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OCCASIONAL USAGE BOOKING POLICY

The following Booking Policy applies to all Satellite & Teleport Services provided by Label Broadcast to Customer.

1. BOOKING POLICY
    - Minimum booking per service is fifteen (15) minutes, with increments of five (5) minutes. Charges will be pro-rated from the hourly rate.
    - On US domestic capacity and non-Labelbroadcast in-house capacity, increments of fifteen (15) minutes shall apply.
    - Labelbroadcast reserves the right to substitute frequencies and/or satellite with substantially equivalent capacity serving Customer's required coverage area with a minimum notice period of seven days prior to commencement of Service.
    - All space segments are on a first come first serve basis and subject to availability, and therefore may not be available when Customer places an order.

2. CANCELLATION POLICY
    - Cancellation by Customer of Services is subject to the following cancellation fees:
    - For cancellation or reduction of a firm booking of turnaround only service (capacity not provided by Labelbroadcast):
        - Cancellation up to 7 days prior to the event - no cancellation charge.
        - From 7 days to 48 hours prior to the event, 50% cancellation charge.
        - Within 48 hours of the event, 100% cancellation charge
    - For cancellation or reduction at any time of a firm booking that includes purchase of capacity (Labelbroadcast or third party) and/or fiber, a 100% cancellation charge will apply.
    - Cancellation charges on out of house capacity are in accordance with the satellite operator's cancellation terms and policy.
    - Services which are shortened from their original firm booked time will incur cancellation charges for the portion of the service which has been reduced.

3. TESTING POLICY

   Any request for free of charge testing must be approved in writing by Labelbroadcast.

4. APPROX OUT

   Labelbroadcast offers approx outs in fifteen (15) minute increments, up to thirty minutes on Labelbroadcast in-house capacity (above 30 minutes requires Labelbroadcast written approval). Out of house capacity approx is per the carrier's policy), all subject to availability. All approx outs will be firm booked when confirmed to the customer via email. It is the customer's responsibility to goodnight the feed with the service center per the Order Confirmation.
   If there is no goodnight with the service center, the customer shall be held liable for charges for the entire approx out.

5. INQUIRY/ 'PENCIL' BOOKING

   Labelbroadcast offers 'pencil bookings' (tentative bookings, subject to confirmation or challenge) to customers on most connectivities for within the booking window, excluding day-of-air. All pencil bookings must be made through the Labelbroadcast Booking (booking@labelbroadcast.com). All pencil bookings which are not confirmed by the Customer may expire, without notice, twenty-four (24) hours prior to the inquired booking. In the event a pencil booking is challenged by another customer's firm request, Labelbroadcast will notify the Customer (including weekends and overnights). If Customer does not notify Labelbroadcast within twenty-four (24) hours of the challenge that Customer wishes to make the booking firm, the pencil booking will be automatically dropped from the system. In the event that a challenge is won by the Customer, the Customer's firm booking carries a 100% cancellation charge for cancellation at any time.

6. PAYMENT TERMS
   - Invoices will be issued by Labelbroadcast in the same month during which Service was provided, with payment due within the credit term provided in the invoice.
   - Labelbroadcast will charge Customer for the higher between the confirmed booking time and the actual use time by Customer. For removal of doubt this provision does not permit Customer to continue using the Service beyond the time period designated in the Order Confirmation.
   - Labelbroadcast reserves the right not to confirm an order in the event Customer has outstanding payments due for prior Services.

- Customer agrees that services will be subject to the Label Broadcast Satellite & Teleport Services Agreement signed by Customer including this Booking Policy and the General Terms and Conditions.

7. ADDITIONAL TERMS
    - Orders for service are placed with the Labelbroadcast booking office or on-line prior to service.
    - Service extensions are coordinated by the Labelbroadcast booking office or the control center per the Order Confirmation.
    - Transmitting earth stations must contact the Labelbroadcast control center prior to start of transmission and follow control center instructions. Transmit antennas are required to follow the Label Broadcast Satellite Access Procedures or applicable third party procedures, a copy of which is available to customer upon request. In the event that customer fails to follow the required procedures or customer's antenna is refused access to the satellite for failure to meet required specifications, all charges for the Service will continue to apply.
    - For support from the Label Broadcast Satellite & Teleport team, please contact booking@labelbroadcast.com for all services related support and Labelbroadcast space segment only service.