

## Incubator Programme

### Official Rules | Terms & Conditions

#### SPONSOR & PRODUCER

The Sponsor of the 2023 Launch Labs Incubator Programme (“**Programme**”) is Cayman Enterprise City Ltd (<https://www.caymanenterprisecity.com/>). The Programme will be produced by Enterprise Cayman (<https://www.enterprisecayman.ky/>).

#### ENTRY REQUIREMENTS

The Programme opens for project entries on 1 April 2023 and closes on 1 August 2023. For your entries to qualify for consideration, you must meet the following requirements:

- **complete the online application form by 1 August 2023, 11:59 pm; and**
- **have access to the internet and a laptop and/or Android/iOS device.**

If you are having difficulty submitting your entry, or have any questions please contact us at [innovate@enterprisecayman.ky](mailto:innovate@enterprisecayman.ky) or on +1 (345) 945 3722.

#### JUDGING

The top 10 entries who will participate in the Programme will be determined by the Launch Labs Incubator Programme Advisors appointed by the Sponsor and/or the Producer. All decisions of the Programme Advisors will be final, and no correspondence or discussion will be entered into.

Successful candidates will be notified by email on 8 August 2023.

#### RESTRICTIONS & NOTIFICATIONS

No purchase necessary to enter. There is no cost to enter the Launch Labs Incubator Programme or attend the Launch Lab Sessions and events.

Entrants must be 18 years of age or older as of 1 January 2023.

The Launch Labs Programme is open to residents of the Cayman Islands and non-residents. All programming takes place in Grand Cayman. Participants must be willing to travel to programme venues located in Grand Cayman at their own expense in order to attend the Launch Labs Sessions and Angel Network Nights.

**Attendance to the Launch Labs Sessions is mandatory to successfully pass the Programme and access the opportunity to pitch at the Angel Investor Pitch Night. Should a scheduling conflict arise, please let the Launch Labs administrators know immediately.** For a complete list of mandatory sessions please visit the website here (<https://www.enterprisecayman.ky/launch-labs>).

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Teams must meet in person or virtually with their assigned Personal Mentor a minimum of once per month for three months to successfully graduate from the Programme and be eligible to pitch at the Angel Investor Pitch Night.

Entries must be submitted electronically per the instructions on the online application form, found here (<https://www.enterprisecayman.ky/launch-labs>).

By entering, entrants warrant that to the best of their knowledge: (1) their entry is an original business idea; or (2) they are authorised by the owner of the business idea to enter in the contest; and that (3) the business idea does not infringe the intellectual property rights of any third party.

Submitted materials may not contain any third-party created content (such as third-party logos or other trademarks, copyrighted material, or material that is subject to other third-party proprietary rights including but not limited to music, images, videos, software etc.), without the written authorisation or license from the content owner.

**The entrant or the entrant's company, whichever applies, retains ownership of the business ideas submitted for the Programme and any and all rights to exploit them for commercial gain.**

Except as provided herein or as required by law or judicial process, the Sponsor and the Producer will use all reasonable endeavours to maintain in confidence and not without the entrant's prior written authorization, disclose, publish or disseminate to any person other than the judges and any other person who, in the reasonable opinion of the Sponsor and/or the Producer needs to know, the content of an entrant's entry. Further, the Sponsor and the Producer will not without the entrant's prior written authorization at any time use the content of an entrant's entry (or any part of it) for the benefit of themselves (or either of them) or a third party.

The Sponsor and the Producer will promote the Programme's entrants to the wider public. All entrants agree that Sponsor and the Producer may, but are not required to, make entrants' project details available on their websites including, [www.enterprisecayman.ky](http://www.enterprisecayman.ky) and [www.caymanenterprisecity.com](http://www.caymanenterprisecity.com), and promote them through any other media, whether now known or invented in the future, and in connection with any publicity of the Programme. All entrants agree to grant the Sponsor and the Producer a non-exclusive, worldwide, irrevocable licence, for the full period of any intellectual property rights in the entry and any accompanying materials, to display, publish, transmit, copy, edit, alter, store, re-format and sub-licence the entry and any accompanying materials for such purposes.

By entering the Programme, the entrant agrees that they will provide Sponsor and the Producer with information regarding the progress of their projects so that they may report on the economic impact of the Launch Labs incubator Programme. Information and annual updates will be collected by way of a short 5–10-minute survey that will be distributed annually.

Successful entrants will be permitted to use designated CEC Co-Work facilities for the duration of the Launch Labs Programme, which runs for three months. Should you wish to utilise these facilities please see attached a copy of the "House Rules" for your review.

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The Sponsor and the Producer will only process personal information as set out in the [Cayman Enterprise City Privacy Policy](#) and the [Enterprise Cayman Privacy Policy](#). Entrants grant the Sponsor and the Producer permission to contact them using the information provided on the Programme entry form, including name, address, email address, and phone number.

The Sponsor and the Producer are not responsible for any expenses incurred by entrants in connection with participation in the Programme.

The Sponsor and the Producer will not accept responsibility for Programme entries that are lost, mislaid, damaged or delayed in transit, regardless of cause. The Sponsor and the Producer do not accept any liability for any personal injury or death occurring as a result of attendance at any of the events referred to in these terms and conditions regardless of cause.

The Sponsor and the Producer assume no responsibility for any problems or technical malfunction, including damage to entrants' or anyone else's computer equipment related to or resulting from participation or downloading of any materials in this Programme.

