

Tenant Handbook

205 West Wacker Drive
Chicago, IL 60603

Property Managed By:



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Welcome to 205 West Wacker Drive. We at

Lincoln Property Company look forward to a long and productive relationship with you. We would be happy to provide any information or services you might require to make your tenancy as productive, profitable and painless as possible.

This Tenant Handbook should answer many of the immediate questions you may have about building regulations, policies, and operating procedures. We have provided important building personnel names and phone numbers, emergency contact phone numbers, area restaurants, hotels and business-related service providers to help you get acclimated to your surroundings.

At Lincoln Property Company, we pride ourselves on quality service and responsive attention to our buildings and our tenants. We encourage you to work with us in upholding our service goals - by sharing your concerns with us and offering suggestions on ways that we can continue to improve your office and surrounding environment.

Please keep this Handbook in a convenient location, perhaps at your reception area. We will be updating information as changes occur, and will circulate updated text for you to include in the Handbook. We hope this Handbook is a useful guide during your occupancy at 205 West Wacker Drive.

Timothy A. Locke
General Manager

Lincoln Property Company is committed to providing a level of service excellence that is unsurpassed by other management companies. We strive to reach the highest standards of performance at all times, and are dedicated to maintaining that standard in our managed buildings. Our personnel, from the day porters to the president of the company, are dedicated to on-going performance management and professional development, and reflect a genuine sense of caring and consideration of our tenants in every phase of their work.

Annual tenant surveys and periodic quality control inspections ensure that we continually monitor our own performance, document our strengths, and identify areas where improvement is needed. Our goal is efficient management through careful planning and budgeting, strict control of expenditures, and attention to our tenants' needs. Exterior and interior building conditions, physical plant conditions, organization of service areas and maintenance of records, performance of the janitorial contractor, and status of budgeted building improvements are constantly monitored.

Above all, we listen to our tenants and strive to fulfill their service needs. Our goal is to maximize tenants' business performance so they can easily take advantage of new opportunities. We stand ready to serve, and regard improvement as an ongoing process towards greater excellence in serving our tenants.

General Building Information

Key Telephone Numbers

Management Office **312-726-1617**

Office Hours: 8:30 am – 5:00 pm, Monday through Friday

Timothy A. Locke – General Manager

Nikki Brocking – Assistant Manager

Mike Kuharchuk – Chief Engineer

Frank Juchas - Engineer

Security Console **312-726-1617 x 16**

Police Department **911**

Non Emergency **311**

Fire Department **911**

Non Emergency **311**

Ambulance **911**

Commonwealth Edison **800-344-7661**

Building Communications

SBC Global Services, Inc., Joyce Bennett, Acct. Executive **866-825-6244**

Location

The building address is:

**205 West Wacker Drive
Chicago, Illinois 60606**

One of the building's greatest amenities is its location in the prestigious Central Loop. Situated at the corner of Wacker Drive and Wells Street, it is at the "hub" of activity in downtown Chicago.

205 W. Wacker provides easy walking access to the two major commuter rail stations and Chicago Transit Authority (CTA) transportation network. Major expressway access via Interstate 94 is just five blocks away, linking the central business district (CBD) to O'Hare International Airport, Midway Airport, and the nation's interstate highway system. If traveling by car from the Kennedy Expressway, I-90/94, exit onto Monroe; if traveling Northbound on the Dan Ryan/Kennedy, exit onto Monroe Street; if traveling eastbound on the Eisenhower, exit onto Franklin.

Parking is available in the building parking garage located off Lower Wacker. The parking garage currently has 60 indoor valet parking spaces. Parking is available to both monthly subscribers and daily users at a reasonable fee. The parking garage is currently managed by InterParking.

Building Hours

Monday through Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 8:00 a.m. - 1:00 p.m.

205 West Wacker Drive is an open access building; meaning that tenants with a valid key, can access their suite at anytime 24 hours per day. During non-business hours and weekends a sign-in procedure is required between the hours of 6:00 p.m. and 6:00 a.m. weekdays and all day Saturday and Sunday.

Holidays

The building observes the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Directory

Each tenant of 205 West Wacker Drive is allowed one space in the back-lit lobby directory. Additional lines may be purchased as space allows. Please contact the Office of the Building regarding directory changes.

