



Welcome to Epicenter Stockholm
House of Digital Innovation



epicenter



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1 INTRODUCTION

Welcome to Epicenter! We are very happy to finally see you and your company as members of Epicenter, the first digital innovation house of Stockholm. In this house book you'll find all necessary information about Epicenter that we think is important for all members to take part of. The house book is updated regularly since new routines and new functionalities may occur. We love feedback and if you have any ideas that might be of interest to us, don't hesitate to let us know. If you miss any information or have other questions, please contact us at the Service Center on the 5th floor or email us at hello@epicenterstockholm.com. We look forward to working together with you and hope you will enjoy Epicenter as much as we do.

Cheers, Epicenter Team

2 WHAT IS EPICENTER?

Epicenter is a Digital House of Innovation and is located in the heart of the city of Stockholm, Helsinki, Oslo and Amsterdam. At Epicenter, members are invited to innovate alongside the world's fastest growing digital companies and creative corporate initiatives. Within Epicenter, local and international entrepreneurs and companies meet to collaborate, learn and grow their businesses.

Epicenter also runs hands on innovation labs, helping fast growing companies accelerate their growth through space, knowledge, programs and methods.

The innovative environment at Epicenter allows people with similar business interests to meet. Here you'll find companies interested in innovation and digital growth that are searching for a knowledge exchange, inspiration and new collaborations. We are primarily meant for companies that would like to take part of and contribute to an exciting community towards digital innovation and business development. Therefore, the main offer is a membership, not a lease. At Epicenter, companies are able to work in a flexible way according to the needs you have for the moment.

Epicenter members also have access to the member exclusive restaurant, private gym and lounge areas.

Included in all memberships is the Community Program with 150+ events such as lectures, master classes, after works, networking dinners, Digital Safaris and much more, every year. We are a place for both informal knowledge exchange and structured education. Our members should always feel that creativity is present and easy to get at Epicenter. Learn more about our Community Program at www.epicenterstockholm.com.

3 ABOUT THE BLOCK

Epicenter is located in the block called Grävlingen, which is more known as the MOOD block. The MOOD mall is located right next to Epicenter at Regeringsgatan. Across the street you'll find NK mall where ATM, post office, grocery stores and liquor store are located. Epicenter is part of the new district that AMF Fastigheter is building in the very center of Stockholm. This district is called Urban Escape Stockholm and consists of five buildings, four streets and two

blocks. Urban Escape Stockholm is also a concept where six strong ideas come together and create a world-class entirety.

4 ABOUT THE BUILDING

The building, Grävlingen 12, is also called CityCronan and comprises around 40 000 sq. m. of offices, stores, restaurants and residences in the best part of Stockholm City. Three independent buildings with 12 floors together create an entire block surrounded by Regeringsgatan, Mäster Samuelsgatan, Jakobsbergsgatan and Malmskillnadsgatan. 15 000 sq. m. belong to Epicenter.

5 THE DESIGN OF EPICENTER

Epicenter is something completely different than a regular way of working. It is a place for innovation, renewal and business. It's an operation that demands a creative environment that offers an open, flexible and changeable landscape. Therefore, Epicenter consists of a variation between open landscapes, studios, private offices, meeting rooms, event spaces, restaurants and outdoor terraces. Everyday Epicenter is also filled with its actual content: people and ideas that together create the future of Epicenter. The design is made by the interior design agency Codesign.

The atmosphere at Epicenter is what makes us different, more fun, more relevant, surprising, interesting and thought provoking. It is what makes our members love us, miss us and what drives our success. We have chips in our hands, world champions in the kitchen cooking food for us every day, a dojo room, digital safaris and too loud music in our lounge. We host virtual reality film festivals, youth entrepreneur camps, try to hack multiple sclerosis, and have Bitcoin tellers instead of ATMs. No other office has these things anywhere in the world.

Another way to understand our atmosphere is that if someone else has done it or a large corporate would consider doing it, it is not our cup of tea. We call this Epicenter Magic.

6 MEMBERS AND TENANTS IN THE BUILDING

The facility consists of three buildings with 12 floors and is shared by Epicenter and other tenants. Epicenter holds floor 4, 5 and 7–9. On the remaining floors you'll find DNB Bank, AMF Fastigheter and Cushman Wakefield for example. Since we all share the same building, we also share the responsibility of the wellbeing and security so that everyone feels welcome here.

