

COBB MEDIATION

North Metro Atlanta's Dispute Resolution Center

ARBITRATION HOSTING SERVICE

We provide Arbitrators the opportunity to conduct hearings at a professional, neutral site without the overhead expense of operating their own office in North Metro Atlanta. Our Arbitration Room is specially designed for adversarial proceedings. We are conveniently located, have ample parking and waiting rooms for non-party witnesses.

Simple Flat Rates

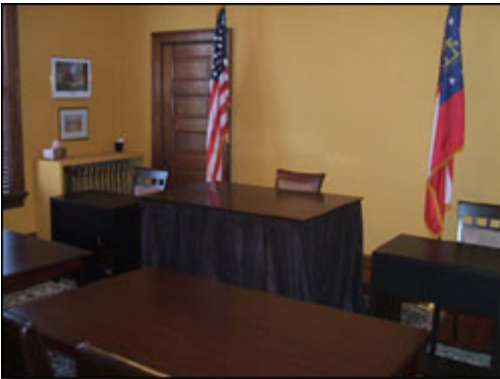
Arbitrators registered with the Georgia Commission on Dispute Resolution may schedule arbitration hearings (or conferences) in the morning, afternoon or evening for \$75, or all day for \$100. Please see the Arbitration Hosting Fees Section, below for more information.

We are located in the Historic Anderson Mansion just three blocks west of the Marietta Square and Cobb County Superior and State Courts.

In addition to lowering overhead expenses, we believe our service allows Arbitrators to focus on the evidence rather than housekeeping. We allow Arbitrators to enjoy some of the benefits of joining an ADR firm without committing to its ongoing expenses.



The Historic Anderson Mansion provides a pleasant working environment.



Our Arbitration Room has the look and feel of a historic courtroom.

Guest Amenities

We provide a terrific snack and beverage service to all our guests. Wireless internet service is available. There are many restaurants within walking distance at the Marietta Square. There is ample parking on site for you and your guests.

We encourage you to take the "virtual tour" on our web site or visit us in person to see more. If you would like to schedule an ADR session at Cobb Mediation, you can submit your request on our web site (www.cobbmediation.com) or call us at 770-693-3470.

Please note that Arbitrators who use our facility are responsible for costs regardless of how they account for and collect payment for their clients. Cancellation fees may apply for late cancellations.

**65 WHITLOCK AVENUE
MARIETTA, GEORGIA 30064
PHONE: 770-693-3470 / FAX: 770-419-4464
WEB SITE: WWW.COBBMEDIATION.COM**

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ARBITRATION HOSTING FEES

Hosting Fees: \$75 for morning, afternoon or evening sessions.
 \$100 for all-day sessions.

The standard times for part-day sessions are 9 am – noon (morning), 10 am – 1 pm (late morning), 1 – 4 pm (afternoon), 2 – 5 pm (late morning), and 6 – 9 pm (evening). \$25 per hour will be charged for additional meeting time. Lunch service is not included.

Additional, non-standard services are billed at cost. Payment is due within 30 days of invoice. Cobb Mediation's contract for hosting services is with the arbitrator. We extend credit, with no advance deposit required, based on the arbitrator's credit. The arbitrator, in turn, collects from his or her client(s). Therefore, we expect payment, within the terms allowed, from the arbitrator regardless of client activity.

If there is a history of violence between arbitration participants, you are required to pay the cost of an off-duty Cobb County Police Officer's providing stand-by security during arbitration proceedings. The cost is \$50 per hour. A history of violence must be disclosed at the time of scheduling. If the participants fail to make this disclosure, Cobb Mediation reserves the right to cancel the ADR session and charge a Cancellation Fee.

CANCELLATION POLICY

Written confirmation of your ADR session will be sent to you, the arbitrator, within two (2) business days of the case information being provided to Cobb Mediation.

If an ADR session is cancelled or rescheduled TWO (2) BUSINESS DAYS or more before the scheduled date, no cancellation fees will apply. Such cancellation or rescheduling notice must be received in writing. Our case coordinators will be happy to assist you in rescheduling your matter for another date. If your ADR session is cancelled or rescheduled, for any reason, within TWO (2) BUSINESS DAYS of the originally set date, Administrative Fees will be charged. ADR sessions that are scheduled within the two business day cancellation window will be considered confirmed, and will be subject to the cancellation policy detailed above.

RULES OF CONDUCT

1. No smoking inside the building. Smoking is permitted on the front porch; please use ashtrays.
2. Please report any food/beverage spills to Cobb Mediation staff promptly so we can keep our facility in excellent condition.
3. Be courteous and respectful to all guests and staff at our facility at all times. Physical intimidation and threats of violence are not acceptable.
4. Please note that our neighbor, The Whitlock Inn, frequently hosts outdoor wedding ceremonies in its backyard gardens. On these occasions, please keep outdoor noise from conversation, car radios, etc. as quiet as possible.
5. Please keep hallway and common area noise and conversation at modest volume while Meeting Room and Conference Room doors are closed.

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