



## REWARD EVENTS TERMS AND CONDITIONS

If Customer purchases BeRecognized Rewards Events SaaS Products as set forth in an Order, these additional BeRecognized Reward Events Terms and Conditions (the “**BeRecognized Terms**”) shall apply. These BeRecognized Reward Events Terms and Conditions set forth the terms and conditions under which Terryberry will provide the BeRecognized Reward Event platform, each Party’s responsibilities hereunder, and the fees related thereto. If there is a conflict between the terms of these BeRecognized Terms and the Agreement, these BeRecognized Terms shall govern with respect to the BeRecognized Reward Events Products described herein. All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Agreement.

### 1. AUTOMATIC PAYMENTS AND DEPOSITS

- 1.1. Automatic Payment Program.** Enrollment in Terryberry’s automatic payment program is required if the Customer is using BeRecognized Reward Events Products as specified in the Order.
- 1.2. Enrollment in Automatic Payment Program.** Customers enrolled in automatic payment program shall provide a payment method for Terryberry to maintain on file (either a credit card or banking information for ACH draws or Direct Debit), and authorization for Terryberry to collect fees when due automatically.
- 1.3. Deposit.** Upon the Effective Date of the Agreement, the Customer shall be required to comply with the terms of Section 2.4 of the Agreement, and have a Float Account with Terryberry as set forth therein.

### 2. FUNCTIONALITY

- 2.1. Standard Functionality.** Standard functionality for Customer includes custom log-in page, participant profiles, searchable participant directory (user, location, department, and team), award reminders, award redemption page, email notifications and award checkout confirmations. The Virtual Shopping spree is delivered on the Terryberry BeRecognized Recognition Platform.
- 2.2. Virtual Shopping Spree.** BeRecognized Recognition & Virtual Shopping Spree standard functionality provides a point-based structure of recognition and awards that corresponds with Customer's pre-determined budget.

### 3. ADMINISTRATOR PERMISSIONS

- 3.1. Administrator Permissions.** Customer Authorized Users designated as BeRecognized Recognition administrators and award approvers by Customer will have roles and permissions within the BeRecognized Recognition platform that provides access to award approvals, reports, and participant profiles.

### 4. PARTICIPANT DATA AND DATA SECURITY

- 4.1. Handling and Upload of Participant Data.** Authorized User uploads can be handled by Terryberry or Customer, but may incur a fee if handled by Terryberry. Only BeRecognized Recognition administrators will have access and ability to manually upload Authorized User information. Secure data transfer shall be in formats specified by Terryberry. Customer is responsible for ensuring all Authorized Users are included in the data provided by Customer.

### 5. SIGNATURE REWARDS

- 5.1. Signature Awards.** Signature Awards are pre-determined awards selected from each award level and labeled as a “Signature Award” on Customer’s Reward Events website. If an Authorized User’s Reward Events password expires and the Authorized User has not chosen their award, then a Signature Award is ordered and shipped to the Authorized User’s home or office to recognize that Authorized User. Signature Award Goods will be selected by Terryberry according to the award level unless the Customer has made a prior selection. Customer shall provide applicable Authorized User information as requested by Terryberry to process the Signature Award.