7 SERVICE CENTER

Service Center is the heart of Epicenter and we're always here to make your membership as valuable and efficient as possible. You'll find us on the 5th floor and we keep open between 08:00–18:00 every regular workday. At the Service Center we take care of our members and help with anything our members might need. It can be anything from conference room booking and catering, to access cards and mail service. Service Center provides a number of concierge services to our members. Right now, we can help you with:

- Printing
- Dry cleaning
- Travel booking
- Taxi booking
- Restaurant reservations
- Orders and transports
- Mail services
- Conference service

For any service you might need or questions you may have, contact Service Center. If there's any service you miss, contact us and we'll try to fulfill your wishes. Email us at hello@epicenterstockholm.com, contact us in the live chat on the website or call us directly.

Epicenter's Check-In Desk is located right next to the Service Desk on the 5th floor. At the Epicenter Check-In Desk, we greet our members' visitors and guests and help them with checking in. All visitors must check in at the check-in desk when visiting Epicenter. Read more about the visitor check-in in chapter **17 Visitors at Epicenter**.

8 TELEPHONE

If you want to call Epicenter you reach us at +46 8 459 30 60. We can forward any call to a member's cellphone if we have the number available.

9 INTERNET

Epicenter offers all members and visitors wireless Internet on the 5th floor. The network speed is 120Mbps, operates on the 5GHz band and it's called "EpicenterSTHLM" and the password is DigitallyDriven. More info about the Wi-Fi and related rules and restriction can be found at www.epicenterstockholm.com under the section "Help". If you experience any problem with your Wi-Fi connection or having trouble logging in, contact Service Center.

10 MAIL SERVICES

At the Service Center we offer you reception of mail for our Co-working, Partner Desk, Studio and Private Office members who wish to address their incoming mail to c/o Epicenter. The full address is: Company name AB, c/o Epicenter, Mäster Samuelsgatan 36, 11157 STOCKHOLM.

Our Service Team delivers the incoming mail to Studios and Private Offices every day. Co-working and Partner Desk members are welcome to pick up their mail at the Service Desk. Outbound mail can be left at the Service Desk every day until 18:00. You're able to buy stamps at the Service Center or leave your outbound mail already postage-paid.

11 MEMBER BENEFITS

It pays off to be an Epicenter member. We always work to get the best benefits and deals for our members. This means that the member benefits are constantly updated. Right now, Epicenter offers all members:

- **YELLOW STOCKHOLM** – Epicenter members get 15% off on the entire lunch menu and 15% discount for dinner menu Mondays–Wednesdays from 17:00
- **THE STANDARD & BUNKHOUSE HOTELS** – Epicenter members got the best available rate at The Standard Hotels and Bunkhouse Hotels. You get 30 % discount on ALL Standard & Bunkhouse Hotels. Use code "EPICENTER" to take part of this offer
- **SPROUTZ** – Sproutz is a recruitment and staffing agency, part of the NannyNu group. Their Sproutz will help you free time so you can focus on your core business. Their reliable, positive and work-willing candidates will help you with everything within business administration, customer service and/or events. Exclusive offer for Epicenter members: 25% discount on your first 10 hours hiring a Sprout, only 187,50 SEK/hour (+VAT)*. After these 10 hours the price is still very favorably at 220 SEK/hour (+VAT), regular price is 250 SEK/hour. Contact Therese at Sproutz today to get the help you need: therese@sproutz.se
- **BOOKATREAT** – Bookatreat is an app that enables you to book your next beauty or hairdresser appointment at any of our hundreds salons partners in Stockholm. Get 20% discount using the code epicenter20 (maximum discount 400 sek/treatment). Download the app in Appstore or Google Play.
- **AUDI** – 10 % discount on every buy or leasing of an Audi car at every Din Bil Sverige
- **FITNESSCOLLECTION** – Get your Core Membership at 490 SEK/month (original 790 SEK/month) and try the first month without binding period. [Email FitnessCollection](#) to get started!
- **SJ** – Travel with SJ and get 15 % Epicenter discount by using campaign code "Epitrain"
- **HOBO HOTEL** – Stay at Hobo Hotel and get yourself a room for a fixed price, no matter how high the rate might be. As a member, you'll get a single room for 1250 SEK and double for 1450 SEK. Use code "HOBOMEMBER".
- **SYNCH** – Meet our in-house legal advisors Synch every Thursday for free legal advice. You'll find them in the restaurant area between 09:00–11:00.
- **CABONLINE** – Book your taxi online and get 5 % off. You can also get help booking your cab at the Service Center.
- **BERNS** – 20 % off when booking a hotel room and 10 % discount when booking a chambre séparée. As an Epicenter member you'll also get free breakfast and free VIP cards at the night club. Use code "EPICENTER"
- **BEST SECRET** – All Epicenter members get the opportunity to sign up for an exclusive membership at Best Secret. Also, 200 SEK off your first buy when shopping for minimum 600 SEK. Use this link to take part of this

offer: www.bestsecret.se/epicenter

- **KING'S GARDEN HOTEL** – 10 % Epicenter discount on all hotel rooms. The VIP restaurant card also gives you 10 % off your check

12 K-MÄRKT

Epicenter has the restaurant K-märkt for our members and their guests. A chef, a sommelier and a confectioner run K-märkt.

