

TENANT HANDBOOK

20

SOUTH CLARK

WWW.20SOUTHCLARK.COM

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I. BUILDING INFORMATION

BUILDING HOURS

8:00 a.m. to 6:00 p.m. Monday through Friday

8:00 a.m. to 1:00 p.m. Saturday

CLOSED on Sunday

M & J Wilkow provides year-round, 24 hour security, however, during off-hours and holidays, tenants are required to use their building access cards to sign in and out of the building and unlock elevator access. To obtain a building access card, please have your office manager submit a request to the Office of the Building. Please have your electronic access card with you at all times.

20 South Clark has an on-site engineering department that provides heating, air conditioning and general services Monday-Friday from 8:00 am to 6:00 pm and Saturdays from 8:00 am to 1:00 pm. Tenants may arrange for after-hours heating and air conditioning by calling the Office of the Building at 312-726-0711. We typically request 48 hours advance notice to accommodate these requests.

BUILDING HOLIDAYS

20 South Clark Street will be officially **closed** on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Should you have any questions, or require additional information, please contact the Office of the Building at (312) 726-0711.

OFFICE OF THE BUILDING

M & J Wilkow Properties, LLC
20 South Clark Street, Suite 450
Chicago, Illinois, 60603
Phone: (312) 726-0711
Fax: (312) 726-0554
General Email: 20southclarkadmin@wilkow.com

OFFICE HOURS

8:30 a.m. to 5:00 p.m. Monday through Friday.
The Office of the Building will be closed on
Holidays.

BUILDING STAFF

MANAGEMENT OFFICE

General Manager	Martha K. Green, RPA	mgreen@wilkow.com
Building Assistant	Corinthia Hawkins	chawkins@wilkow.com
General Mailbox		20southclarkadmin@wilkow.com

ENGINEERING

Chief Engineer	Mike Burke
Asst. Chief Engineer	Andy Cichon
Building Engineer	Bill McClory
Engineer Trainee	Jason Camalick
Engineer Trainee	Mark Walsh

SECURITY

Director of Security	Scott Volin
Security Officer	David Suggs
Security Officer	Jessie Smith
Security Officer	Janine Rogers
Security Officer	Moidy Wicks
Security Officer	Frank Haynes, Jr.

Security Services provided by Premier Security Services.

JANITORIAL

Night Cleaning Supervisor	Dennis Woskowski
Day Porter	Emilio Bedolla
Day Matron	Celeste Calderone

Cleaning Services provided by A&A Maintenance.

BILLING

Rent statements will be sent out to each tenant from the Office of the Building. All rent, escalation and tenant service charges are due on the first (1st) day of every month.

All checks should be made payable to **ALLEGRA CHICAGO CLARK, LLC**, and mailed to our lockbox at the following address:

Allegra Chicago Clark, LLC

Client: 313059

PO Box 24263

Tampa, FL 33623-4263

For overnight delivery, send to:

Allegra Chicago Clark, LLC

Client Number 313059

Attn: Remittance Processing

11601 Roosevelt Boulevard – TA34

St. Petersburg, FL 33716

II. MOVE-IN GUIDE

PROVIDE YOUR INFORMATION:

Communicating with building staff before your move-in will help ensure a smooth transition to 20 South Clark Street. Detailed below are several important pieces of information you will need to provide to the Office of the Building as soon as possible. You may find it helpful to utilize the checklist at the end of this section.

You will also find several forms in Section V of this handbook which you should print, complete and return to the Office of the Building as early as possible. Details on each form are provided both in the Forms section, and in various locations throughout this handbook. Should you require any assistance completing these forms, please call the Office of the Building at (312) 726-0711.

MOVERS:

M & J Wilkow, Ltd. has provided a list of preferred movers for your convenience, which can be found on our website at www.20southclark.com. All movers and delivery services must be union members, and have provided the Office of the Building with a current Certificate of Insurance prior to the date of the service. Please note: **Any contractor not complying with these requirements will not be allowed into the building – no exceptions.**

INSURANCE:

Tenants must submit a Certificate of Insurance, as required under the lease, as early as possible. Tenants are required to provide a Certificate of Insurance proving you have procured insurance coverage as outlined in your lease.