Signage Information

Suite signage is provided to the Tenant through the building signage vendor to conform to the building standard using a 7" x 10" aluminum sign. If your suite entry door is constructed of glass or inset glass, direct lettering may be applied with prior approval from Building Management.

Exceptions to building standard suite signage must be approved by the Management Office and be appropriate to the professional image of the building.

Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Smoke Free Environment

The City of Chicago and the Building have adopted a policy providing the tenants with a smoke-free environment. This applies to all areas of the building including tenant offices, hallways, washrooms, freight elevator lobbies, stairwells, dock areas, etc. Please be considerate of your neighboring Tenants and strictly adhere to this policy. For your convenience a smoker's room is located in Suite 1318. We ask that anyone wishing to smoke use the smoker's lounge, as smoking outside the building is strongly frowned upon.

Rental Remittance

Rent and other tenant charges are due and payable on the first of every month. As a courtesy, statements detailing your rent and other charges are prepared and sent to each tenant at the end of the month preceding the due date.

You may contact the Management Office with questions about the monthly statement at 312-726-1617.

All checks should be made payable to:

**205 Chicago Partners, LLC
6918 Paysphere Circle
Chicago, IL 60674**

Rent may also be paid via wire transfer in the following account:

**ABA#: 071000505
Account#: 5801062067
Account Name: 205 Chicago Partners LLC**

Monthly rent not paid by the 10th of the month will be billed a late fee as specified in your lease.

Services

Website Portal

205 West Wacker Drive has a website portal located at www.205WestWacker.com. This site allows you the tenant to have 24-hour access to important building information and area amenities. It offers information regarding news, weather, stock quotes, local traffic reports, online directions, with links to area restaurants and hotels. In addition, this will serve as the primary building communication tool, with easy access to important building memos and documents. The Tenant Handbook, Fire & Life Safety Manual, Building Rules and Regulations, Moving Rules, Emergency Team Roster Forms, Signage Request Forms, etc. will be available through the site. Even the building newsletter will now be distributed via the internet. Maintenance requests, pricing and monitoring the status of a work order can all be done via the website. While access to the website is available to all employees, only the designated Tenant Facility Manager (TFM) and an Alternate TFM will be able to initiate a work order or service call. An authorization form is to be completed by a company principle assigning the TFM and Alternate TFM to initiate work orders on their behalf. When the form is completed, the Office of the Building will update those authorized individuals onto the website and generate a username and password for each enabling them to process a work order online. They will also be given a user manual with instructions on how to use the work order system.

Maintenance Requests

Maintenance requests or requests for service of any kind should be made by your assigned Tenant Facility Manager (TFM) through the work order website located at www.205WestWacker.com. If you have an urgent service request, i.e.; leaks, smoke/burning odors, etc., or do not have internet access, you may call the Management Office for service. Engineering personnel are available from 6:00 a.m. to 5:00 p.m. Monday through Friday and Saturday 6:30 a.m. to 2:30 p.m. If there is an emergency maintenance situation after hours, a building staff person can be reached by calling the Security Console at 312-726-1617, ext. 16.

If a task requires an outside vendor's services, we may solicit bids and choose the appropriate vendor. Work will begin only after we have your signed approval.

While not considered maintenance work, small alterations, such as adding additional electrical or telephone outlets, should also be processed by calling the Management Office. You will be given an estimate of charges for the work. This estimate by the tenant must be signed before work can begin. You will be separately invoiced on your next rent statement for these charges when the work is completed.

Although each lease may vary, remodeling and/or alterations of any kind are without exception to be reviewed and approved by the Management Office. Even the smallest project may carry with it certain building code restrictions and may require a building permit. We are also particularly concerned that all vendors provide the Management Office with a certificate of insurance before doing work in the building. Such certificates should comply with the requirements summarized in the "Operating Policies" section of this manual. Please contact the Management Office to review any work before a contract is awarded. As always the Management Office reserves the right to charge an additional service fee percentage.

Heating & Air Conditioning Services

Standard operating hours for the building's heating and cooling system are from 8:00 a.m. to 6:00 p.m. Monday through Friday and from 8:00 a.m. to 1:00 p.m. Saturday. We will be glad to arrange for HVAC service beyond these hours at an additional charge. You will be billed for the service on your next rent statement. Please refer to the schedule of fees listed on page 2-6 Requests for additional service should be placed at least 24 hours in advance by calling the Management Office at 312-726-1617.