There is no menu at K-märkt. It may sound strange but in fact, they don't know themselves what they will be serving from day to day. The reason is that they made the decision to start working against a huge industry problem and a growing world problem – food waste.

The restaurant makes fantastic breakfast, lunch, Swedish fika and catering. K-märkt is open every workday between 08:00–17:00.

Lunch is served between 11:30–14:00 and is a seasonal lunch buffet with focus on creative vegetable dishes. There is usually also meat and fish on the buffet.

If you wish to order catering for a conference room or an event, K-märkt can offer you different options. Contact the restaurant for advice.

Order catering by contacting the Service Center, or email directly to epicenter@kmarkt.se.

Please observe that orders may need to be made two days ahead, but always ask the restaurant what they can offer you today.

13 EPICENTER EVENTS

Epicenter offers all members a multitude of different events and happenings. We partner with the best in class thought leader hubs like Singularity University and many others to invite global thought leaders who give a glimpse of our future. From thematic topics such as Blockchain, AI, Machine learnings to leadership, consciousness and mindfulness, you will meet other like-minded individuals who are curious to create the future just like you.

You get to take part in various knowledge events and meet exciting external speakers or from the building that speak about everything from mindfulness to career success and what the future technology might look like. We also organize after works where you can check out the latest technology, get a chip implant, have some drinks or food and mingle.

Our event calendar is updated monthly, and you find it either on the website or on the screens around the building. RSVP on the website to take part in the events you're interested in. Upcoming events are also in the weekly newsletter with direct sign-up links.

You can also RSVP to hello@epicenterstockholm.com

We love co-creation! If you are interested in hosting a Thought Leader Session or organizing a Master Class, please reach out to us at hello@epicenterstockholm.com

Examples of previous speakers at Epicenter:

Eric Schmidt, Executive Chairman of Google and Alphabet Inc.
K Eric Drexler, The Father of Nanotechnology
Susanne Tarkowski Tempelhof, Founder of Bitnation
David Orban, Founder of the Network Society and founding member of Singularity University
Eric Ries, The Lean Startup Guru
Robin Teigland, Professor Stockholm School of Economics
Tim Ferris, World Famous Biohacker
Chris Dancy, Most Connected Man on Earth
Johan Lundberg, Founder and CEO, NFT Ventures
Navin Thukkaram, Angel Investor
Max Ortiz Catalan, Prosthetics researcher and innovator, Chalmers
Roope Mokka, Founder Demos Helsinki
Johan Attby, Founder Fishbrain
Filip Engelbert, Founder Avito.ru
Maxine Williams, Diversity Director Facebook
Brock Pierce, Chairman of the Bitcoin Foundation, Founder of Blockchain Capital

14 THE EPICENTER WEBSITE

The website is the digital heart of Epicenter where all the digital tools needed here can be found. When you sign up for your membership you'll get an account at www.epicenterstockholm.com where you're able to book conference rooms, RSVP to events, order catering and sign up for our workout sessions. When a new member arrives on their first day at Epicenter they will be registered for the intranet. After the registration, a welcome email is sent together with a sign-up link where you can register to get access to the intranet. If there is any trouble with the online room booking, or other problems regarding the website, visit the Service Center or email the Service Team at hello@epicenterstockholm.com.

A weekly newsletter filled with all information about upcoming events, what's new, about members and more is sent to all Epicenter members. By registering an account at the Epicenter website, you will automatically subscribe to the newsletter. We recommend all members to read the letters to take part of valuable and interesting information.

15 ACCESS CONTROL

Epicenter is open for our members 24/7. All members get their own key tag with a personal code that gives access to the building all hours. There are three entrances to Epicenter; Mäster Samuelsgatan 36, Jakobsbergsgatan 31 and Regeringsgatan 59. The main entrance is located at Mäster Samuelsgatan 36 and leads directly to Service Center at the 5th floor by lift or stairs. Unlock the doors by presenting the key tag and entering the personal code on the reader placed next to the entrance door.

