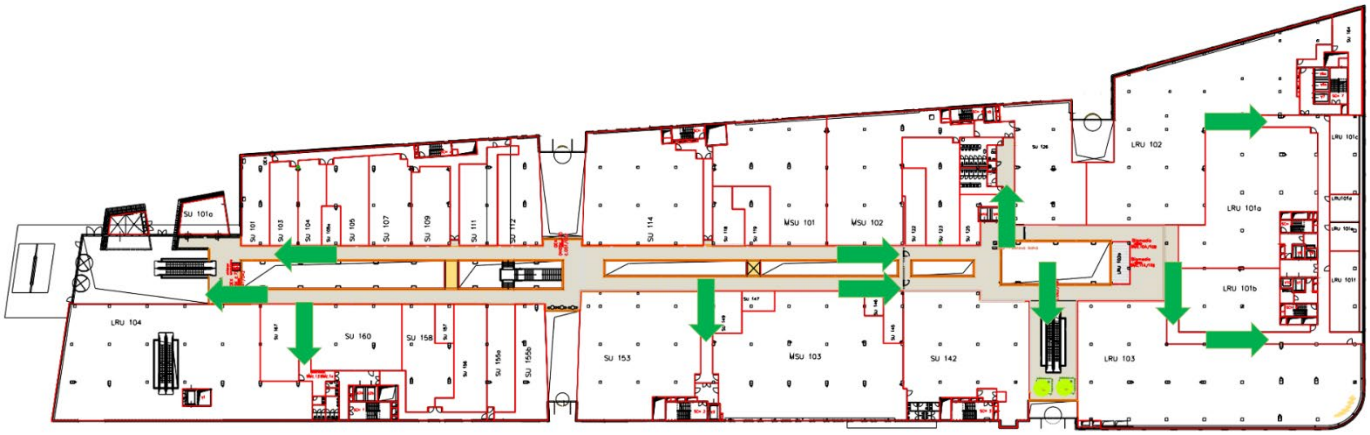
2PP Basement – second floor below ground, parking lot

1PP Basement – first floor below ground, parking lot

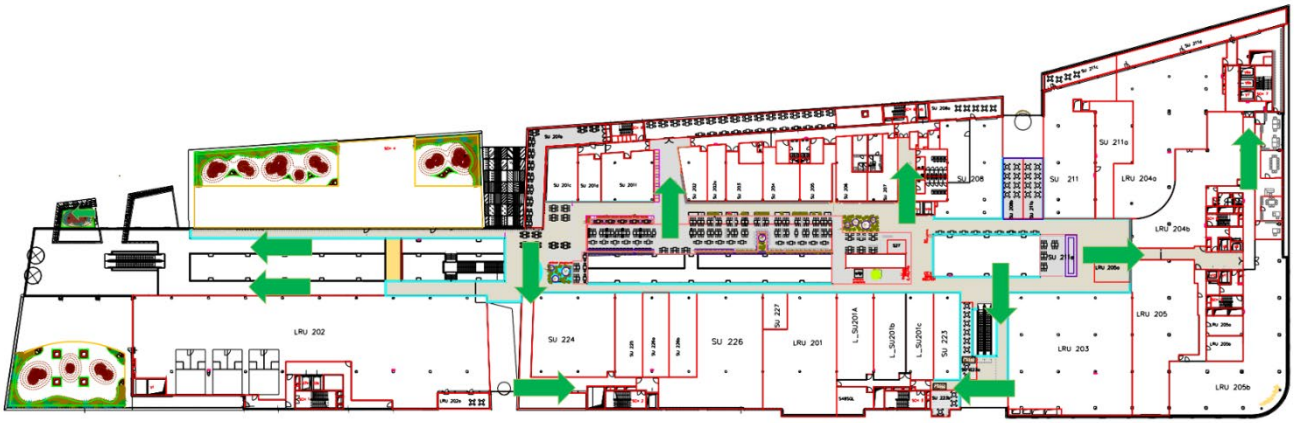
1NP Ground floor – first floor above ground



2NP Floor – second floor above ground



3NP Floor – third floor above ground



10. Fire safety guidelines

Fire protection rules:

Tenants are bound to the subject of lease and the common areas and equipment of AUPARK in compliance with the generally binding legislation and to carry out tasks in the field of fire protection under the Act No. 314/2001 of the Slovak Collection of Laws as amended, and the Regulation of the Ministry of Interior of the Slovak Republic No. 121/2002 of the Slovak Collection of Laws, §27, as amended, specifically:

- Secure fulfilment of the assigned obligations in the field of fire protection by the fire protection technician.
  - Prepare and maintain fire protection documentation and keep it updated.
- Secure adherence to regulations regarding fire protection, adhere to the related orders and instructions and carry out regular inspection of compliance with them.
- Do not carry out activities with increased risk of fire without consent of the AUPARK management.
  - Carry out in keeping with the fire protection regulations measures to secure fire protection outside the working hours.
- Secure the necessary number and type of portable fire extinguishers and mark their placement with valid pictographs.
  - Secure regular inspection of portable fire extinguishers under the valid legislation.
  - Secure professional training of personnel with respect to fire protection.
  - Secure that the emergency escape routes are passable and can thus fulfil their function, do not narrow their profile and secure operability of opening mechanisms and self-closing systems.
  - Do not smoke where smoking is prohibited.
- Act in such manner as to prevent fires, especially when using heat, electrical, gas or other appliances, during storage, use of flammable or hazardous substances and when handling open fire.
- Do not carry out unskilled repairs of wiring, do not overload electric circuits by connecting too many electrical appliances and do not use damaged electrical appliances.

- Appliance may only be installed in safe distance from flammable structures and materials as per producer's manual and the valid legislation.

- Appliances may only be used provided they are in good technical condition and under the conditions listed in producer's manual. When using an appliance, it has to be monitored. An appliance may only be operated without surveillance if its construction allows this, as specified in producer's manual.

- Do not damage or misuse fire extinguishers, fire hydrants, fire doors or obstruct access to shut-off valves and switches, especially those of electric power, gas and water.

- Do not start fire alarm without a reason.

- In relation to fire extinguishment, take all steps necessary to save persons in danger, to extinguish the fire, if possible, or else take the necessary steps to prevent it from spreading.

- Immediately announce the fire to AUPARK's fire reporting line.

- Provide assistance to the fire brigade if asked to do so by the commander of the operation and provide material means to help fight the fire.

- Allow the AUPARK management to carry out preventive fire protection measures in order to inspect adherence to the legislation, fire protection regulations and standards.

11. Fire alarm guidelines

Anyone who witnesses a fire is bound to:

- attempt to extinguish the fire using a portable fire extinguisher, or in another manner depending on the character of the fire extinguishing substances used,
- should the fire prove impossible to extinguish using simple means (portable fire extinguisher, blanket, soil, etc.), immediately report the fire to AUPARK's fire reporting line (the Command Centre) at the telephone number 32 133 410

Manner of starting a fire alarm:

- Fire alarm on the premises is started by the call of "FIRE" and via the internal broadcasting system.

Obligations at the time of fire alarm:

- remain in your workplace (unless it is threatened by fire) until such times as there are instructions from the commander of the operation or from the staff member who coordinates the evacuation. In case of direct danger, leave the endangered area,
- everyone is bound to assist in extinguishing of fire on the premises and evacuation of people and material according to instructions of the commander of the fire protection unit,
- all those who are not directly participating in fire extinguishment will gather as soon as possible in front of the building in such manner so as not to obstruct the fire brigade in their actions,
- the commander of the operation up until the moment of arrival of the fire brigade is the commander of the fire protection unit,
- once the fire brigade arrives, the instructions of the fire brigade commander will take precedence.

Calling the fire brigade:

When reporting fire to the fire brigade, the following has to be reported:

- name and address of the building where the fire broke out,
- name and surname of the person reporting the fire,
- telephone number from which the fire is reported.

Once the fire is reported it is necessary to wait for the information to be double-checked by the person operating the fire reporting line.

Important telephone numbers:

Emergency calls:

1.	Fire brigade, Požiarnická 4, Košice	**150**
2.	Police, Moyzesova 19, Košice	**158**
3.	Ambulance, Rastislavova 43, Košice	**155**
4.	Integrated rescue system	**112**
5.	Electric utility, Teslova 6, Košice	**0850 123 332**
6.	Gas utility, Rozvojová 6, Košice	**0850 111 727**
7.	Water utility, Čs. Odboja 5, Košice	**642 75 07**

12. Marketing guidelines

- ***Use of the AUPARK logotype:***
- it is forbidden to use the AUPARK logotype without prior written consent of AUPARK,
- it is forbidden to alter the AUPARK logotype in any way.
- ***Advertisements of tenants - outside of the Shopping Centre***

Tenants organize their own advertising campaigns according to their own business and marketing strategy. The subject of such campaign may involve their product, company or a service offered. Should a tenant use information involving their business unit in AUPARK, they are bound to adhere to the criteria defined in the AUPARK Technical and Design Manual which can be obtained from AUPARK's marketing department.

- ***Shopfronts and shopping windows:***
- These are intended for display of goods in an interesting marketing-oriented manner. Design should not be restricted to shopfronts but should rather seamlessly continue in the direction towards the shopping area. Tenants have to adhere to the general design criteria such as apply to shopfronts, materials, colours and individual three-dimensional names of individual shops under the TaDM (Technical and Design Manual).