All contractors, movers, delivery companies, vendors, service contractors, telephone vendors, cable installers and furniture assemblers performing work in the building must also provide a **Certificate of Insurance**, in compliance with building ownership's requirements, before any work may begin. **No exceptions to this requirement will be made under any circumstances.**

Please see **Section III** for a detailed explanation of insurance requirements.

ELECTRICAL SERVICE:

Each space in the building is separately metered by ComEd, and tenants are billed directly from the utility. Prior to your move-in, the Management Office will contact ComEd to advise them of your meter number(s) and the start date of your lease. The tenant is responsible for filling out the Change of Service form, which can be found in Section VIII of this handbook, and returning it to the Management Office, along with a W9 form, prior to your move.

Tenant should contact ComEd at 1-877- 426-6331 ASAP to confirm service change.

TELEPHONE AND DATA SERVICE:

Current service providers at 20 South Clark are as follows:

- AT&T – full service phone and internet
- Comcast – full service phone and internet
- Towerstream – internet only
- Cogent- internet only

Phone and data service should be handled in two steps: 1) Tenants must contact AT&T to run telephone and data lines into the building. 2) When the date of installation is set by AT&T, you should contact our riser management company (IMG) to coordinate with the tele-data contractor(s) you choose.

- AT&T is responsible for bringing communication lines into the building.
- IMG is responsible for pulling communications lines up the building riser and into the communication closet on your floor.
- Your chosen communication company is responsible for any wiring into your suite from the floor's communication closet. (IMG can also provide a quote for this service at your request.)

For additional information, please contact Lisa Shoulders with IMG at (630) 737-9800, visit the IMG web site at www.imgrisermgmt.com , or call the Office of the Building at (312) 726-0711.

Please note that all communications workers must be members of the International Brotherhood of Electrical Workers (IBEW) and provide a certificate of insurance to the Office of the Building prior to the date work is scheduled.

Cable Television

DirecTV and Comcast Cable service are available to all tenants at 20 South Clark Street. Please contact the provider directly for a proposal outlining service and fees. To coordinate installation of your service, please call the Office of the Building at (312) 726-0711.

DirecTV
Warren Schoen
USA Wireless
warren@usadishtv.com
(847) 831-4561 ext 11
(847) 831-5063 Fax

Comcast
Chris Miller
Business Account Executive
(312) 953-6225

SIGNAGE:

M & J Wilkow will provide directional signage in the corridor of your floor with the name of your firm, suite number and a directional arrow. Additional signage, whether on the door of your suite or in your reception area, will need to be coordinated through the Office of the Building.

BUILDING DIRECTORY:

Please notify the Office of the Building in writing as to how you would like the name of your company/firm to appear on the building's touch-screen directory, located at the security desk at the south end of the lobby.

SUITE KEYS:

Please contact the Office of the Building regarding the setup of the internal/exterior keying system you desire. Our building engineers can help you design a system to fit your specific needs. You should determine how many suite entrance door keys your employees will need. The building will provide two keys per lock at no charge to new tenants. Any additional keys must be purchased by the tenant.

You may arrange for keys to be picked up prior to your move date. **Please note that all keys must be signed out by an authorized employee.**

BUILDING ACCESS CARDS:

20 South Clark Street tenants will be issued an electronic access card, which will allow them to sign in and out of the building and activate elevator systems during off-hours.

Once you have provided the Office of the Building with a list of employees, they must have photos taken by Security to be issued an electronic access card. Access cards may usually be

picked up one business day after the employee's photo has been taken. These cards remain the property of 20 South Clark Street and if lost must be replaced at Tenant's expense. Tenants may also elect to install their own suite security system at their own expense.

CHOOSING A MOVING DATE:

All moves and/or deliveries must be scheduled through the Office of the Building before 7:00 a.m. or after 5:00 p.m. on weekdays, or during Saturday from 8:00 a.m. – 1:00 p.m.. All moves necessitate scheduling of a freight operator. Tenant will be charged the current overtime rate for this employee. *Friday evenings and Saturday mornings are ideal times to move.*

The building has one (1) freight elevator. If several new tenants are planning a move, or if construction is proceeding in other areas of the building, dates and times of freight usage must be staggered. **Schedule your date early with the Office of the Building** at (312) 726-0711 and coordinate with your construction completion.

FREIGHT ELEVATOR RESERVATION:

Any and all freight deliveries MUST come through the loading dock area behind the building. **Contact the Office of the Building at (312) 726-0711 at least 48 hours in advance** to reserve use of the freight elevator in correlation with your move.