You can get your personal key tag at Service Center on the 5th floor. The access cards are personal and may not be duplicated or lent out. Don't forget to inform our Service Center

immediately if you lose your access card. If you lose your access card, you will be charged 150 SEK.

Every member company has a certain amount of key tags available depending in the agreement. A responsible person from every member company must inform Epicenter about whom from the company that should receive an access card. Office managers from Private Offices, Studios or Partner Desk must attend or inform ahead when a new co-worker will pick up their access card at Service Center. To pick up your access card you need show your identification and sign a contract. If you want to change your personal code, contact Service Center.

Visitors and guest of Epicenter are welcome to use the main entrance door at Mäster Samuelsgatan 36. After office hours, members are responsible to let their guests in by themselves. Read more about this in chapter 17.

When you access the building, please make sure use the door opener placed beside the door. Do not use the emergency handles!

16 SECURITY AND ALARM

Epicenter has an alarm system from Certego, which is connected to Nokas, who sends out security guards to the premises if an incident occurs.

All entrance doors on every floor in the entire building are under alarm. It's therefore very important that members and visitors understand and follow the following instructions:

- Entrance doors can not be open for more than 30 seconds before an alarm goes off. If the door isn't closed properly, and alarm will sound. If you need an entrance door to be open for more than 30 seconds, contact Service Center.
- The green emergency handles should never be used other than in emergency. All emergency handles are marked with signs. Use the door opener placed next to the door instead. If the emergency handle is used, an alarm will go off and the door will be set in open mode, which increases the risk of break-ins,
- All windows in the facility are provided with alarm systems and must remain closed at all times. There are three reasons why the windows should always remain closed; a) Increased risk for break-ins, b) Ventilation in the facility will be disrupted, c) If windows are left open, water might leak in and cause damage.

If a member activates the fire alarm, the member company is responsible for the cost of the fire departments visit, which is around 13 000 SEK.

17 VISITORS AT EPICENTER

The Service Center at Epicenter is fully staffed during office hours 08:00–18:00 every regular workday. The main entrance is open for visitors during these hours as well. All guests and visitors must register at the Check-in Desk, which is located on the 5th floor next to the Service Desk. At the Check-in Desk, visitors and guests check in on iPads via the check-in system Envoy. The visitor will enter name of the host they are visiting and the member who

awaits a visitor will then receive a text message and email saying that their visit is here. At the registration, a visitor's badge will be printed. We ask visitors to keep the visitor badge visible when walking around at Epicenter.

After checking in, the guest will be offered coffee, tea, water and fruit and sit down to wait for their meeting after checking in. The host has to pick up their visit at the 5th floor. No pre-registration of visitors is needed, the registration of the guest is handled when they arrive to the Check-in Desk.

After office hours, we recommend you to keep phone contact with your guest and open the entrance door manually. Also, after office hours the host is responsible for the guest during their entire stay in the building.

18 CONFERENCE AND MEETING SPOTS

One of the main ideas at Epicenter is that innovation starts where there are interesting meetings between companies and individuals. Therefore, at Epicenter there are a lot of different and functional rooms and spaces for meetings and conversations. Epicenter has six different kinds of rooms and meeting spots based on needs.

- Meeting rooms for shorter meetings (30 minutes maximum), private conversations and meetings up to 4 persons.
- Phone rooms for shorter phone calls (30 minutes maximum), private conversations and meetings up to 2 persons.
- Flex meeting spots in the lounge.
- Conference rooms for conferences and meetings for 6-28 people.
- Facilities for workshop and educations.
- Event spaces for seminars and events up to 300 persons.

1. Chat Rooms

These rooms are meant for shorter 30-minute meetings or conversations and are located around floor 5. You are not able to book the rooms ahead and are free of charge for Epicenter members. There is no technical equipment in these rooms, but some of them have whiteboards.

2. Telephone Rooms

The phone rooms are smaller rooms located around floor 5. Take your phone calls in these rooms or work privately for 30 minutes. You are not able to book the rooms ahead and are free of charge for all Epicenter members. The rooms are equipped with lounge chairs, pencils and paper.

3. Conference Rooms

Our conference rooms come in different sizes and designs depending on your needs. Ask our Service Team for help if you want to know which room suits you best. All conference rooms are bookable ahead and are equipped with TV screens/projectors, conference telephones, whiteboards, pencils and notebooks.