The Sponsor and the Producer reserve the right to disqualify entries that are frivolous or fail to meet the entry and/or Programme requirements. The Sponsor and the Producer also reserve the right to remove and/or withhold any entry information or comments from the Programme web site that they deem objectionable or obscene.

By entering the Programme, the entrant agrees that: (1) any and all disputes, claims, and causes of action arising out of or in connection with the Programme shall be resolved individually without resort to any form of class action; (2) any claims and judgments shall be limited to actual out-of-pocket costs incurred in entering the Programme, but in no event attorney's fees; and (3) under no circumstances will any entrant be permitted to obtain any award for, and entrant hereby waives all rights to claim, punitive, incidental or consequential damages and any and all rights to have damages multiplied or otherwise increased and any other damages.

If there is any reason to believe that there has been a breach of these terms and conditions, the Sponsor and the Producer may, in their sole and absolute discretion, reserve the right to exclude the offending entrant from participating in the Programme. The Sponsor and the Producer reserve the right to disqualify an entrant if that entrant's conduct is contrary to the spirit of the Programme. The Sponsor and the Producer reserve the right to hold void, suspend, cancel, or amend the Programme where it becomes necessary to do so. These terms and conditions shall be governed by the laws of the Cayman Islands and all participants submit to the non-exclusive jurisdiction of the courts of the Cayman Islands.

IN NO EVENT WILL THE PROGRAMME SPONSOR OR PRODUCER, THEIR LICENSEES, AND OR THEIR PARENTS, AFFILIATES, SUBSIDIARIES AND RELATED COMPANIES, THEIR ADVERTISING OR PROMOTION AGENCIES OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, VOLUNTEERS, REPRESENTATIVES AND AGENTS, BE RESPONSIBLE OR LIABLE FOR ANY DAMAGES OR LOSSES OF ANY KIND, INCLUDING DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES ARISING FROM ACCESS TO, OR USE OF, THIS WEB SITE, ELECTRONIC OR COMPUTER MALFUNCTIONS, OR ENTRANT PARTICIPATION IN THIS PROGRAMME, EVEN IF ANY SUCH PERSON MAY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WITHOUT LIMITING THE FOREGOING, EVERYTHING

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PROVIDED FOR IN THE PROGRAMME INCLUDING ANY SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT.

Name of Team Leader: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Enterprise Cayman Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Cayman Enterprise City House Rules

As we welcome new members and grow the CEC community, we would like to ensure that everyone is equipped with the do's and don'ts — make friends not frenemies.

### BUILDING/BOOKING ACCESS

1. Time is of the essence! Members are allowed 24-hour access to their designated CEC facility, 7 days a week.
2. Members should park in CEC designated parking spots only, as visitor parking spots are strictly reserved for CEC guests/visitors.
3. To print: printers, scanners, photocopiers, and shredders are located on each level. For complete instructions on printing, scanning, photocopying, and shredding please [click here](#). Need help with your print or copy? Ask us at reception.
4. Enhance your meeting by reserving one of CEC's available meeting rooms. Procedures below:
  - Please allow 24 hours in advance to reserve your [meeting room](#).
  - Once booked, you will receive confirmation via email.
  - Should you wish to cancel or reschedule please contact [Client Experience Team](#)
5. Request for use of Co-Work space at non-designated location, and for any assistance you may need, please email our [Client Experience Team](#).

### VISITORS

1. All visitors to CEC (including those visiting CEC members) must check-in at the reception and must either be met by the party they are visiting or be escorted by a CEC member of staff to meet their party.
2. Visitors may not wander around the CEC premises, and/or utilize communal areas designated for CEC members without being accompanied by the party they are visiting.

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## **BUILDING ETIQUETTE**

1. Please remember that the open-plan facilities are shared space. Out of courtesy to your neighbours please help us to create a culture of acoustic courtesy by keeping noise to a minimum and conducting conference and personal calls in the call rooms, or soundproof booth.
2. Music, videos, and other forms of electronic entertainment are only allowed if headphones are employed.
3. The kitchen / pantry areas are provided for the preparation and consumption of hot food. As a courtesy to your neighbours, consumption of odorous food is not permitted at your desk.
4. A cleaning service is included in your Serviced Office plan. However, CEC maintains a clean desk policy. Please ensure all items (other than incidental office supplies) are cleared from your desk when you leave for the day. Note that CEC is not liable for any unattended items.
5. Every Friday there will be a deep cleaning of the shared fridges on all floors. Please remove all leftover foods, beverages and containers that are not to be thrown away.
6. The dress code at CEC is casual business attire.

## **SECURITY**

1. For your protection, please log out of your phone when away from your desk. As an additional security precaution phones will automatically log out overnight.
2. As per Cayman Islands Law, smoking is not permitted within the building or within ten feet from the building entrance. Please refer to the Cayman Islands Tobacco Law 2008 and Regulations 2010 noting the penalties for persons caught smoking in public enclosed spaces.
3. BritCay House has 24/7 security and Strathvale House has security Monday - Friday from 7:30am until 5:30pm.

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## **CEC LOBBY PHONES**

To enhance our reception service at CEC we have introduced lobby phones so that your guests, clients, delivery services, and your Friday afternoon pizza delivery guy can get in touch with your office directly.

If you haven't already, please provide our Client Experience team with your preferred office or cell phone number so that we can programme this number into the lobby phone under your name or the name of your business.

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