A list of recommended movers may be found in Section VI of this handbook. For a list of current insurance guidelines, please refer to Section III.

TRASH DISPOSAL:

M & J Wilkow provides daily trash removal Monday through Friday.

Orange "Please Throw Out" stickers are available in the Office of the Building. Use these stickers to identify items not placed in garbage bins which you would like to be disposed of (boxes, binders, etc.).

You will find specific guidelines on the removal of large items or large quantities in the tenant services section (VIII) of this handbook.

To dispose of furniture items, please contact the Office of the Building.

PLEASE NOTE: M & J Wilkow cannot be held responsible for disposed items. Take care not to leave important papers or other items where they can be mistaken for trash. Again, use of your orange disposal stickers will help discern your trash from valuable materials.

STORAGE:

20 South Clark Street has a number of storage spaces available on-site, which many tenants find to be a more cost-effective and convenient alternative to off-site storage.

Storage pricing is based on the square footage of each storage location. Should you find during the course of your move that you require additional space for boxes, furniture, or other items, please contact the Office of the Building at (312) 726-0711 to discuss your storage needs.

EMERGENCY PREPAREDNESS:

You have been provided with forms and an Emergency Procedures Handbook to assist you in creating an emergency response team for your suite. You will be contacted by a member of the property management team after your move-in to go over your evacuation plan, address any of your concerns and, if you see fit, schedule a practice drill for your suite in the interim between full-building drills.

20 South Clark Street holds a fire drill each year in cooperation with the Chicago Fire Department. Please note that under city code, participation in these drills is mandatory.

If you have any questions, please call the Office of the Building at (312) 726-0711.

MOVE-IN PAPERWORK CHECK-LIST

Please provide the paperwork listed below as soon as possible. You may turn in paperwork as you complete it, however all paperwork must be completed and turned in to the Office of the Building NO LATER than the date of your move-in.

- ✓ **Certificates of Insurance**
 - Your Company
 - Fax to 312-726-0554 or e-mail to 20SouthClarkAdmin@wilkow.com
 - Your Union Mover
 - Fax to 312-726-0554 or e-mail to 20SouthClarkAdmin@wilkow.com *at least* 24 hours prior to your move.

- ✓ **Tenant Contact Forms**

See Section VIII. Submit forms via e-mail or fax.

- ✓ **Cabling**

Please contact Lisa Shoulders at IMG, our Riser Management Company, for your cabling needs. Her number is (630) 737-9800.

- ✓ **Keys**

Number of keys required for each lock, including:

 - Master Keys
 - Front Door Keys
 - Individual Office Keys

- ✓ **Electronic Access Card List**

List of employees requiring building access cards. See page in Tenant Contact Forms package.

- ✓ **Signage**

Notification in writing of your name as you would like it listed on directional signage. Notification should be submitted on your company's letterhead or via e-mail.

- ✓ **Electrical Service Change**

Please call the ComEd Business Customer Service Center at **1-877-426-6331** to take over electrical billing **as of your Lease Commencement Date**. You will need your company's FEIN and meter number to complete the switch. The Office of the Building will provide you with your meter number.

III. INSURANCE REQUIREMENTS

TENANT INSURANCE

Tenants must provide a certificate of insurance by lease commencement date or move-in date, whichever comes first. **Please refer to the insurance section of your lease agreement for your specific insurance requirements.**

Most Tenants simply provide their insurance agents with a copy of all the insurance language found in the Lease Agreement. Your agent should provide a hard-copy of the certificate to:

M & J Wilkow Properties, LLC.
20 South Clark Street, Suite 450
Chicago, Illinois 60603

Phone: (312) 726-0711

Fax: (312) 726-0554

Email: 20southclarkadmin@wilkow.com

Please note the expiration date on your certificate of insurance. **You will be required to provide a new certificate annually when your current certificate expires.** You may find it helpful to keep a copy of your insurance language and/or certificate of insurance in this section of your handbook.

CONTRACTOR/VENDOR INSURANCE

In addition to being Union Employees, **all contractors and vendors scheduled to do work in the building are required to submit a Certificate of Insurance to the address above PRIOR TO THE DATE OF SCHEDULED WORK.** This includes phone vendors, movers, data cable installers, furniture assemblers, etc. No contractor or vendor will be allowed into the building without meeting the above criteria.