PRODUCT PRICE

CONFERENCE ROOM 6 PPL	449 SEK/H
CONFERENCE ROOM 10 PPL	745 SEK/H
CONFERENCE ROOM 12 PPL	1125 SEK/H
CONFERENCE ROOM 16 PPL	1499 SEK/H

Book more than 4 hours and get 10 % off, book 8 hours and 20 % off.

4. Workshops and Educations

Epicenter has facilities that work perfectly for workshops, educational classes and lectures. The furniture in these rooms are flexible and make it easy to set the room for different needs. The names of these rooms are 1.3, 1.4, 2.5 and 3.1. These rooms are equipped with whiteboards, TV screens/projectors, pencils and notebooks

5. Event Spaces

We take a lot of pride in our various events, conferences and seminars at Epicenter. Our events are an important part of our community and we are continuously organizing many interesting events for our members. We host more than a hundred events each year free of charge for our members. Get inspired, learn, create, connect and network with new people at these events.

Members and guests are also welcomed and encouraged to facilitate their own events at our venues. There are four event spaces in total that can be used in different ways.

The Technium Event Space fits up to 30 people and has a 195” screen, speakers and lounge are nearby. The space can either be opened or closed by using a foldable wall.

The Revelation Even Space fits up to 50 people and is equipped with a projector, speakers, microphones and a mingle space nearby. This space can also be either opened or closed by using a foldable wall.

The biggest event space at Epicenter is called Disruption Hall and is located at ground floor with entrance from Mäster Samuelsgatan. This space fits up to 240. It is equipped with a 9 m2 LED screen, sound and light system and more advanced technology. The space can be split into two sections.

The Epicenter Terrace can also host events nighttime. This space is perfect for mingle, dinner, lectures etc.

High speed wireless internet is available in all our spaces.

We have some magical touch points that can take your event to a whole new level. From Bitcoin ATM machines, to robots that can dance with you, to an experienced mindfulness expert that can help scan your brain waves, hack your body with implants and many more features that can add flavour and dimension to your event. Shoot us an email at event@epicenterstockholm.com and let our team help you create a magical event in one of our amazing venues.

19 ROOM BOOKING

Epicenter has a digital booking system for all room bookings at www.epicenterstockholm.com. You enter the booking system by logging in with your personal login. If you don't have a login, contact our Service Team at hello@epicenterstockholm.com.

The booking system makes it easy to book any conference room either on a computer or cell phone. The system keeps track of all bookings and for those members that have free hours included in their membership. Members will receive a monthly invoice of all room bookings made, where the free hours are deducted. If a room booking is cancelled 24 hours ahead of start time, there will be no charge. Between 24 hours and 1 hour before the start time, cancellations will be charged with 50 % of the total rent. If a cancellation is made less than 1 hour in advance the entire amount will be charged. You're not able to book the large event spaces via the booking module online. If you're interested in the larger spaces, contact event@epicenterstockholm.com.

20 PRINTING AND SCANNING

To print, copy or scan documents you're more than welcome to use any of our three printers located around floor 5. Printing is part of the member benefits and Epicenter uses a pull-print solution for secure printing and to reduce the environmental footprint by saving paper. The pull-print solution requires each member to enter the member credentials to the print server to be able to use the printers (instructions are available at www.epicenterstockholm.com under the section "Help"). The pull print-software works regardless if the member uses a PC or Mac. If you have any problems with printing or scanning, please contact the Service Team at hello@epicenterstockholm.com. You can also have your documents printed at the Service Center if you like.

21 INVOICING

Epicenter invoices every month. The membership fee is invoiced monthly or quarterly in advance (depending on membership) and services such as room bookings, catering and prints are invoiced separately in arrears. If you have any questions regarding invoicing, please send your e-mail to finance@epicenterstockholm.com.

22 BICYCLE PARKING AND LOCKER ROOMS

Park your bicycle in the garage located on the 2nd floor (basement). To get there from the Service Center, take the elevator to floor 3 and take the stairs one floor down from there. The doors that leads to the garage and locker rooms can be opened with a code that you pick up at the Service Center. In connection to the bicycle parking there are locker rooms with showers and restrooms. To access the garage from outside, enter via Sveavägen 10. The nearest parking garage for cars is Parkaden and may be used for members and visitors. There's a limited amount of parking spots in the building. If you're interested in renting a parking spot long-term, shoot an email to hello@epicenterstockholm.com or contact the Service Center.

