

WYOMING TECHNOLOGY BUSINESS CENTER (WTBC) STANDARD POLICIES AND PROCEDURES

General:

1. The WTBC buildings are secure properties for the use of client companies and WTBC personnel.
 - a. With the Laramie facility being a University of Wyoming (UW) property, the conference rooms at that facility are also available for use by UW personnel through arrangement with WTBC staff.
 - b. WTBC incubator meeting room space is often made available, usually at no cost, to community organizations having an economic development charter by special arrangement with WTBC staff. Access by these groups to WTBC conference room facilities is at the sole discretion of WTBC management.
 - c. The WTBC buildings are meant specifically as office and/or laboratory space, with violation(s) potentially resulting in termination of the Service Agreement and further client access.
 - i. General living accommodation is not allowed.
 - ii. Client office and laboratory spaces shall be kept tidy at all times.
 - iii. Visibility into those office and lab spaces shall not be blocked with paper, blinds, or any other obstruction except when required specifically for safety reasons, e.g., laser work.
 - iv. WTBC client spaces are not to be used for general storage of items unrelated to ongoing business operations.
 - v. All hazardous materials must be documented with WTBC management prior to being accepted into the WTBC building. Those materials must be stored appropriately once received and MSDS documentation provided to the WTBC front desk upon receipt.
 - vi. Client space inspections by WTBC staff, safety personnel (fire, hazmat, etc.), or any other inspector deemed appropriate by WTBC staff can happen at any time. Clients shall not restrict access for these inspections.
 - vii. Clients are completely liable for any damages or injury to themselves, their assets/property, and guests resulting from their own operations. WTBC highly recommends all clients obtain their own liability insurance throughout the entire duration of the lease term. For any operations that exceed simple office activities, WTBC staff may request proof of active and valid insurance from the companies that are working with hazardous materials or equipment at any time. UW shall be one of the listed beneficiaries in the case of capital losses as defined in the Service Agreement.
2. Building hours during which doors are unlocked are between 8am and 5pm, Monday-Friday, except for defined University of Wyoming or local holidays, when all doors are locked.
 - a. Access to the building by clients is available 24 hours a day, seven days a week, 365 days a year with special electronic key card access (or physical keys in Sheridan). These cards and/or keys are made available to specific building clients through arrangement with WTBC staff. Cards and keys are not to be shared, nor are they transferrable without written consent by WTBC management.
 - i. All key cards and physical office/lab keys shall be returned to WTBC upon graduation or client employee terminations. Any re-keying that might be required due to failure to comply with this shall be charged to the client.
 - b. All client visitors, their access, and their conduct within the buildings shall solely be the responsibility of the client.
 - i. Visitors shall confine themselves to the host client space and to building public spaces.
3. WTBC is an equal-opportunity service provider, making zero judgment or opinion based on client race, creed, sex, orientation, or any other individual consideration. Our complete criteria for being willing to counsel, discuss, debate, or mentor a business concept is the individual's desire to pursue an entrepreneurial outcome and willingness by the client to listen and be coached.

Scope of Services:

1. WTBC services are meant to provide a nurturing bridge between business concept and becoming an ongoing healthy business; WTBC is a *business incubator*.
 - a. Additionally, our incubator focuses on technology and innovation clients.
2. WTBC provides access to professional mentoring and business counseling through experienced resident staff.
3. Clients agree to regular verbal or written (on request) updates to and counsel from WTBC staff regarding their business progress, status, grant proposals, and any other germane topic related to their business.
4. The WTBC's charter does not include standard real-estate rental goals; we are distinctly an incubator without any intention of competing with local businesses holding leasable property.
 - a. As a client matures their businesses to a level where any one or more of the following conditions apply, WTBC can initiate a process timeline for, "graduation," of the client from the WTBC property, regardless of timing/term within the extant Service Agreement:
 - i. Having more staff than can be accommodated in the leased WTBC space.
 - ii. Client markets have been validated through multiple sales, and their sales pipeline moving forward appears solid.
 - iii. Client no longer needs nor relies on counsel from WTBC staff, or WTBC staff feel they can no longer provide professional benefit to the client. Alternatively, experienced clients no longer provide mentoring support to less mature clients.
 - iv. The client is at all disruptive to continued functional interaction with WTBC staff, other resident clients, visitors, and/or university or economic development staff. A high level of professional decorum is both expected and required.
 - b. Lacking a valid Service Agreement, an exit from the WTBC facility can occur at any time, regardless of rent payment status (e.g., month to month on good payment terms), generally with a minimum of 30 days notice to vacate.
5. Specific facilities offered to resident clients are defined in the Service Agreement.

Overview of Consideration as a WTBC Outreach Client:

1. As a State of Wyoming service provider, WTBC is completely open to assisting, counseling, or mentoring any state resident with respect to entrepreneurial endeavors regardless of business segment. This service is free. Any quid pro quo for these services is not allowed by state law.
2. There are no target market, product portfolio, or business limitations influencing that decision to engage with WTBC as an outreach client.