Please provide your contractor/vendor with the list of requirements found in this section. Should you or they have any questions, please call the Office of the Building at (312) 726-0711.

20 SOUTH CLARK INSURANCE REQUIREMENTS:

Prior to commencement of services, contractor shall provide a certificate of insurance evidencing the existence of the insurance coverages set forth below, with the following named as “Additional Insureds” under the policies set forth under items 2 and 3:

- A) Allegra Chicago Clark, LLC, as owner;
- B) M & J Wilkow Properties, LLC, as managing agent.

The certificate of insurance should evidence the following coverages:

- 1) Worker’s Compensation and Employers Liability (covering all employees of the insured and any Subcontractors. Such policy shall include a waiver of subrogation in favor of the Additional Insureds.)
- 2) Commercial Automobile Liability Policy (covering all owned, hired and non-owned vehicles, including the loading and unloading thereof, bodily injury and property damage.)
- 3) Commercial General Liability Policy (including Premises/Operations, Bodily Injury, Independent Contractors, Contractual Liability, Broad Form Property Damage, and Personal Injury coverages.)

LIMITS

Limit for Employer’s Liability-not less than \$500,000 per each Accident or Disease and
Limit for Worker’s Compensation-Limits per Statutory Requirement-State of Illinois

\$1,000,000 Per Accident and in the Aggregate, Combined Single Limit,

\$2,000,000 Per Occurrence and in the Aggregate, Combined Single Limit,

The Additional Insureds shall be named on a primary, non-contributory basis. The insurance companies carrying such coverages must be licensed to do business in the State of Illinois and should carry an A.M. Best’s rating of A:X or better from Best’s Key Rating Guide. Deductibles under any such policies are not to exceed Ten Thousand Dollars (\$10,000) per claim. The certificate should supply us with a thirty (30) day notice of non-renewal, cancellation or material change.

IV. SECURITY PROCEDURES

BUILDING ACCESS

Regular Hours Access – During regular building hours of 8:00 a.m. to 6:00 p.m., Monday through Friday, the Building is considered to be “open”. No identification, sign-in, or other procedures are required to enter the Building. Security officers are on duty in the lobby 24/7.

After-Hours Access – At all times other than regular hours, tenants and visitors must comply with the sign-in/sign-out procedures requested by the security officer on duty. Elevators, which lock down at 6:00 p.m. may be unlocked using your electronic access card to access your floor.

PROPERTY REMOVAL AUTHORIZATION

To remove property from the Building, one of the following procedures must be followed. Note that these procedures are in force at all times, even during “regular hours”.

Property Removal Pass – Property Removal Passes, found in Forms section of this handbook (V) are issued by the Tenant for a one-time removal of property from the Building. They must be signed by a Tenant representative whose name is listed on the Tenant’s **Property Removal Authorization Form**. Property passes are to be presented to the security officer in the lobby at the time the property is being removed from the Building. The officer will check the authorized signature before the property is allowed to leave the Building.

Verbal Approval – If an individual attempts to remove property from the Building without a pass, the security officer will attempt to contact the Tenant to obtain verbal approval to remove the item(s) from the Building. This occurrence and the outcome will be documented in the security report.

EMPLOYMENT CHANGE NOTICES/CARD COLLECTION

Tenants should inform the Office of the Building immediately if there are any changes in employee information. Tenants should make every effort to collect access cards and keys from individuals who are leaving their employ, and to notify the Office of the Building, so that building access capabilities can be terminated in our system and employee records are updated.

SUSPICIOUS ACTIVITY

While messengers and other service people are allowed access to the building, **solicitors and other persons not conducting business on-site are strictly prohibited.** Tenants are encouraged to report suspicious persons or activities to Building Security immediately.

Dial **(312) 726-0711** to be connected with the Office of the Building/Security. Please be prepared to provide the best possible physical description and where the suspected person(s) is, or where he/she may be going.

V. BUILDING AMENITIES

ON-SITE BUILDING STAFF AND MANAGEMENT

M & J Wilkow provides on-site management, engineering and cleaning personnel for your convenience and comfort. A list of staff members and their contact information can be found in Section I. The Office of the Building is located on the 4th Floor, Suite 450, and may be reached at (312) 726-0711.

