

# WindsorBusinessHub.com a service by NOXTROM Digital Media Inc.

## Membership Terms and Conditions

### 1. Membership Agreement:

- a. By signing up for a membership, you agree to abide by the terms outlined in the membership agreement. This includes understanding your rights and responsibilities as a member. This is an important document which affects your legal rights and obligations. Before commencing your Membership with us you must read the following Terms and Conditions. By becoming a Member, you confirm you have read, fully understand and agree to abide by the following Terms and Conditions.

### 2. Eligibility:

#### ARE THERE ANY RESTRICTIONS ON JOINING?

- a. Business must be within our moral discretion to keep the directory to reflect the networking expectations.
- b. You must not join if your business falls in one of these:
  - i. (1) Cannabis dispensaries, cannabis boutiques/lounges or similar businesses.
  - ii. (2) Business Networking direct competition to our core service.
  - iii. (3) Beer, cigar/tobacco/vape or Alcohol retail stores.
  - iv. (4) Adult only entertainment such as strip clubs and similar.
- c. If you have doubts about whether your business qualifies to join, contact us via our website.
- d. You agree to use our business hub services with due care and reasonable responsibility providing true and valid information and avoid misleading offerings or promises.
- e. Minimum Age:
  - i. A person must be 18 years or older to become a Member. As we encourage young entrepreneurs we also have the responsibility to acknowledge a legal age requirement.
  - ii.

### 3. Fees and Payments:

#### SCHEDULED OF FEES

- a. Once you pay your initial membership fee, there is an annual fee according to your membership type.
  - i. Payment is not recurring, you will be reminded one month before to provide your membership payment before membership expires. Payment would be made through on-line payment, e-transfer or in person at our office.
  - ii. Fail to renew the annual membership within 30 days of expiration, the access and content will be removed within 30 days of expiration. The member will have these 30 days to pay the fee.

#### ADDITIONAL FEES

- b. Additional fees for maintenance web-site is charged **when the member requests updates or changes** to the hosted web-site.
- c. Website updates or changes requested by members in webpage or website hosted within WindsorBusinessHub.com are of two types: Emergency and scheduled. Emergency maintenance is done within 24 hours from receiving all the material including photos and text and has a charge of \$150 CAD + gst per page. Scheduled update to website is a charge of \$60 CAD + gst per page and is done within one month from receiving all the material necessary including graphics, pictures and text.
- d. Additional fees for marketing services through NOXTROM Digital Media marketing agency will be billed separately and will be done by the agency.

### 4. Services Provided:

#### a. COMMUNITY LISTING:

- i. Receive discounts on passes to attend the monthly networking events/meetings, panels or workshops.
- ii. Passes would be available in limited quantities in Windsor Business Hub Eventbrite's page.
- iii. The location, date, time and pass for the events would be published in the monthly newsletter as well as in the Facebook group..

- iv. Community listings can upgrade to networking, sponsor or partner membership at any time, just contact us to arrange for sending a subscription link via email.
- v. Community listings will be added to the on-line directory providing external links and some information about the business.
- vi. Additional services that will billed separately:
  - 1. Digital Media marketing.
  - 2. External website design.
  - 3. Special requests.
  - 4. Access to BaseOneCRM per user
- vii. Eligibility to access the customer relationship management system at BaseOneCRM. Load and data size is limited by the size of the database if more space is needed the data will be migrated to a new server with larger database. Migration free of charge for the member. Community listings' users can be purchased for only \$66 CAD +gst yearly per user (\$75+gst for corp account).

**b. NETWORKING MEMBER:**

- i. Receive one pass to attend the monthly networking events/meetings.
- ii. The location, date, time and pass for the meeting will be sent to the members via email to the email provided upon registration.
- iii. Optional at member's request, our team will create a LANDING webpage hosted within WindsorBusinessHub.com the webpage will be designed by NOXTROM Digital Media. The member will provide text, pictures, links and logo to create the page. The page will be a custom color palette that the member can select the color theme, but the member has no input on the webpage design. The design is completely created by our team and no input from members as our hub intends to keep a uniform design across the membership within WindsorBusinessHub.com. Our team will fix errors or omissions free of charge within a reasonable time.
- iv. The member is responsible for the copyrights of pictures, content, text and descriptions sent to our team for the webpage.
- v. Members will be added to the on-line directory providing external links and some information about the business.
- vi. Additional services that will billed separately:
  - 1. Website maintenance.
  - 2. Digital Media marketing.
  - 3. External website design.
  - 4. Special requests.