If you need adjustments to the temperature of your office, please call the Management Office at 312-726-1617. A member of the building staff must handle all temperature adjustments. We will make every effort to provide an even temperature and as comfortable an environment as possible.

Elevator Services

Elevator service is available 24 hours a day. If an elevator fails to operate properly, please let the Management Office or Security Console know immediately.

If you are detained inside of the elevator cab due to a malfunction, REMAIN CALM. Modern elevator technology makes it impossible for the

elevator to fall, so there is no physical danger involved – only inconvenience. Use the alarm button inside the elevator to signal your stalled status to the Security Console. Once the alarm button is pushed, a security officer will then communicate with you via the elevator cab's automatic intercom system. The security officer will keep you abreast of the situation.

Building staff will make every effort to release you from the elevator as quickly as possible. However, due to safety regulations, they may be limited in the assistance they can provide. Our elevator maintenance company will be immediately dispatched to correct the problem. Building staff will remain in constant contact to let you know what is being done.

The building is also serviced with a freight elevator, which travels to every floor including the basement storage areas. The interior dimensions of this elevator are as follows: 53" deep by 74" wide by 96" high; it carries a maximum capacity of 3,500 pounds.

The freight elevator is operated on a "first-come first-served" basis, its use can be reserved after hours at an additional charge. Moves and larger deliveries are required to be performed after normal business hours. Any and all move-ins, move-outs or freight car use must be scheduled through the Office of the Building. A building staff freight car operator must be utilized at all times.

Mail

Incoming mail is delivered to your suite by the U.S. Postal Service Monday through Saturday.

Outgoing mail is picked up in the building mailbox in the lobby level at approximately 12:25 p.m., 3:30 p.m. and 5:00 p.m.

The nearest U.S. Postal Service office is located in the Merchandise Mart.

Complaints regarding mail delivery & pick up, etc. may be directed to the Postal Service at 312/654-3788, Customer Service.

Express mail carriers, at your instruction, generally pick up at your suite.

Because of liability issues, the building staff at the Security Console cannot deliver or accept packages without an acceptable written release from

the tenant. This release must be submitted to the Management Office prior to delivery.

Overnight Airborne, FedEx and UPS drop boxes are located on the lobby floor for your convenience. Check the individual box for pick up times.

Parking

Parking is available at both daily and monthly rates in the building garage at Lower Wacker Drive. Currently the Tenant Monthly Parking rate is \$270 per month. Non-Tenant Monthly Parking rate is also \$270.00 per month. You may call the garage direct at 312/726-1617, ext. 117.

If you have any further questions, you may contact an Ampco System Parking Representative:

Ampco System Parking
175 N. Franklin Street
312/372-7006

Recycling Program

Each tenant office is asked to designate a “**Non-Recyclable**” garbage can(s). For example, employees would be able to throw out most paper products (see list below) and soda cans at their desks. Any food products and wet waste (see list below) would be disposed of at a designated “non-recyclable” garbage can. A suggestion would be to have a “non-recyclable” garbage can in your kitchen or break room.

The cleaning staff will use black trash liners for the “non-recyclable” garbage containers, and clear trash liners for recyclable containers. This way, when everything is disposed of at the disposal center, the garbage is pre-sorted and the recyclable material is not contaminated.

We appreciate your assistance in doing your part to help the environment.

Recyclable Materials:

Computer Printout Paper
(continuous form / green bar)
Copy Machine Paper
Laser Printer Paper
White / Colored Office Paper

Non-Recyclable Materials:

Carbon Paper
Paper Towels
Tissue Paper
Photographic Paper
Blueprint Paper

Letterhead / Stationery

Post-It Notes

NCR Paper (carbonless)

Newspaper

Fax Paper

Manila Folders

Empty Soda Cans (aluminum, bi-metal)

Envelopes (with or without windows)

Magazines

Catalogs

Phone Books

Paperclips / Staples (no need to remove)

Food Wrappers

Milk Cartons

Mylar (plastic coated)

Please note that the cleaning staff will throw out only those items in or on top of a garbage can. Any large items, which cannot be placed in the can, need to be labeled with a "Throw-Out" sticker. Throw-Out stickers may be obtained from the Office of the Building.