FITNESS CENTER

We are pleased to offer the Fitness Center as an amenity to all of our tenants and building employees. The Fitness Center is located on the 14th floor. The hours of operation are Monday through Friday from 6:00 am to 8:00 pm. (holidays excepted) and on Saturdays from 6:00 am to 12:00 pm. In addition to the men's and women's changing rooms with showers, the Fitness Center is fully equipped with cardio machines, weight equipment and lockers. Towel service is also provided.

To sign up to use the Fitness Center, please read the Fitness Center Rules & Regulations, and complete the Registration Form and Waiver (See Section VIII). Please return them to the Office of the Building in Suite 450. Individuals are required to pay a one-time activation fee of \$50.00 (only checks or money orders accepted). Upon receipt of each completed Registration, Waiver & Activation Fee, we will provide each individual with access to the Fitness Center on their existing building key card. Please note that key cards are required to access the Fitness Center, as well as to access the men's or women's locker rooms. For this reason, keycards should be kept in your possession at all times while in the Fitness Center. The replacement charge for lost or stolen key-cards is \$12.00.

SECURED BIKE ROOM & BIKE RACKS

Bike rooms help promote employee wellbeing and fitness, lowers parking costs, and can help reduce your company's impact on the environment. To sign up for bike room usage, please fill out the Bike Room Waiver (See Section VIII) and return it to the Office of the Building in suite 450.

In addition, bicycle racks owned by the City of Chicago are located directly in front of the building, allowing for quick, convenient and safe bike storage.

DISCOUNT MOVIE TICKETS

Visit the Office of the Building to purchase AMC Theatre or Regal Entertainment Group movie passes at a discounted price.

New Release Passes: The AMC Gold Pass and the Regal Premier Ticket will provide passage to new release movies (\$8.00).

Additional Passes: For movies released more than 14 days prior to certificate use, you may purchase an AMC Silver Pass or Regal VIP Super Saver Pass (\$6.50).

PEDWAY ACCESS

Our building provides underground access to the Chase Tower building at 21 S. Clark Street, including the bank lobby, Noodles, McDonald's, Plaza Bistro, and the CTA Blue Line. Access cards are required for exit and re-entry at the Plaza level. **Hours of operation are:**

CENTRAL LOOP LOCATION

20 South Clark Street is located within easy walking distance of Daley Center, Chicago Board of Trade, James R. Thompson Center, Cook County Administration Building and several major banking institutions.

PARKING AND PUBLIC TRANSPORTATION

In addition to a multitude of parking garages within a three block radius, 20 South Clark Street is within minutes of Union Station, Ogilvie Transportation Center, all five CTA train lines, and over a dozen CTA bus routes.

RECYCLING PROGRAM

M & J Wilkow participates in a building-wide, desk-side paper recycling service program. Paper products of all varieties (excluding food waste) are removed from recycling bins located at every employee desk/workstation nightly. Recycling bins of all sizes are available to accommodate tenant needs. Additionally, we encourage all tenants to participate in our toner cartridge recycling program. All recycling programs are at no cost to tenants.

WEB-BASED WORK ORDER SYSTEM

Tenants are now able to e-mail service requests by accessing our web-based work order system, which also allows tenants to check on the status of a request from start to finish. Should they prefer, tenants are also welcome to place requests with a member of the staff directly by calling the Office of the Building.

FEDEx, UPS, AND USPS PICKUP LOCATIONS

The United States Postal Service picks up mail four times a day from the drop box located at the northwest side of the lobby. Tenants will also find FedEx and UPS drop boxes on the Plaza level of the building, accessible through the south elevator bay.

COURTESY UMBRELLA SERVICE

Courtesy umbrellas may be checked out at the Security Desk, located at the south end of the lobby, should wet weather find tenants ill-prepared. Kindly return umbrellas at your earliest convenience.

BUILDING CONFERENCE CENTERS

20 South Clark Street is pleased to offer complimentary use two (2) Conference Facilities, located on the 4th and 14th Floors.

Each conference center includes the following features: kitchen (including refrigerator, microwave, dishwasher and coffee maker), coat rack, 42" flat screen televisions, DirecTV, WiFi, DSL, multi-line phone access with speaker phone and presentation boards.

Reservations are made on a first come, first served basis. To schedule use of either Conference Center, please log-in to the online service request system.

