

**VISITORS CONFIDENTIALITY AND ENTRY AGREEMENT**

THIS CONFIDENTIALITY AND ENTRY AGREEMENT is made effective as of \_\_\_\_\_, 2013, between (see names printed and signed below) an individual(s) representing (the "Visitor") and PhotoMachining, 4 Industrial Drive, Unit 40, Pelham, NH 03076 (the "Company").

1. **Purpose.** The Recipient wishes access to the Company's facility for the purpose of exploring a business opportunity of mutual interest, and in connection with this opportunity, the Company may disclose to Recipient certain confidential technical and business information that the Company requires Recipient to treat as confidential. Likewise, any activities the Recipient observes while inside the facility should be treated as confidential. Visitors further agree to abide by all Safety Regulations as per #4 below.

2. **"Confidential Information"** means (a) any information disclosed to Recipient by the Company, either directly or indirectly, in writing, orally or by inspection of tangible objects, including, without limitation, business plans, designs, documents, drawings, engineering information, financial analysis, forecasts, formulas, hardware configuration information, prototypes, know-how, ideas, inventions, market information, marketing plans, processes, products, product plans, research, specifications, trade secrets, client names and relationships with the Company, or any other information which is designated as "confidential," "proprietary" or some similar designation, and (b) any information otherwise obtained, directly or indirectly, by Recipient through inspection, review or analysis of the foregoing. Confidential Information shall not, however, include any information that (i) was publicly known and made generally available in the public domain prior to the time of disclosure by the Company; (ii) becomes publicly known and made generally available after disclosure by the Company to Recipient through no action or inaction of Recipient; (iii) is already in the possession of Recipient at the time of disclosure by the Company as shown by Recipient's files and records immediately prior to the time of disclosure; or (iv) is obtained by Recipient from a third party lawfully in possession of such information and without a breach of such third party's obligations of confidentiality.

3. **Cameras and other Recording Devices.** Cameras and other recording devices are NOT allowed on site unless prior approval for specific areas has been given by PhotoMachining management. Note that you may be video monitored while on site.

4. **Observance of Rules and Regulations.** Visitor(s) agree to observe the PhotoMachining Rules and Regulations and to obey any and all safety instructions given during the time of their visit. PhotoMachining policies are available for review if desired.

5. **Term.** This agreement shall be in effect for three years from date above.

By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

PhotoMachining, Inc. Company (Optional): \_\_\_\_\_

## INFORMATION FOR PHOTOMACHINING VISITORS

We encourage you to visit PhotoMachining to discuss details of your micromachining job or to learn more about laser technology. If you choose to visit us, there are a few things we require of you:

- ☒ No smoking anywhere in the facility or on the grounds.
- ☒ Wear closed-toed shoes.
- ☒ Always wear safety goggles in the lab area.
- ☒ No matter how curious you are, do **not** look into any laser apertures or directly at a beam.
- ☒ Sign in at the front desk.
- ☒ No food or beverages allowed in the lab areas.
- ☒ All visitors to the lab **MUST** sign a **VISITOR ENTRY AGREEMENT!**

The Visitor Entry Agreement is attached. In order to save time, we request that you sign this document in advance and bring with you. No entry will be allowed without a signed document in place.

Directions can be found on the Information page of our web site:

[www.photomachining.com](http://www.photomachining.com)