



TIMES ZONES CREATIVE INNOVATION INFRASTRUCTURE JOINT STOCK COMPANY

CÔNG TY CỔ PHẦN HẠ TẦNG ĐỔI MỚI SÁNG TẠO TIMES ZONES

HQ: No. 114 Nguyen Cuu Van St., Gia Dinh Ward, Ho Chi Minh City — Branch: No. 03-05 Nguyen Son Tra St., Hoa Cuong Ward, Da Nang City

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WELCOME KIT – NEW MEMBER GUIDE

Everything you need to get started at Times Zones

Welcome to Times Zones! We are delighted to accompany you on your growth journey. This guide summarises everything you need to start working smoothly at our spaces in Ho Chi Minh City and Da Nang.

1. Opening hours & access

- Members: 24/7 access with your personal key card. Please do not lend your card; report a lost card to reception immediately (replacement fee VND 200,000).
- Your guests: welcomed 8:00–18:00 (Mon–Sat) with registration at reception; after-hours visits require your sponsorship and prior registration.

2. Wifi & amenities

- Wifi: network name and password are provided at reception. Please do not share them outside the community.
- Pantry: complimentary tea, coffee and water; please clean up after use and label personal food in the fridge.
- Printing: free quota according to your membership plan; additional pages are charged per the price list at reception.

3. Meeting rooms

- Book via reception or the Times Zones booking channel; change or cancel at least 2 hours in advance; bookings may be released after a 15-minute no-show.

4. Shared-space etiquette

- Please keep noise low; use headphones for online meetings and phone booths for long calls.
- No smoking anywhere in the space; help us care for the greenery and sort waste as instructed.
- Full details are in the House Rules NQ-TZ-01 (posted at reception, available in English upon request).



5. Support

- Reception: 8:00–18:00 (Mon–Sat) at the main lobby.
- 24/7 operations hotline: (+84) 902 579 311 — Email: info@timeszones.space — Website: www.timeszones.space

We wish you a productive and inspiring time at Times Zones!