Schedule of Fees - Revised July 01, 2004

All costs and building hours apply to all tenants unless otherwise specifically stated in your lease. Please note that Lincoln Property Management reserves the right to change any pricing, subject to notification.

Labor Charges:

Janitor: \$28.00 per hr./man with a minimum charge of 15 minutes
Engineer: \$45.00 per hr./man with a minimum charge of 15 minutes
Engineer: \$67.50 per hr./man for After Hours with a minimum of 4 hrs.

After Hours Definitions:

- (1) Engineering - "After Hours" is defined as 5:00 p.m.–6:00 a.m. Monday through Friday. Weekend "after hours" is defined as after 2:30 p.m. Saturday and all day Sunday and holidays.
- (2) Ventilation/Air Conditioning - After Hours is defined as 6:00 p.m.–6:00 a.m. Monday through Friday; after 1:00 p.m. on Saturdays; all day Sunday; and Holidays.

Lamps

Incandescent: Price varies (Actual Cost + 15% Markup) plus labor
Fluorescent: Price varies (Actual Cost + 15% Markup) plus labor
Light Lens: Price varies (Actual Cost + 15% Markup) plus labor
Ballast: \$40.00

Materials

Dolly/Flat Cart: \$6.50
Dumpster: \$6.50
Ceiling Tiles: Price varies with type/size + labor to install
Signage (Suite): \$57.00 with a frame
..... \$45.00 without a frame
Directory (Lobby): \$9.00 per name listed

Locks & Keys

Installation of Dead Bolt: Price varies with type
Change Existing Lock: Price varies with type
New Lock: Price varies with type
Additional Keys: \$3.00 each
Door Closers: \$90.00
Mail Slot: \$75.00
Peep Hole : \$29.00

Fire Extinguishers (required for every 3000/sf)

ABC, 10#:\$90.00

Halon (safe for electronic equipment):

.....\$165.00

After Hours Heating/Ventilation/Cooling

Heating:Boiler System & Set Up 1st Hour: \$ 150.00

.....Add Hours: \$ 75.00

Ventilation: Central Fan/Package Fan 1st Hour: \$ 28.00

.....Add Hours: \$ 7.00

Air Conditioning Chiller & Fans 1st Hour: \$ 75.00

.....Add Hours: \$ 45.00

..... Package Fan 1st Hour: \$ 40.00

.....Add Hours: \$ 15.00

Building Services

Freight Elevator:..... Weekdays (After Hours) Per Hour: \$ 42.00

..... Weekends - 4 hour minimum: \$168.00

The Office of the Building will bill night-time special cleaning services after we receive the invoice from the cleaning company.

Thank you for your cooperation.

Security

Key Access

Each tenant shall be issued two suite keys per lock upon move-in. A limited amount of washroom keys will also be provided upon request. You may purchase additional keys from the Management Office.

If you wish to change the locks on your suite or install a separate security system, please contact the Management Office.

Any lock which is changed must be rekeyed to the building standard at the tenant's expense before tenant vacates the premises.

Security Measures

Security and tenant safety are great concerns to both Lincoln Property Company and the tenants of the building. Therefore, the building has taken several measures to ensure your safety.

Security Service

A professional 24 hour security service is entrusted to operate from the lobby Security Console as well as other parts of the building. During off hours, a Security Officer makes rounds to ensure that lights are off, doors are locked, and as a general deterrent.

Vendor/Contractor/Messenger Access

At all times vendors, contractors and messengers, whether they are doing business for tenants or the building, are required to be issued a valid building identification badge. This badge is to be worn at all times while they are doing work within the building. The badges are issued by the officer at the Security Console. For messengers, the same policy applies. All personnel of this nature are absolutely required to have a valid building identification badge visible at all times to be in the building. Please notify the Management Office and/or the Security Console immediately if an individual is not complying with this system.

Tenant Information Forms and Removal Passes

Prior to occupancy, each tenant shall complete a Tenant Information Form bearing the signature of those staff members authorized to issue removal passes or after hours entry passes to personnel in your suite or to authorize visitors. These signatures will be maintained in the Management Office and a

copy will be available at the lobby Security Console. When a removal pass is issued, it should bear one of the signatures submitted on this sheet. Removal passes allow you and your authorized assistants to remove furniture, equipment, and business machines upon presentation of this pass. This protects you against theft of your business furnishings and equipment. You may also prepare a letter on your letterhead signed by one of the designated officers on the signature card authorizing removal. This will suffice as authorization for removal. Signatures must match with the signature on file at the Security Console. Additional removal passes can be made available with written authorization from the tenant from the Management Office.