- It is forbidden to stick any sort of announcements to shopfronts and windows of the AUPARK building (exceptions are granted by the marketing manager based on applications filed in writing or by e-mail and does so only in cases where a reasonable justification is provided)

- It is forbidden to place any handwritten messages to shopfronts and windows of the AUPARK building (Note: Smaller business units can ask the marketing department to provide them with a standardized approved POS display piece - a clock-shaped indicator used to communicate short-term interruption of operation due to lunch breaks, bathroom breaks, etc. The above only applies to business units where the number of personnel per shift equals 1 person)

- It is forbidden to interfere in any way or place advertisement or inscriptions (including posters) to perimeter walls, windows, or glass walls, both internal and external.

- It is forbidden to place advertising posters in shopfronts and windows of the AUPARK building, with the exception of posters placed on signboards approved by the AUPARK management,

- It is allowed to place advertising posters in shopfronts and windows placed on holders / posters removed from the actual shopfront or window (attached to a supporting structure or a separating element which divides the shopfront from the shopping area)

- The external shopfront area is a zone removed approximately 900mm from the external glass walls, beyond the line of floor convectors where no interior equipment may be placed.

- ***Advertising structures***

- Advertisements may only be placed by tenants in their own leased areas, in such places as are intended and approved for this purposed under the TaDM.

- It is forbidden to place billboards, poster holder stands or stands of any sort in front of the leased units or anywhere on AUPARK premises.

- It is forbidden to hand out leaflets on AUPARK premises. Based on a written application filed with the Specialty Income Manager it is possible to request this type of activity (in return for financial compensation based on the Specialty Income Manager's price offer). Exceptions are granted directly by the shopping centre's director.

- ***Advertising structure outside of the leased area in the Shopping Centre***

Tenants can rent advertising areas in and on the AUPARK building.
In case of unauthorized placement of advertising structures, the structures will be removed at the expense of the tenants who installed it.

- ***Presentations and advertising activities in the leased areas***

Tenants may organize their own presentations and promotions of their products in their leased areas. Such events have to be reported in advance to the marketing department.
Permits for realization of such events have to be acquired by tenants from the marketing department in case that such events might result in:

- overly loud noise, smell or light such as could disturb nearby tenants and customers,
- intrusion into other areas,
- expected participation of disproportionately large number of visitors,
- other threat to safety, comfort and property of other parties,
- necessity of PSS reinforcement,
- lack of compliance with AUPARK's marketing strategy.

In order to ensure high level of presentation in compliance with AUPARK's policy of highest possible effectiveness of events we recommend consulting with AUPARK's marketing department.

- ***Presentations and advertising activities in the common areas***

Presentations of individual companies related to introduction of companies, news products, new collections or seasonal display shows in the common areas inside and outside the building are organized

by AUPARK's marketing department. Tenants can order advertising and promotion events in these areas at AUPARK's marketing department or can organize them themselves, under the following conditions:

- They submit to the marketing department a project of the event with enough notice so that it can be included in the event calendar (at least 3 months in advance).
- Each agency which enters the premises of AUPARK with the intent of realizing any sort of production has to present a valid insurance policy of responsibility for damages caused by their activities, materials and personnel in organizing and realization of the given event for the amount of at least 331,939.00 EUR (10 million SKK).
- Once the event has concluded, the tenant needs to return the areas in the same condition in which they received them.
- The tenant is liable for all damages caused by the event's visitors.
- The event has to comply with the aesthetic and quality standards of AUPARK and is subject to approval of AUPARK's marketing department.

The marketing manager is entitled not to allow any event which in their opinion could result in damage to AUPARK's reputation and its attractiveness as a shopping centre.
Presentations and marketing events are subject to fees. Information on pricing is available from the AUPARK management.

- ***Public entertainment events in the common areas***

Public entertainment events in the common areas are organized by AUPARK's marketing department. Tenants may participate in these events with their offer of products or services.

- ***AUPARK's internal broadcasting system***

The internal broadcasting system serves for reproduction of suitable music which enhances AUPARK's ambiance and to provide information to visitors. AUPARK is entitled to use its internal broadcasting system for events organized in the common areas.

- ***Internet***

AUPARK has its own website at www.auparkkosice.sk. Information on individual businesses only involve the basic data. Tenants should regularly present and update their offer, news, promotional activities by sending the relevant up-to-date information to the e-mail addresses
blanka.krovicka @nepirockcastle.com

Please note:

Any visual presentation of AUPARK is only possible in compliance with its corporate design and with consent granted by AUPARK's marketing management. (the design manual is available on request from the marketing department)

Unless stated otherwise (see above), please contact the Marketing Specialist (Blanka Krovická)

13. Guidelines for areas with smoking allowed

Based on the Slovak Non-smoker Protection Act, the following relevant restrictions and obligations apply to AUPARK Košice

1. TERMS - Definition of terms for the purposes of this document (based on the Non-smoker Protection Act):

- a smoking room is an enclosed and directly ventilated room intended for smoking,
- a smoking area is an area which is usually not enclosed and wherein smoking is allowed,
- common catering facility is a facility which provides services related to production, preparation and serving of food and beverages,
- a shop is an exactly delineated enclosed space, a permanent architectonic object intended for sale of goods to consumers.