- 1) Hours for use are 9:00 a.m. to 5:00 p.m.
- 2) Please provide all of your own dishware (plates, glasses, silverware, etc.) and food/refreshments needed for your meeting.
- 3) Please arrive early to greet your guests and to assure the room and equipment you need is in place.
- 4) All meetings have a maximum of 30 guests and will require a coordinator from your office to administer the meeting.
- 5) Each Conference Center is Equipped with a phone for guests, which has speaker capabilities. Please give your guests instructions on how to use the phone.
- 6) There will be a \$50.00 cleaning fee to those who do not return the room to the manner originally found immediately after vacating the conference room.
- 7) A coat closet is located in the kitchen off the conference room in each facility.

- 8) Please inform your guests that **cell phone use is prohibited in the shared corridors and elevator lobbies** in order to provide a continually undisturbed business environment to those tenants occupying space near the Conference Centers.
- 9) Restroom Codes are 521# (Women) and 521# (Men).
- 10) Please remember we are not equipped for the outside use of our Xerox and facsimile machines.
- 11) As the 4th floor kitchen facilities are shared with the Office of the Building, please inform your guests that they are guests of the Office of the Building and the management of the building must continue.
- 12) Please do not ask the Office of the Building receptionist to take messages, make calls, copies or perform other clerical duties.
- 13) At the conclusion of your meeting, please make available a contact person to guide your guests to their next destination and **LOCK THE DOOR BEHIND YOU WHEN YOU LEAVE.**

VI. SUSTAINABILITY & RECYCLING

M&J Wilkow is committed to protecting the environment and the tenants who work in our building. 20 South Clark has been retrofitted for greater water efficiency, optimized or updated for increased energy savings, and has implemented comprehensive recycling programs. Our property has instituted high-performing green cleaning, is committed to purchasing Earth-friendly cleaning products, and has adopted sustainable maintenance procedures.



20 South Clark has achieved LEED Gold certification, promoting a clean and sustainable work atmosphere. Founded by the U.S. Green Building Council (USGBC), LEED® is an internationally recognized mark of excellence for buildings that are transforming the industry toward sustainability. LEED certification provides independent, third-party verification that a building meets the highest performance standards and is an environmentally responsible and healthy place to live and work.



In addition to a dedication and focus on lowering our carbon footprint, we are an ENERGY STAR certified building, which helps measure our energy performance and reduce greenhouse gas emissions.

20 South Clark also participates in paper and toner cartridge recycling programs. The goal of the paper recycling program is to recycle all of the office paper that would otherwise be thrown in the trash. We encourage all tenants to participate in our toner cartridge recycling program by dropping off used toner cartridges at the Office of the Building. Participation in the program allows us to provide free printer servicing and discounted cartridge purchase to all building tenants. Tenants may also recycle electronics such as computers, cell phones, batteries, etc.

All recycling programs are at no cost to tenants.

The key to this program is tenant involvement. Every person in your office should have been provided with a blue recycling container to be placed near his or her desk. If you do not have a desk-side container or need additional containers, please contact the Office of the Building.

Please place all recyclable paper into your desk-side container. This is all you need to do to be a part of the recycling program. **It is not necessary to remove staples, paper clips or rubber bands from bundles of paper.**

The building cleaning staff will empty your recycling container daily. Our recycling company, Recycling Services, Inc., provides us with monthly reports detailing how much tenants at 20 South Clark Street are recycling and what effect it is having on the environment.

Recycling bins are provided as a courtesy and are manufactured in several sizes. To accommodate larger recycling needs, please contact the Office of the Building at (312) 726-0711.

Every person's participation in this recycling program is needed to make this a successful and worthwhile program. This is an important step in our building's effort to help preserve our fragile environment.

VII. BUILDING RULES & REGULATIONS

To the extent that there is any inconsistency between the provisions of the Lease and these Rules and Regulations, the provisions of the Lease shall control.

1. The sidewalks, entrances, passages, concourses, ramps, courts, elevators, vestibules, stairways, corridors, or halls shall not be obstructed or used by Tenant or the employees, agents, invitees or business of Tenant for any purpose other than ingress and egress to and from the Premises and for delivery of merchandise and equipment in prompt and efficient manner, using elevators, and passageways designated for such delivery by Landlord.

