

OFFICIAL RULES OF CBRE OFFICE SPACE OF THE YEAR 2020 CONTEST

Introduction

Before participating in the CBRE Office Space of the Year Contest, you should read the Official Rules in their entirety. By registering, you unconditionally agree to all of the terms and conditions of these Official Rules. Furthermore, you accept any and all of CBRE's decisions with regards to CBRE Office Space of the Year Contest as final and binding in all respects.

Article I.

The promoter and organizer

CBRE Luxembourg is the promoter and organizer of the Contest, with its headquarters located 12C, Impasse Drosbach, 1882 Luxembourg; registered in the Trade and Companies Register, enterprise number B77325 (hereinafter referred to as the "Organizer").

Article II.

Official name of the Contest is "CBRE Office Space of the Year" (hereinafter referred to as the "Contest").

The aim of the Contest is to reward companies that strive to create inspirational, creative and healthy working environments for their employees.

No participation fee is required.

Article III.

The Contest schedule

1) The Contest will be held from 01.09.2020 to the winner reveal (10.12.2020).

Registration to the Contest will take place from 01.09.2020 to 13.11.2020

2) The Contest specifications, including these rules and all details about the Contest, will be published on the organizer's web page:

<http://www.bestofficespace.lu/> (hereinafter referred to as the "Web Page").

Article IV.

The conditions for participation in the Contest:

1) The participant in the Contest must be a legal entity established in Luxembourg, meeting all conditions stated in this article on Contest rules (hereinafter referred to as "Contestants").

- 2) The Contestant may submit only one application per edition of the contest. The workspace for which the application is submitted must also be located in Luxembourg.
- 3) The Participant's surfaces must have been completed after December 2018, i.e. only applications with a completion date of the surfaces of 2019 or 2020 will therefore be validated.
- 4) Members of the jury and official partners are not allowed to participate in the Contest with their own company/company they work for.
- 5) Members of the Jury who were directly or indirectly involved in the creation of the office space for certain Contestants will be temporarily excluded from the voting for this Contestant. This, to ensure that the Contest happens in all neutrality, independence and objectivity.
- 6) To participate in the Contest, the Contestant must meet the following terms and conditions, in addition to those in paragraph 1 of this article:
 - a) Fill out the registration form on the Web Page <http://www.bestofficespace.lu/>
 - b) Indicate the year of completion of its surfaces, which, as specified in paragraph 2 above, must be after December 2018.
 - c) Submit up to 10 pictures of the workspace¹ to the Contest. Of the images, at least two should show the actual workplace for employees; At least one should show a meeting area. The disposition of the space must be clearly displayed in the submitted images.

The Participant must tick a box to authorize the use and publication of the images by the Organizer and its (media)-partners and specify the photo credit in the space reserved for this purpose.

The images must be delivered in sufficient quality for publication on the web site, social media and in the press. Submission of photographs in insufficient quality may lead to disqualification from the Contest.

The Jury will judge on the basis of these pictures and the information provided in the registration form.

- d) The pictures of each Contestant will also be shared on the official Instagram page of the Contest with the hashtag #CBRELuxBestOffice. This will also allow the "Public Voting Special Award" (See below).

¹ Workspace: space used or required for one's work. It includes all locations where people work, spend time together. It excludes Retail and Hotels.

e) Indicate the date of completion of its surfaces, which must be greater than or equal to 2019.

7) Companies registered in the Contest can only submit actual existing workspaces. 3D renders are not allowed.

Article V.

Prizes and how to determine the winners:

1) The Promoter and Organizer of the Contest shall ensure the winnings - material prizes from sponsors / partners of the Contest.

2) A jury consisting of 6 members nominates the finalists and the subsequent winner of the main category "Office Space of the Year".

3) 4 special awards ("Best Lobby", "Best Wellness Space", "Best Small Office", "Best Coworking Space") will be allocated further in the Contest by the jury. Final inclusion of the Contestant into a specific "Special Award" category in the Contest is solely at the discretion of the jury.

4) The 3 finalists competing for the "Office Space of the Year" Award will be invited on 4 December 2020 to defend their application in front of the jury members. A 20-minute time slot per candidate will be allowed. This will take place either physically, in the premises of each of the 3 contestants after a visit of the office spaces by the members of the jury, or at CBRE Luxembourg's headquarters in Luxembourg, or virtually by videoconference.

