Check In/Check Out Policy

Updated November 2024

TRC MN LLC, and its affiliate Automotive Enviro Testing LLC (collectively, "TRC MN") provides facilities for research and development and testing of vehicles, vehicular equipment and materials used in connection with transportation including, but not limited to, by providing access to proving grounds, cold cells, test tracks and garage and personnel lodging relating to the foregoing at TRC MN's facility located at 1420 County Rd 1 SW, Baudette, MN 56623 (such property and facilities located thereon are collectively referred to as the "TRC MN Facility").

CLIENTS STAYING ON-SITE

Check In Policy

1. All clients and other persons seeking access to the TRC MN Facility (each a "Participant") are required to complete the Facility Registration & Agreement Form prior to being granted access to the TRC MN Facility. The Facility Registration & Agreement Form can be found on the TRC MN website (www.aettesting.com). If Participants are not able to complete the Facility Registration & Agreement Form online prior to arrival, a paper copy may be obtained at the front desk during office hours.

2. Upon arrival at the TRC MN Facility, all Participants will be required to check-in at the front office. Participants are required to confirm their check-out/departure date prior to being granted access to the TRC MN Facility.

3. Once all necessary paperwork has been received and approved by TRC MN staff, Participants will receive a gate code to access the TRC MN Facility. Participants will also be given an access card that will provide them access to their lodging room and assigned garage, if applicable.

Check-Out Policy

1. All Participants will be required to check out with TRC MN staff by stopping at the front office, calling the front office at 218-634-2041, or via the TRC MN website (www.aettesting.com/check-out).

2. Upon check-out, access cards must be left at the front office, in the Participant's lodging room, or in the Participant's assigned garage.

Cancellations

1. Participants that do not show up for their reservation or do not cancel their reservation in advance will incur the following lodging charges:
   a. Failure to cancel a reservation 24 hours prior to the arrival date will result in a charge for two nights of lodging; provided, however, the charge will only be one night if the reservation was only for one night.
   b. Failure to cancel a reservation 48 hours prior to the arrival date will result in a charge for one night of lodging.
   c. Cancellation of a reservation more than 48 hours in advance will not result in any lodging charges.

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4. On-Site Coordinators (client representatives) will be given stickers that are color coded to each client on-site at the TRC MN Facility. Stickers must be placed on the outside of each test vehicle's windshield, where the rearview mirror is attached. Stickers are required to be properly affixed to a vehicle in order for that vehicle to be permitted to access to the test courses.

5. Please keep TRC MN staff informed of any changes to personnel schedules. Thank you!

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