- vii. Once the team receives the content for the webpage and color palette it will be a period of 5 (five) business days for the webpage to be ready for review. The errors or omissions will be fixed and then the webpage will be published under WindsorBusinessHub.com and links will be updated on the business hub directory.
- viii. Access for two users to the customer relationship management system at BaseOneCRM. Load and data size is limited by the size of the database if more space is needed the data will be migrated to a new server with larger database. Migration free of charge for the member. Additional users can be purchased at an additional \$56 CAD +gst yearly per user.

**c. NETWORKING SPONSOR:**

- i. Receive two passes to attend the monthly networking events/meetings.
- ii. Logo included in graphics promoting the networking events.
- iii. Eligibility for presentation at the networking events or panels.
- iv. The location, date, time and pass for the meeting will be sent to the members via email to the email provided upon registration.
- v. At the member's request, our team will create a 2 pages website hosted within WindsorBusinessHub.com the webpage will be designed by NOXTROM Digital Media. The member will provide text, pictures, links and logo to create the pages. The pages will be a custom color palette that the member can select the color theme, but the member has no input on the webpage design. The design is completely created by our team and no input from members as our hub intends to keep a uniform design across the membership within WindsorBusinessHub.com. Our team will fix errors or omissions free of charge within a reasonable time.
- vi. The member is responsible for the copyrights of pictures, content, text and descriptions sent to our team for the webpages.
- vii. Members will be added to the on-line directory providing external links and some information about the business.
- viii. The pages to be created for the website will be: Home page, and Contact page.
- ix. The contact page will have a request information form and an optional map to the business address.
- x. The member will receive 250 complimentary business cards matching the website color palette. The member will provide the logo and information for the business cards, but no input on the design as it is a custom template for WindsorBusinessHub.com members.

- xi. Additional services that will billed separately:
  - 1. Website maintenance.
  - 2. Digital Media marketing.
  - 3. External website design.
  - 4. Special requests.
- xii. Once the team receives the content for the webpage and color palette it will be a period of 5 (five) business days for the webpage to be ready for review. The errors or omissions will be fixed and then the webpage will be published under WindsorBusinessHub.com and links will be updated on the business hub directory.
- xiii. Once received the logo and information for the business cards the business cards will be ready in a period of 10 (ten) business days.
- xiv. Additional 250 business cards reorder or 250 separate cards order will be billed separately. Contact us for the latest price.
- xv. Access for two users to the customer relationship management system at BaseOneCRM. Load and data size is limited by the size of the database if more space is needed the data will be migrated to a new server with larger database. Migration free of charge for the member. Additional users can be purchased at an additional \$56 CAD +gst yearly per user.

**d. NETWORK PARTNER:**

- i. Receive two passes to attend the monthly networking events/meetings.
- ii. Logo included in graphics promoting the networking events.
- iii. Mentioned at the beginning of networking events as network partner.
- iv. Priority on opening presentations at events of panels.
- v. Option to host a networking event, panel or workshop.
- vi. Logo included as “event brought to you b” during networking events.
- vii. Presentation priority during networking events.
- viii. Increased visibility in WBH YouTube channel videos.
- ix. The location, date, time and pass for the meeting will be sent to the members via email to the email provided upon registration.
- x. At the member’s request, our team will create a 3 pages website hosted within WindsorBusinessHub.com the webpage will be designed by NOXTROM Digital Media. The member will provide text, pictures, links and logo to create the pages. The pages will be a custom color palette that the member can select the color theme, but the member has no input on the webpage design. The design is completely created by our team and no input from members as our hub intends

to keep a uniform design across the membership within WindsorBusinessHub.com. Our team will fix errors or omissions free of charge within a reasonable time.

- xi. The member is responsible for the copyrights of pictures, content, text and descriptions sent to our team for the webpages.
- xii. Members will be added to the on-line directory providing external links and some information about the business.
- xiii. The pages to be created for the website will be: Home page, Products or Services or Portfolio page and Contact page.
- xiv. The contact page will have a request information form and an optional map to the business address.
- xv. The member will receive 250 complimentary business cards matching the website color palette. The member will provide the logo and information for the business cards, but no input on the design as it is a custom template for WindsorBusinessHub.com members.
- xvi. At member's request, WindsorBusinessHub.com will register a .com (or .ca) domain with the available business name and forward that domain to the website hosted under WindsorBusinessHub.com.
  1. The legal registrar of the domain name will be NOXTROM Digital Media Inc.
  2. That web address will be used for the business cards at member's request.
- xvii. Additional services that will be billed separately:
  1. Website maintenance.
  2. Digital Media marketing.
  3. External website design.
  4. Special requests.
  5. Web domain name transfer.
- xviii. Once the team receives the content for the webpages and color palette it will be a period of 5 (five) business days for the webpage to be ready for review. The errors or omissions will be fixed and then the webpage will be published under WindsorBusinessHub.com and links will be updated on the business hub directory.
- xix. Once received the logo and information for the business cards the business cards will be ready in a period of 10 (ten) business days.

