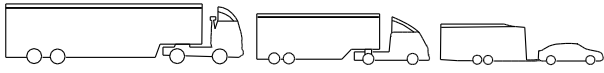


## Expomobil driver's undertakings and responsibilities during the tour

### Expomobil's policy

- Professionalism
- Trustworthiness
- Punctuality
- Service-esteem
- Engagements
- Responsibility

1. The driver represents Expomobil towards the customer and is a very important person in the team that will be working together on the tour. He has a great responsibility but also the authority to point out any problems that might occur.
2. The day before tour start: Make an inventory and evaluation of the trailer and its equipment. Together with the customer and Expomobil representative go through the tour in terms of purpose, goals, campaign idea, tour plan, time schedule, and parking sites. When the tour starts the driver make a note of the tow car's kilometre status to ensure that the calculation of tour route is correct at the end of the tour.
3. Take responsibility for transportation and parking according to approved tour plan and parking instructions, setting up/installation and dismantling according to agreement. Any need for changes are reviewed and decided upon in consultation with the customer representative and Expomobil.
4. Contact the responsible person for each parking site by phone the day before arrival to check and confirm the details for each parking site in terms of electricity, parking site as well as communicate estimated time of arrival.
5. The trailer should be parked at each site the night before customer seminar if nothing else has been previously agreed upon. The trailer should be supplied with electricity in order to assure the need for heating.
6. Take responsibility of packing and securing trailer equipment, products and display material before transportation as well as unpacking upon arrival at each exhibition site. This work is carried through in cooperation with the customer representative.
7. Continuously check that desks, shelves and any other wall mounted material are still fixated. Tighten screws on exhibits after the first day of transportation; ensure that everything is whole, clean and fully operational.
8. Regular working hours are Monday morning through Friday night. Consideration must be taken to working-hours legislation, distances, accessibility, central and local government regulations etc. For opening hours over and above Monday-Friday 8:30-5 pm and evening transports after 9 pm, a separate agreement must be reached with Expomobil. Evening transportation means arrival no later than 21:00. The driver is entitled to rest between 9-12 the morning after evening transportation.



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9. The customer's opening hours are in general not to exceed 08:00 – 17:00 (unless a separate agreement has been reached with Expomobil). Morning clean up, making personnel coffee, general check of equipment one hour before start of customer seminar.
10. Vacuuming or mopping the floor, emptying the trash can, filling up with fresh water, emptying and rinsing the water canister at least once every day. Wiping and cleaning the interior, walls, cupboards, refrigerator etc at least once a week. Continuously make sure that the trailer and tow car is representative both inside and outside.
11. Wash the trailer's exterior when needed, although at least once a week (in agreement with customer representative).
12. Any changes to the tour plan, exhibition sites or working hours are to be communicated to Expomobil as well as any additional orders.