23 CLEANING AND GARBAGE

The open areas on floor 5 is cleaned daily. Members at Private Offices are responsible for their own cleaning. Epicenter is happy to share the contact of our cleaning company to Private Office members, just send us an email at hello@epicenterstockholm.com if you want to get in contact.

All garbage in the open space areas on floor 5 is handled by Epicenter. There are bins for recycling placed around these areas, where we encourage all members to sort their waste. If members have big amounts of garbage, please contact us at the Service Center and we'll help you to take care of it.

Members at Private Offices are responsible for handling their own garbage. This means that all waste from the Private Offices shall be put in the waste room located in the basement by cleaning staff. In the waste room, waste should be thrown in the dedicated containers. These containers are emptied by our waste disposal company on a regular basis. Members at Private Offices also need to have their own contract for office material disposal. We recommend RagnSells for this assignment.

24 COMFORT AND CARE

The main part of Epicenter is open for all members, and that is just the way we like it! This also means that there are certain demands on the care of the facility by our members. Please throw away your empty coffee cups and other waste when leaving the room. Also make sure that the doors close properly when you leave and don't let any unauthorized people in the building. If anything is broken or out of order, please contact Service Center.

We like animals, but unfortunately, they are not allowed to enter Epicenter due to allergies. This goes for all members and all rooms with an exception for service dogs.

Smoking is not allowed inside the building and is also prohibited minimum 7 meters from the entrances.

Read more about comfort and care in our Terms & Conditions, appendix 1.

25 ERROR REPORTS

Your member experience is what's most important for us. We want all members to contact us if something is wrong or if something is out of order. You reach us at hello@epicenterstockholm.com or directly at the Service Center. During office hours any errors can be reported to our Service Center. If an emergency occurs after office hours, please contact AMF Fastigheter at 08-696 30 31.

26 FIND YOUR WAY TO EPICENTER

You'll find the nearest subway station, Hötorget, about 100 meters from Epicenter's main entrance. Within 4 minutes walking distance you'll find The Central Station with all national train connections, Arlanda Express, bus stations and all Subway connections.

27 CONTACT

Phone number to Service Center: 08-459 30 60

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DETAILS FOR STUDIOS

ATTACHMENT 1. LIST OF FURNITURE FOR STUDIOS

If you need more furniture for your studio, take a look at this list and contact Service Center at hello@epicenterstockholm.com



Lounge chairs.
Beerta Lounge
GUBI



Red

Peach

Blue



Coffee table.
Gamratas/ GUBI
Green Marble



Whiteboards on wheels.
Black legs, black textile, white drawboard.
Lintex - Wood



Movable whiteboards on walls.
Whiteboard



Movable whiteboard.
Lintex - Note



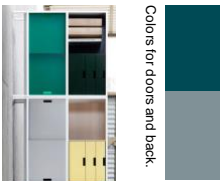
Floor lamp
Luminator
Fos



Work lamp
LED Kondator
Black



Trash bins.
Pop - Malena
Black



Colors for doors and back.

Storage 1600mm
Neat - Eidsbyn Neat



Storage drawers
Neat - Tower
Studio - White
Partnerdesk - Black



Table plants.
Hexagon - Fern living

DETAILS FOR STUDIOS - OPTIONAL

MEMBER:

BILLING ADDRESS:

DATE:

Pos	Roomtype	Type	Product	Height	Width	Length	Quantity	Unit price(sek)	Amount	Delivery time
1	Studio H 13&14	Worktable	flexi, duo 379, desktop-4176 mushroom	675-1175	1 200	800		7 913 kr	- kr	3-4v
2	Studio H 11&12	Worktable	flexi, duo 379, desktop-4175 pebble	675-1175	1 200	800		7 913 kr	- kr	3-4v
3	Studio H 13&14	Workchair	Surf synkron high, black	950	715	682		4 479 kr	- kr	3-4v
4	Studio H 13&14	Workchair	Surf synkron high, orange	950	715	682		3 962 kr	- kr	3-4v
5	Studio H 13&14	Workchair	Surf synkron high, dark orange	950	715	682		3 962 kr	- kr	3-4v
6	Studio H 13&14	Workchair	Surf synkron high, red	950	715	682		3 962 kr	- kr	3-4v
7	Studio H 11&12	Workchair	Archal Medium, dark red	950	570	550		6 670 kr	- kr	6-8v
8	Studio H 11&12	Workchair	Archal Medium, orange	950	570	550		6 670 kr	- kr	6-8v
9	Studio	Whiteboard moveble	Note S	805	805			2 614 kr	- kr	1-2v
10	Studio	Whiteboard moveble	Note M	805	1 205			2 999 kr	- kr	1-2v
11	Studio	Whiteboard moveble	Note L	805	1 805			3 902 kr	- kr	1-2v
12	Studio	Whiteboard moveble	Whiteboard "stick on"	1 200	2 400			2 184 kr	- kr	1-2v
13	Studio	Whiteboard moveble	Whiteboard "stick on"	1 200	1 800			1 750 kr	- kr	1-2v
14	Studio	Work lamp	Diasonic LED, black	140	135	370		690 kr	- kr	1-2v
15	Studio	Storage	Neat mobil - with sliding doors	849	385	1 600		4 940 kr	- kr	6-8v
16	Studio	Storage drawers	Neat, white	545	325	650		3 634 kr	- kr	6-8v
17	Studio	Coffee table	Gamfratesi's table M	410	550	720		4 381 kr	- kr	4-6v
18	Studio	Lounge chair	Beetle lounge, blue	800	630	720		7 901 kr	- kr	10-12v
19	Studio	Lounge chair	Beetle lounge, peach	800	630	720		7 901 kr	- kr	10-12v
20	Studio	Lounge chair	Beetle lounge, red	800	630	720		7 901 kr	- kr	10-12v
21	Studio	Coathanger	BEAM, Hay			900		817 kr	- kr	1-2v
22	Studio	Coathanger	BEAM, Hay			600		677 kr	- kr	1-2v
23	Studio	Trash bin	Pop mini, black	500	310			965 kr	- kr	1-2v
24	Studio	Accessories	Table pot, Hexagon, blue (set of 4)	120	70			87 kr	- kr	1-2v
25	Studio	Accessories	Table pot, Hexagon, green (set of 4)	120	210			202 kr	- kr	1-2v
26	Studio	Accessories	Table pot Hexagon, grey (set of 4)	190	90			161 kr	- kr	1-2v
27	Studio	Accessories	Safety Vertical box for laptop	490	120	505		1 101 kr	- kr	1-2v
28	Studio	Accessories	Safety box for laptop	45	370	350		790 kr	- kr	1-2v
29	Studio	Accessories	Safety box for hard disk	325-530	115-205	440-640		1 420 kr	- kr	1-2v
30	Partner	Storage drawers	Neat, black	545	325	650		3 634 kr	- kr	6-8v
31	Studio Lounge	Floorlamp	Luminator	1 890	600(58)			3 295 kr	- kr	6-8v
32	Studio Lounge	Coat hanger	CoCustom	1 690	500	420		2 470 kr	- kr	3-4v
33	Studio Lounge	Trash bin	Pop, black	700	430			2 563 kr	- kr	1-2v
34	Coworking	Whiteboard on wheels	Mood Fabric Mobile	1 960	1 500			7 971 kr	- kr	1-2v
35	Studio	Table lamp	Plug Lamp, FUWL (grey, green, orange)					2 116 kr	- kr	1-2v
36	Studio	Storage	Neat mobil - only shelves	849	385	1 600		2 579 kr	- kr	3-4v

Additional orders offered by Codesign free of charge

Design & conceptual work, 1050kr/h excluding VAT

APPENDIX 2. HOUSE RULES & TERMS OF CONDITION

Membership

Access to Epicenter is based on memberships. There are different membership categories depending on the individual member's needs. All memberships entail the level of services that are based on the membership. For example, knowledge members are not allowed to sit in co-working areas. All restrictions and rules regarding each membership are listed in the contract.

Newsletter

Note that all important news and updates regarding your Epicenter membership will be posted in the weekly newsletter sent by e-mail. Please make sure to read it through every week to take part of the latest news. You will get uplifted, enlightened – and from time to time – surprised, too!

Private Desks & Open Spaces

At Epicenter, we share many spaces and the conditions to make this work are very simple – keep it clean and leave it as you would like to find it. Let's create true togetherness.

Silent Zones

We have a few silent zones around the open spaces on floor 5. Don't take any phone calls, meetings or do other things that might disturb others in these areas. Thanks!

Community

Epicenter is **not** an office hotel where everyone hides behind closed doors and mind their own business. Epicenter is a community of like-minded people and companies in the heart of Stockholm. Members at Epicenter are expected to be an active part of the Epicenter community. We encourage and expect members to network and engage with other members. We encourage all members to arrange an event, happening or other elements that fellow members can take part of. Minimum expectation is one event per year, but you're always welcome to contribute as much as you like! We're always open for ideas, contact us at hello@epicenterstockholm.com.

