

## CHECKOUT PROCEDURES FOR RIGGERS AND CUSTOMERS REMOVING EQUIPMENT

- All items that require rigging or dock access for removal of equipment must be made by appointment only. Hand carried items that do not require rigging or dock access will be handled on first come first serve basis.
- Condition of premises after removal: it will be the responsibility of the buyer, at his cost, should any pits, floor bolts, hazards of any type, exist after removal of the equipment to guard these areas using good normally accepted safety practice such as safety tapes, pipes, or bars welded in place, or suitable safety barrier, acceptable to seller and Heritage Global Partners. All floor bolts and/or anchoring fasteners are to be cut flush to the floor and the area left broom clean. All electric wiring and utility piping will be safely disconnected by the seller at the incoming main switch or valve, which will remain in the building.
- Machines are to be staged for loading in an area assigned by the Heritage Global Partners supervisor.
- Any hydraulic or oil leaks are the responsibility of the rigger to clean up. This goes for miscellaneous conduit, wires and studs in cement. These must be removed.
- If this is an active facility, it is the responsibility of the seller to disconnect all electrical power or plumbing to the machines. Please check to make sure the power and/or plumbing is off to the machines before removing.
- No diesel trucks are to be left running in an enclosed building. We are not liable for equipment and tools left on premises.
- Any buyer and/or rigger allowed in the plant must have an up-to-date insurance certificate on file with the Heritage Global Partners field supervisor that is acceptable to seller. Liability limit requirements will be determined by seller and supplied by supervisor, and will at a minimum include the following insurance policies with reliable insurance companies, and in the following amounts: \$2,000,000 combined single limit. \$1,000,000 property damage and \$1,000,000 comprehensive general liability with contractual liability in the case of all riggers; and \$500,000 cargo and \$1,000,000 comprehensive general liability in the case of carriers; and such other insurance as may be required by any governmental authority, including workers' compensation at the statutory minimum.

- Bridge cranes and hoists may be used only by riggers with crane insurance on their certificate and only with written permission of crane owner.

- Liable for damages - any structural damage to walls, overhead doors, gates etc. will be rigger's responsibility. Field supervisors are instructed to report damage to the Heritage Global Partners home office and plant personnel immediately. Riggers will not be permitted to leave with equipment until repairs are made.

- Theft will not be tolerated and we reserve the right to inspect all trucks, tool boxes and rigger cases.

- Riggers must have a copy of the customers invoice releasing the equipment to the rigger.

- Rigger must take full responsibility for and exercise reasonable care to ensure that there is no release to the environment of "hazardous wastes", "hazardous substances" or "hazardous constituents" as those terms are defined in applicable federal, state and local statutes, regulations, rules or ordinances.