- xx. Additional 250 business cards reorder or 250 separate cards order will be billed separately. Contact us for the latest price.
- xxi. Access for two users to the customer relationship management system at BaseOneCRM. Load and data size is limited by the size of the database if more space is needed the data will be migrated to a new server with larger database. Migration free of charge for the member. Additional users can be purchased at an additional \$56 CAD +gst yearly per user.

## **5. Cancellation Policies:**

- a. The member can cancel the membership anytime contacting us. There is no reimbursement. And all the member's services will be suspended including removal from directory, deleting webpage or website and stop receiving news letter and events passes.
- b. If there is a web domain registration it won't be renewed, but transfer is possible, contact us for the latest fee for domain transfer if applicable.
- c. The cancellation process would be from immediate to up to three days.

## **6. Member Responsibilities:**

- a. Members are expected to comply with behavioral standards during the use of service. Failure to adhere to these rules may result in penalties or termination of membership.
- b. NOXTROM DIGITAL MEDIA INC. / NOXTROM.TV is a safe space and does not allow discrimination of any kind, including, but not limited to, Racism, sexism, or discrimination against religion, politics, and other beliefs. This also includes negative attitudes expressed to others about race, creed, religion or lack of religion. Avoid any controversy or solicitation to any political, religious or law enforcement groups..
- c. Membership can be revoked in the case of inappropriate use of membership, misleading, fraud, false representation or disturbing behavior during an event that requires immediate cancellation of membership.
- d. In case of moral or disturbing behaviour the membership can be suspended prior investigation by the WindsorBusinessHub.com team. After investigation membership will be reinstated or revoked.
- e. The member agrees to follow all Canadian/Ontario/Local related precautions regarding contagious disease that NOXTROM DIGITAL MEDIA INC. / NOXTROM.TV have to be put in place to keep participants safe. Members that might have symptoms would take a test at home or clinic and inform the results to the staff contacting NOXTROM DIGITAL MEDIA INC. / NOXTROM.TV. By submitting this application form, the member indicates that have read and agree to this policy

## **7. Access Rights:**

- a. Members have access to monthly networking events in location and place provided for the maximum number of persons per membership.
- b. Members can contact other members via mail or using the information provided on the links from the WindsorBusinessHub.com directory respectfully.
- c. Members can request amends or corrections to directory or webpages hosted within WindsorBusinessHub.com .
- d. Members can request changes or updates to directory or webpages hosted within WindsorBusinessHub.com for the established fee and delivery time.
- e. Members can request to upgrade or downgrade membership type.
  - i. If upgraded, the member will pay the difference in membership type.
  - ii. If downgraded, there will be no reimbursement on the difference.

## **8. Amendments to Terms and Conditions:**

- a. This document is revised and updated continuously, therefore get the latest version from the terms and conditions from the WindsorBusinessHub.com website, Options page.
- b. Changes or amends to the Terms and Conditions are updated without notice. Make sure to review the latest updates in the website WindsorBusinessHub.com, Options page.

## 9. Privacy:

- a. The information you provide during registration is not shared with any other organization, is only for membership registration and is used in accordance with the legal terms in Ontario and Canada privacy act.
- b. NOXTROM Digital Media does not keep any member's financial information, credit card or any payment information. All the payment processing is handled by a third party company, Stripe. For more information visit the payment processing Stripe.com.

## 10. GENERAL PROVISIONS:

- a. Terms and conditions to be governed by the laws of the province of Ontario, Canada.
- b. Terms and conditions to be governed by the laws of Canada.

## 11. Contact Information:

### a. For any queries or issues regarding the membership,

#### i. Contact:

NOXTROM Digital Media Inc.  
2564 Armstrong Av Suite B200  
Windsor, ON N8T2E8  
Tel/Txt. 519-800-1158

#### ii. Website:

WindsorBusinessHub.com

#### iii. Email:

info@WindsorBusinessHub.com