Press & Social Media

We love when you mention us in social media, please follow us on Facebook, Twitter, LinkedIn and Instagram and don't forget to tag #epicenterstockholm in your posts.

Confidentiality

Epicenter loves when our members share their work and collaborate, but please respect that some of the information and work that takes place at Epicenter is confidential and should therefore not be disclosed.

Animals & Children at Epicenter

We love animals, but they are not allowed in Epicenter due to allergies and hygiene. We love kids too. Appropriately supervised children are always welcome at Epicenter, but for everyone's health we kindly ask you to not bring kids who are not in school or kindergarten if they are too ill to be there. If so – spend time with them instead!

Event Sign Up & RSVP

We regularly host events and happenings at Epicenter. This is all done for the benefit of our members. The events are posted on the website, the screens around the building, as well as in our weekly newsletter. Please don't sign up for events and then don't show up, as this means you're taking places that could have benefited someone else. Abusing the event bookings may lead to exclusion from participation at future Epicenter events. Hey, we're on this beautiful journey together!

Epicenter Team & Staff

The Epicenter Team is a part of the community, as well as the staff of the restaurant and our cleaners. In the same respectful way that you treat each other amongst members, the same behaviour is required for all staff.

Guests & Visitors

Members are allowed to bring guests and visitors to Epicenter. All visitors must register at the front desk and wear their visitor badge. Members are responsible for their visitors and that they follow these rules and policies.

Conference Rooms

Epicenter has 16 conference rooms. Rooms are booked either on the website, by the tablet outside the room or at Service Center. The room must always be booked if you want to use the room. Even if the door is open or if the room is available, all conference rooms must be booked for use. If a member uses a room without booking it, a warning will be sent. Too many warnings will lead to revocation of your membership. There are meeting rooms that are free to use. These can not be used more than 30 minutes at a time.

Event Spaces

Epicenter has 3 event spaces. These spaces can only be booked by mailing us at event@epicenterstockholm.com. The spaces must always be booked if you want to use them. Even if there's no one there and the space looks available, the space must always be booked for use. If a member uses a space without booking it, a warning will be sent.

Inventory

All inventory at Epicenter must be handled with care. Please inform the Service Team if you notice something broken or damaged. If a member is caught stealing or damaging the inventory the member will immediately receive a revocation your membership.

Studios

All studio members have a responsibility to keep their studio presentable and clean. There are regulations for what you are allowed to change in your studio. Redecoration of the studio must be coordinated with Epicenter and the member is obliged to restore the studio to the original condition when leaving Epicenter.

Food, Restaurant – and drinks!

Outside food is not permitted at Epicenter. Co-working and Partner Desk members are allowed to bring cold and odour-free food from home to be consumed in the kitchen areas. We refer all members to use the excellent in-house restaurant.

The restaurant also holds a permit for serving alcohol in the building. It's not permitted to bring and consume your own alcoholic beverages into the Epicenter building.

Storage

All Co-working and Partner Desk members are allowed a personal locker for paperwork, office supplies and personal items. Do not leave your belongings at any desks, rooms or above lockers. Epicenter takes no responsibility for belongings and equipment within the building. To maintain our aesthetic environment, we ask you to keep your space neat and leave most of your belongings in your locker.

If you need more space for storage, contact us at hello@epicenterstockholm.com.

Waste & Garbage

We care about our facility and want to keep it as clean as possible. Please throw away your garbage in the trash bins around the building and if there's something that doesn't fit in these, drop it off at Service Center and we'll take care of it. If a member needs help with carrying garbage away, let us know at hello@epicenterstockholm.com.

Illegal Substances

It is forbidden to use, possess or distribute illegal drugs or substances on Epicenter's premises.

Smoking

Smoking or vaping is not allowed inside the Epicenter building. This also includes the areas around the entrances. No smoking is allowed within minimum 7 metres from the entrances.

Interpretation of the Rules

By signing a membership contract, all members agree to these terms and conditions which means that any interpretation of these rules will come with a warning or immediate revocation of your membership. Epicenter reserves the right to terminate any membership at any time according to the terms set out in the agreement.

Epicenter Trademarks

Members and guests may not use the names, logos, trademarks, member information, pictures or other identifying features of Epicenter in any context without written permission from Epicenter.

Amendments & Additional Rules

Epicenter may change any of the rules of the membership with a reasonable notice and clear communication to the members. Additional rules may be described in specific areas of Epicenter, and the management of Epicenter may from time to time set out temporary rule changes or exceptions.