

BoldTalk/BizTalk Listserv Rules and Etiquette

Intro

Thank you for becoming part of our BoldTalk/BizTalk Listserv community (also referred to as “Listserv” or “site”). To help ensure the best possible experience for our Listserv members, we have established some guidelines and legal stipulations for participation in the BoldTalk/BizTalk community, set forth as follows.

Please review and become familiar with these important guidelines. If you have questions or concerns, contact the list manager noted in your welcome instructions.

Summary

By joining and using this e-mail and discussion Listserv, you agree that you have read and will follow the rules and guidelines set forth in this document. You also agree to limit your list discussions to topics that are appropriate to this forum. For example, this is the perfect forum for soliciting the advice of your peers and thereby benefit from their experience. Participation in ongoing forum conversations is also appropriate. Non-forum questions should be directed to our support center.

In order to maintain an ethical and civil Listserv environment, Bold Group reserves the right to suspend or terminate the membership (on all Bold Group lists) for any members who violate the guidelines and stipulations in this document.

Guidelines

- **You may not challenge or attack others.** The discussions on the Listserv are intended to stimulate discussion. This Listserv is not a platform for attack, rebuke, or harsh interactions. It is vital that you allow other Listserv members to express their [appropriate] opinion, just as you may express yours.

- **You may not post solicitation or commercial messages on this or any Bold Listserv.** This Listserv shall be used as an information resource only. It shall not be used for solicitation purposes of any kind. Anyone suspected of using the Listserv for solicitation purposes will be removed from the Listserv community immediately. If you believe you have information that would be of help to certain people, you need to contact them directly. This Listserv should not be used simply to form sales connections. Likewise, send your message only to the most appropriate list(s). Do not 'spam' several lists with the same message.
- **Practice caution when discussing any Manitou products.** This includes stages, Manitou, SIMS, SedonaOffice, AlarmBiller, Security Intelligence, and any ancillary modules or mobile applications you may utilize. Information posted on this Listserv is available for all of its members. Messages you post will be documented with your contact information (i.e., associated with you). Therefore, do not post anything in a Listserv message that you would not want the Listserv or 'world' to see. Any comments that you make - without equivocation - are subject to any and all libel, slander, and antitrust laws. **All abusive, defamatory, profane, threatening, offensive, or illegal materials are strictly prohibited on this or any Bold Listserv.**
- Please carefully note all items listed in the disclaimer and legal rules below – especially regarding the copyright and ownership information posted to the Listserv.
- **Subscription and Activation** This Listserv is a self-administering tool. Every member is able to deactivate and/or reactivate his or her membership to the list via email, password and the URL sent on the day of Listserv subscription. Please deactivate your subscription before setting your email auto-responder to "out-of-office".

Etiquette

- Please include a signature tag on all messages including your name, affiliation, location, and e-mail address.

- State the topic of your posting in the subject field, and in as clear and concise a way as possible. This will yield appropriateness of response to your posting and will also make it easier for other members to search through posting archives (to find help or a solution to an issue they are experiencing, etc.).
- Only include relevant portions of the original message in your reply. Please delete any header or other non-pertinent information before posting your reply. Also, please post your response before the original posting.
- When the information you are sharing contains details that could benefit multiple users, please send the post to everyone (make it globally/publicly available).
- Please send messages such as "Thank you for the information" or "Me too", etc. to individuals, not to the entire list. You can do this by using your email client's forwarding option (e.g., copying-pasting the email address of the individual to whom you want to respond into your forwarded message, etc.). Redundant and non-pertinent messages, such as these, can make it more difficult to sift through important messages – especially quickly, etc.
- Do not send logistical or administrative messages, such as unsubscribe requests, through the Listserv. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing your email addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Make your changes, rather, in the web interface.
- It may be helpful to warn other Listserv subscribers of a lengthy message - either in the subject line, or at the beginning of the message body, perhaps with a line that says "Long Message"

Legal Information

- This Listserv is provided as a service of Bold Group. Bold Group is in no way responsible for any opinions or information posted on this Listserv site, by others. Bold Group disclaims any and all warranties with regard to any of the information posted on this site, whether posted by Bold Group or any third party. This disclaimer includes all

implied warranties of any kind (merchantability, fitness, etc.). In no event shall Bold Group be liable for any special, direct, indirect, or consequential damages, or any damages whatsoever resulting from loss of use, data, or profits - arising out of or in connection with the use or performance of any information posted on this site.

- You may not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. You may not post any information or other material protected by copyright without the permission of the copyright owner. By posting any material, the posting party warrants and represents that he or she owns the copyright with respect to such material, and/or has received permission from the copyright owner. In addition, the posting party grants Bold Group and all Listserv users the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.
- You should not post messages if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade.
- Messages that encourage or facilitate an agreement about any of the following subjects are inappropriate: prices, discounts, terms or conditions of sale; salaries; profits, profit margins, cost data; market shares, sales territories, markets; allocation of customers or territories; selection, rejection, or termination of customers or suppliers.
- Bold Group does not actively monitor any of the Listserv for inappropriate postings and does not perform editorial control of postings. If an inappropriate posting, however, is brought to Bold Group's attention, Bold Group will take all appropriate action.
- Bold Group reserves the right to terminate access to any user who does not abide by these guidelines.
- Please take the time to review these rules so that you can adhere to them - for your benefit, and the benefit of all Listserv members.

Confidentiality

- The Bold Group Listserv is a valuable and widely used tool for all Bold Group users. Bold Group ensures that only direct members can subscribe to the list. Bold Group expects its Listserv members to uphold and adhere to the confidentiality rules described here. Members who post items to this forum, however, do so at their own risk.
- Users should know there are no absolute guarantees that any messages they post will not be forwarded to third parties. Emails sent through this Listserv are no different than any other emails: they can be easily forwarded; the individual(s) who forward the emails may likewise be impossible to trace.
- Please note that posting messages to any electronic forum - even one with limited access, such as the BoldTalk/BizTalk Listserv - carries risks and exposes the sender to possible action as a result of statements made which are libelous, or seen as an attempt to restrain trade, or perceived in a host of other ways.
- When inquiring about any Bold Group partners, that specific partner should only be referenced in the original email inquiry and all responses should be performed offline, regardless of the reference being positive or negative. No organization shall ever be singled-out in a Listserv conversation.

Thank you for following these guidelines and stipulations. Bold Group strives to offer this Listserv as a valuable resource to all Bold Group customers. We appreciate your being a part of this community and its intent and efforts.