2. SMOKING PROHIBITION

- Smoking is prohibited
  - in the administrative building (AUPARK TOWER)

- in shops - in the enclosed publicly accessible areas of all types of shops
- in the Gallery (all common areas including areas adjacent to leased units of cafés and restaurants - i.e. interior terraces)
- in Restaurants (i.e. facilities of common catering) with the exception of facilities which have at least 50% of their area dedicated to non-smokers, the area being separated from the smoking area, whereas the non-smoking area has to be located closer to the entrance
- In other areas of AUPARK (parking lots, technical rooms, loading zones)

- Smoking is allowed
  - In Restaurants which have at least 50% of their area dedicated to non-smokers, the area being separated from the smoking area, whereas the non-smoking area has to be located closer to the entrance
  - In Cafés – in the leased areas located outside of the Gallery, with air conditioning installations designed to remove cigarette smoke so that it is not fed into the Gallery. (This also applies to CASINO)
  - In Smoking Areas – in the exterior in front of entrances to the AUPARK complex in places where exterior ashtrays are located
  - on Exterior Terraces belonging to specific leased units (cafés, restaurants, etc.) on all floors, whereas all fire safety precautions apply.

3. SMOKING ROOM

- There is no SMOKING ROOM on AUPARK or AUPARK TOWER premises.

4. OBLIGATIONS UNDER THE VALID LEGISLATION

- Natural persons - business owners and legal persons are bound to

i. create conditions such as facilitate protection of non-smokers from damaging influence of tobacco smoke and smoke from products intended for smoking which do not include tobacco,

ii. make sure that the prohibitions and restrictions under this legislation are applied in practice.

5. SIGNS IN BUSINESS UNITS:

- Natural persons - business owners and legal persons which operate facilities wherein smoking is prohibited are bound to notify the public of this fact by providing safety and health protection signs displayed in visible places.
- Premises to which smoking prohibition under § 7 applies have to display the respective notice in a visible place

whereas the note contains the information on where and with which authorities such as are bound to carry out inspection of application of this legislation in practice under § 9 it is possible to file reports on breaches of the legislation.

- Illustration photograph: to be placed in a visible spot on the leased unit's shopfront

CONTACT TELEPHONE NUMBERS

Name	Position	Phone number	Mobile	E-mail
Kristína Popčáková	*Assistant Manager*	**055/3213 420**	**0905 436 014**	kristina.popcakova@nepirockcastle.com
Martin Paľko	*Center Manager*	**055/3213 421**	**0917 11 27 63**	martin.palko@nepirockcastle.com
Blanka Krovická	*Marketing Manager*	**055/3213 419**	**0917 933 173**	blanka.krovicka@nepirockcastle.com
Oľga Marenčíková	*Construction Manager*	**055/3213 425**	**0908 67 54 68**	olga.marencikova @nepirockcastle.com
Ladislav Breicha	*Technical Manager*	**055/3213 424**	**0918 885 093**	ladislav.breicha@nepirockcastle.com
Lucia Dujava	*Technical Manager*	**055/3213 424**	**0917 768 195**	Lucia.dujava@nepirockcastle.com
SBS SECURITY				-
Veliteľ SBS		**055/3213 410**	**0905 068 758**	sbs@auparkkosice.sk
operations center		**055/3213 410**		
Maintenance				
Head of Maintenance		**055/3213 412**	**0917 988 356**	michal.ilas@tsc-slovakia.sk
24/7 maintenance		**055/3213 412**	**0917 988 357**	udrzba@auparkkosice.sk

14. Final Provisions

- Operators of leased unit are bound to secure unlimited availability of the Rules of Operation of AUPARK and all its annexes in the leased unit to all of their staff.
- Operators of leased units are bound to protect the Rules of Operation and its annexed from damage, destruction, loss or theft.
- Should the Rules of Operation or any annex thereof be damaged, destroyed, lost or stolen, operators of leased units are bound to ask the AUPARK management to provide a new copy of the respective document.

- It is prohibited to copy and distribute the Rules of Operation including its annexes without prior written consent of the AUPARK management.
- AUPARK reserves the right to modify and amend the Rules of Operation and its annexes anf operators of all leased areas in AUPARK undertake to adhere to the Rules of Operation.