5) The Public Voting Special Award is won by the company with the largest number of likes on the official Instagram Page of the Contest [Instagram.com/cbre_lux_best_office__](https://www.instagram.com/cbre_lux_best_office__)
In case of equal number of likes, we will take into account the ranking made by the Jury of the Contest to determine the winner.

6) The winner of the Contest will be determined by a professional jury based on these criteria:

an innovative working environment, an original idea, the design of the space, the use of modern technologies, the convenience and location and the general look & feel of the work environment.

7) Only the winner of the main category "Office space of the year" qualifies for a material prize in the form of a €10,000 VITRA voucher to be used in the brand's furniture assortment.

Both the winners of the main category "Office Space of the Year" and the "Special Mention" Awards will receive a trophy, which guarantees the quality of the workplace and dedication to employees and customers.

The winner of the Special Mention "Public Vote" will win a VITRA Panton chair personalized by an artist.

Article VI.

Announcement of the finalists and winners, award ceremony and up-to-date information about the registered Contestants can always be found on the Web Page www.bestofficespace.lu

Article VII.

Other significant information surrounding the Contest

1) By signing up for the Contest the Participant fully accepts these Contest rules and all decisions that CBRE will take in connection with the Contest. All additional announcements relating to the Contest are considered to be rules.

2) The Contestant grants willingly, freely, seriously and without any pressure to the organizer the right to publish Contest photographs related to their company on the web pages, social media, media, as well as in printed material in connection with this Contest.

The contestant is responsible of free author rights or should have a written consent of the author for submitting the picture.

CBRE Luxembourg and its (media)-partners can in no way possible be held responsible for violation of author rights, when publishing online/offline (print).

3) The Promoter and the Organizer shall be entitled to unilaterally change or cancel the rules of the Contest at any time during the Contest.

4) In case that the Contestant in the course of their operations according to Article IV, paragraph 5 of these rules, enters the Contest with invalid data, the contestant is no longer entitled to any winnings and will be excluded from the Contest, without any compensation.

Similarly, Contestants will be excluded from the Contest in case that it becomes clear that Contestant's participation in the Contest has failed to meet any further conditions for taking part in the Contest under Article IV of these rules.

5) The Promoter and Organizer reserves the right to remove any Contestant from the Contest that, in the scope of the Contest is vulgar, aggressive or acts contrary to good behavior, or who in the Contest attacks the good name of the Organizer of the Contest, its business partners or otherwise interferes with smooth operations of the Contest. Similarly, any Contestant who fraudulently affects or tries to influence this Contest will be excluded.

6) The Contestant does not need to be notified of elimination from the Contest by the Organizer. In case that a Contestant, who has been designated as the winner, is excluded from the Contest, it is obliged to return the winning price including its accessories to the one who provided them for the Contest and compensate them in case of any damage. If they do not voluntarily comply, the one who won the Contest has the right to claim the award and its accessories by a judicial process.

7) In case that all of these cases arise, the Contestant shall not be entitled to any refund of the costs or damages, which could be as a result of elimination (exclusion) arising from the Contest.

8) The contestant is not authorized in connection with the Contest to demand and the Promoter and Organizer shall not be obliged to provide any payment other than the one that is addressed in this Code of Conduct and performance including monetary.

9) The Promoter and Organizer is not responsible for winnings supplied to Contestants by third parties and is valid that warranty and other terms and conditions regarding all prizes shall be governed by these terms and conditions of these suppliers and general legislation. Any claims of defects affecting the winnings, the winners will exclusively make a claim with suppliers regarding the defective product, which is the only legitimate way to deal with such complaints.

10) The Promoter and Organizer is not responsible for any technical difficulties or failures incurred or appearing throughout the course of this Contest.

Article VIII.

Claims

Any disputes, questions and/or claims relating to the Contest must be received at the latest within 15 days of the date at which the winner of the Contest has been announced.

The dispute, questions and/or claims must be sent in English or French to CBRE Luxembourg by mail with acknowledgement of receipt at the following address: CBRE – 12C, Impasse Drosbach, 1882 Luxembourg, Luxembourg. Any decision of CBRE regarding the disputes, questions and/or claims shall be binding and final and no one shall have any further right to recourse or to appeal.

Article IX

The validity of these rules: These rules are valid from 01.09.2020

Updated on 23.07.2020