Overview of Consideration To Become A WTBC Resident Client:

1. WTBC has a core competency of working with cutting edge engineering, web-based or technology products and services, or other technically related companies, as interpreted by WTBC staff. To be considered as a WTBC resident client, a company should fit within that, "technology," definition.
2. Below are some of the requirements for admission to the WTBC Incubator:
 - a. There must be space available in the target WTBC building to which you are applying.
 - b. A product or service that represents a unique or novel technology that can create a competitive and sustainable advantage. The business idea should not be in direct competition with existing WTBC clients as determined by WTBC staff.
 - c. For business ideas that are spinning off from UW research groups, the university's Tech Transfer Office (RPC) should be informed before submitting a WTBC residency application. The company must have no legal or IP claims or lawsuits pending against their business.
 - d. The prospective client must have a realistic business model reflecting the potential to grow the business and become a leading player in its/their market segment.

- i. Development of this business model can be done with WTBC counsel prior to application for WTBC client residency.
- e. The client must show a solid financial plan to remain in business for at least six (6) months. This can be provided by:
 - i. Showing proof of an SBIR/STTR (or other) grant proposal or approval.
 - ii. Showing evidence of adequate personal financial resources, which can include outside or investment capital, to cover both lease and insurance costs for the time period defined above.
- f. The company should indicate a plan to locate in Wyoming with their venture subsequent to graduation from the incubator, recognizing that this is not a contractual obligation.
- g. The company executes a WTBC/client Service Agreement.
- h. The company commits to meeting regularly with WTBC staff to both maintain a positive trajectory and to develop benchmarking milestones they hope to complete in the first year of their residency in WTBC.
- i. The company continues to meet with incubator counselors at least every quarter to review past and future goals to ensure they meet their objectives.

Overview of Consideration in Being a WTBC Laramie Co-Working Space Client:

1. WHO: The WTBC co-working space is intended for individuals or teams who are in the exploration or company formation stage. It is also intended as the main initial residency space for winners/qualifiers/finalists of entrepreneurship challenges held on campus or in Laramie.
 - a. WTBC staff shall have the final approval of access to the WTBC Co-Working space.
 - b. Co-Working space clients will sign an abbreviated Service Agreement.
 - c. Residency in the Co-Working space shall automatically be granted to clients who have qualified in university or community business idea competitions like the Fisher Innovation Challenge, the Casper Startup Challenge, the Sheridan Startup Challenge, or the Ellbogen \$50K competition. This list may expand as the number of statewide entrepreneurship challenges increases.
 - d. The co-working space can be used by WTBC resident clients for temporary contractors or as temporary over-flow for employees or company guests without further rental charges.
 - e. Temporary access by general clients to the Co-Working space can be granted after approval by WTBC staff, generally by email confirmation.
 - f. The co-working space is provided longer term pro bono to all other teams on a 1-year written approval through an executed simple version of the standard WTBC Service Agreement.
2. THE SPACE: The WTBC Co-Working space (Laramie) consists of a large room with various work spaces/desks/tables in various configurations. All open area work-spaces are ad hoc, meaning they generally are un-assigned and remain so unless specifically negotiated with WTBC staff. Students, faculty, staff, and community members have an opportunity to use this space subsequent to acceptance by WTBC staff.
 - a. The Co-Working space cost is free to all users.
 - b. Access is generally limited to normal business hours (8-5) although other accommodation to extend access can be granted depending on the status and situation of the client. Operating hours extension approval shall rest exclusively with WTBC staff.
 - c. There are 3 offices with locking doors attached to the Co-Working space and these can be petitioned for by any team needing longer term assigned and secure space. These offices will carry negotiated discounted rent fees compared to standard offices elsewhere in the WTBC building. Access depends on availability.
3. University-affiliated teams have access to UW broadband wireless.
4. Unaffiliated teams have access to UW Guest wireless.

5. There is a single, fully configured work-station (Apple) running both Solidworks and the Adobe Creative Cloud suite software available with a sign-up schedule. Each solid design user must have a Solidworks account, although that account carries no fee – the Solidworks license is provided by WTBC at no charge. Absence at the start of a scheduled Solidworks or Adobe session results in abandonment of the time-slot, and the work-station becomes first come, first serve.
6. There is an expectation that use of the Co-Working space includes regular discussions with WTBC staff regarding business model/canvas development, value proposition, and/or product development status.
7. Although the building has monitored access, the co-working space will be left unlocked 24/7, so all personal items in that space are the responsibility of users. Small storage lockers shall be provided within the co-working space for longer term storage of working materials. Users will provide their own locks for these storage lockers.
 - a. All lockers must identify the active user; masking tape and markers are available for your name at the WTBC front desk.
 - b. Long-term unattended or abandoned lockers will be accessed by WTBC staff, with items held for 4 months prior to disposal, with notification to owners attempted at least twice during that period.
8. The Co-Working space is not intended to be a substitute for a study hall, quiet space, gaming spot, food court, or otherwise. Noise and discussion should be expected. It is condoned if, for example, engineering senior project teams wish to use the tables in the Co-Working space for team meetings for product development.
 - a. Also accessible within the building, depending on availability, are more private meeting spaces that can be used by any team by scheduling beforehand with WTBC Laramie front desk staff.

Disclaimer:

WTBC reserves the right to modify or change any clause in this document at any time. If any change might negatively impact a current client, this will be communicated to the client with enough pre-notification to make contingency plans, if warranted.