2. No awnings, air-conditioning units, fans or other projections shall be attached to the Building. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises or Building, without the prior written consent of Landlord. Tenant shall not place anything near the glass of any window, door, partition or wall which may, in Landlord's reasonable judgment, appear unsightly from outside the Building or Premises. All curtains, blinds, shades, screens or other fixtures must be of a quality type, design and color, and attached in the manner approved by Landlord. All electrical fixtures hung in offices or spaces along the perimeter of the Premises must be fluorescent, of a quality type, design and bulb color approved by Landlord unless the prior consent of Landlord has been obtained for other lamping.

3. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed by any tenant on any part of the outside of the Premises or Building or on the inside of the Premises if the same can be seen from the outside of the Premises without the prior written consent of Landlord. In the event of the violation of the foregoing by Tenant, Landlord may remove same without any liability, and may charge the expense incurred by such removal to Tenant or Tenants violating this rule. Interior signs on doors and the directory shall be inscribed, painted or affixed for each tenant by Landlord at the expense of such tenant, and shall be of a standard size, color and style acceptable to Landlord.

4. The exterior windows and doors that reflect or admit light and air into the Premises or the halls, passageways or other public places in the Building, shall not be covered or obstructed by any tenant, nor shall any articles be placed on the windowsills. No showcases or other articles shall be put in front or affixed to any part of the exterior of the Building, nor placed in the halls, corridors or vestibules, nor shall any article obstruct any HVAC supply or exhaust without the prior written consent of Landlord.

5. The electrical and mechanical closets, water and wash closets, drinking fountains and other plumbing, communications, electrical and mechanical fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, coffee grounds, acids or other substances shall be deposited therein. Landlord shall have sole power to direct where and how telephone and other wires are to be introduced. No boring or cutting for

wires is to be allowed without the consent of Landlord. The location of "Communication Equipment" (as defined in the Lease) affixed to the Premises shall be subject to the approval of Landlord. All damages resulting from any misuse of the fixtures shall be borne by Tenant who, or whose employees, agents, assignees, sublessees, invitees or licensees, shall have caused the same. No person shall waste water by interfering or tampering with the faucets or otherwise.

6. No portion of the Premises or the Building shall be used or occupied at any time for manufacturing, for the storage of merchandise, for the sale of merchandise, goods or property of any kind at auction or otherwise or as sleeping or lodging quarters.

7. Neither Tenant, nor any of Tenant's employees, agents, invitees or licensees, shall any time bring or keep upon the Premises any inflammable, combustible caustic, poisonous or explosive fluid, chemical or substance, or use any method of heating or air conditioning other than that supplied by Landlord.

8. No bicycles (other than those stored as described below), or any skateboards, roller blades, vehicles or animals of any kind (other than a "service dog," as such term is used under state statute, used by a person who has a visual impairment, hearing impairment or physical disability), shall be brought into or kept by any person in or about the Premises or the Building. Landlord has established a bicycle storage room in the Building for usage by employees of tenants who have entered into a specific license agreement with Landlord for such use.

9. Tenant shall not use or occupy or permit any portion of the Premises to be used or occupied as an office for a public stenographer or typist, offset printing or for the possession, storage, manufacture, sale of liquor, narcotics, dope, tobacco in any form or as a barber or manicure shop, an employment bureau, a labor office, a dance or music studio, any type of school, or for any use other than those specifically granted in the Lease. Tenant shall not engage or pay any employees on the Premises, except those actually working for such tenant on said Premises, and Tenant shall not advertise for labor services for third parties giving an address at said Premises.

10. Landlord shall have the right to prohibit any advertising by any Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising. In no event shall Tenant, without the prior written consent of Landlord, use the name of the Building or use pictures or illustrations of the Building.

11. Any person in the Building will be subject to identification by employees and agents of Landlord. All persons in or entering the Building shall be required to comply with the security policies of the Building. Tenant shall keep doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss or damage. Landlord shall not be responsible for the theft, loss or damage of any property.

12. No additional locks or bolts of any kind shall be placed on any door in the Building or the Premises and no lock on any door therein shall be changed or altered in any respect without the

consent of Landlord. Landlord shall furnish two (2) keys for each lock on exterior doors to the Premises and shall, on Tenant's request and at Tenant's expense, provide additional duplicate keys. All keys, including keys to storerooms and bathrooms, shall be returned to Landlord upon expiration or termination of this Lease. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times, and left locked when the Premises are not in use.

13. Tenant shall give immediate notice to Landlord in case of theft, unauthorized solicitation, or accident in the Premises or in the Building or of defects therein or in any fixtures or equipment, or of any known emergency in the Building.

14. Tenant shall not use the Premises or permit the Premises to be used for photographic, multilith or multigraph reproductions, except in connection with its own business and not as a service for others, without Landlord's prior permission.

15. No freight, furniture or bulky matter of any description will be received into the Building or carried into the elevators except in such a manner, during such hours and using such elevators and passageways as may be approved by Landlord, and then only upon having been scheduled at least two (2) working days prior to the date on which such service is required. Any hand trucks, carryalls, or similar appliances used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall require. Further to the foregoing, all moving contractors or vendors performing any moving service to or from the Building shall be bound by and signatory to a collective bargaining agreement with a labor organization whose jurisdiction covers the type of service to be rendered. Tenant shall comply with the reasonable move-in and move-out rules of the Building, and in this connection all moving companies hired by Tenant will be required to supply certificates of insurance naming Landlord and its management agent as Additional Insured parties.

16. Tenants, or the employees, agents, invitees or licensees of Tenant shall not at any time place, leave or discard any rubbish, paper, articles, or objects of any kinds whatsoever outside the doors of the Premises or in the corridors or passageways of the Building.

17. Tenant shall not make excessive noises, cause disturbances or vibrations or use or operate any electrical or mechanical devices that emit excessive sound or other waves or disturbances or create obnoxious odors, any of which may be offensive to the other tenants and occupants of the Building, or that would interfere with the operation of any device, equipment, radio, television broadcasting or reception from or within the Building or elsewhere and shall not place or install any projections, antennas, aerials or similar devices inside or outside of the Premises or on the Building without Landlord's prior written approval.

18. Tenant shall not serve, nor permit the serving of alcoholic beverages in the Premises unless Tenant shall have first secured Landlord's consent and procured Host Liquor Liability Insurance, issued by companies and in amounts reasonably satisfactory to Landlord, naming Landlord as an additional party insured.

19. The requirements of Tenant will be attended to only upon written application at the Office of the Building. Employees shall not perform any work or do anything outside of the regular duties unless under special instructions from the Office of the Building.

20. Canvassing, soliciting and peddling in the Building is prohibited and Tenant shall cooperate to prevent the same.

21. Except as otherwise explicitly permitted in its Lease, Tenant shall not do any cooking, conduct any restaurant, luncheonette or cafeteria for the sale or service of food or beverages to its employees or to others, install or permit the installation or use of any food, beverage, cigarette, or cigar dispensing machines or permit the delivery of any food or beverage to the Premises, except by such persons delivering the same as shall be approved by Landlord.

22. Tenant shall at all times keep the Premises neat and orderly.

23. Tenant shall not allow its employees or invitees to loiter in the common areas of the Building, including the hallways, corridors, elevators, doorways, vestibules, stairways and other similar common areas. Such common areas shall not be obstructed by Tenant or used by Tenant or any of Tenant's employees or invitees for any purpose other than ingress and egress to and from the Premises. At no time shall Tenant permit Tenant's employees or invitees, while in such common areas, to act in a manner which disturbs or interferes with the business operations of the various tenants in the Building. In this regard, the use of cell phones or similar electronic devices is prohibited within such common areas. Cell phone and like device use is restricted to the lobby of the building, exterior common areas and the various tenant premises.

VIII. FORMS

Please complete and return the following forms as soon as possible. They are available on our website at www.20southclark.com as well. **You should keep a clean copy of these forms on-hand and provide the Office of the Building with updated information, should any changes in your organization occur.**

FORMS IN THIS SECTION:

- Tenant Forms
 - General Contact Form
 - Emergency Organization Chart
 - Property Removal Authorization
 - Property Removal Pass
 - ComEd Service Change Form

- Service Request System Instructions
- Fitness Center Application & Waiver
- Bike Room Waiver

If you have any questions about the enclosed forms, please call the Office of the Building at (312) 726-0711.

Return completed forms to the Office of the Building in suite 450, or to the general mailbox at 20southclarkadmin@wilkow.com. Or you may fax your forms to (312) 726-0554.