Solicitation

Solicitation is not allowed in the building or on the building premises. Please notify the Management Office and/or the Security Console immediately if you notice a solicitor within the building. Report as much specific information about the person's appearance and behavior as you can. Building staff will be dispatched to locate the person as quickly as possible and escort them off the premises.

Theft

Report any suspected theft no matter how small to the Management Office and Security immediately. You may also notify the police department. They may be on the trail of a thief targeting office buildings and your report may help them complete their investigation more thoroughly. The building's insurance policy does not cover the theft of tenant's personal belongings. Personal property insurance is the responsibility of each tenant.

Incident Reports

To record the details of any accident, theft, or injury that occurs on the property, incident reports must be filed. Please notify the Management Office as soon as an incident occurs so that we may follow up with an appropriate record taking. We appreciate your cooperation in answering any and all questions the building staff may have pertaining to the incident.

Suite Security Measures

Security often involves common sense. Because any building system is only as effective as the people relying on it, we encourage you to review these security reminders to help you avoid unnecessary loss and problems within your suite.

1. When you secure your premises at the end of the business day, lock all doors and then verify that they are properly locked. We recommend locking your suite entry door after 5:00 p.m. even if people are working late.

2. Do not leave personal belongings in clear view. Coats should be hung in a coat closet since thieves often rifle through pockets looking for keys or money. Do not leave wallets in jackets hanging on chair backs and other articles of value unguarded even for a few minutes. Small articles, left in plain view, are easy targets for thieves. In recent years lap-tops have become a favorite target of thieves
3. Keep all vault or safe combinations in a locked desk drawer. Remind personnel to keep copies of their credit card numbers and contact addresses in a safe place.
4. Notify the Management Office or Security immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who enters your suite and when confronted makes excuses that they are lost or looking for another company.
5. Offices are most vulnerable to thieves during early mornings and lunch time and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.
6. Occasionally examine your wastebasket contents at the end of the day to see if any equipment or other valuables have been stored for removal later.
7. Put serial numbers on all business equipment to aid police in locating the equipment if it is stolen.
8. If an employee is terminated for any reason, consider changing cylinders on the lock, resetting any safe or vault combinations they may have been entrusted with; notify the Office of the Building, so we can update your specific employee list. This is your responsibility.
9. Keys kept on a key ring should never have an identifying tag. If they are lost, they may easily be used by thieves to access your property.
10. If your firm will be closed when the rest of the building is normally open, arrange for someone to collect your mail and papers. A stack of newspapers outside your suite door is a clear signal that the premises are not occupied.

11. If sidewalk or corridor deliveries of goods are made, do not leave items unattended.
12. Never leave your reception area unattended when your suite entry door is unlocked.
13. All Tenant entry doors must be kept closed at all times. Doors shall not be propped open or held ajar.
14. Under no circumstance will Management nor Building Staff unlock suite doors for anyone who may have misplaced a key or been locked out of their suite. This is a liability issue and will not be compromised. If you do get locked out of your suite, come to the Office of the Building or the Security Console in the lobby. Your name will be matched to the specific Tenant Employee list. A confirmation call will be placed with your office manager. If and only upon verbal confirmation, will access be granted.

Fire & Life Safety Manual

The building has developed a Fire & Life Safety Manual for use in the event of building emergencies. This manual provides an outline of procedures to follow for fire/smoke, bomb threats, mechanical emergencies and natural disasters. Semi-annual fire safety services and fire drills are held to refamiliarize individuals with these procedures. A copy of the manual will be provided to each tenant under separate cover.

Operating Policies

Moving & Delivery Guidelines

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have. Please call the Management Office at 312-726-1617.

1. Notify us as soon as possible as to the date and time of your scheduled move. All moving arrangements must be cleared by the Management Office. All moves will be scheduled on a first-come, first-serve basis.
2. Remember office moves may only occur Monday - Friday after 5:30 p.m. or Saturday 7:00 a.m. - 2:00 p.m. Likewise, large deliveries may only be taken by freight elevator with prior approval from the Management Office.
3. Large moves must be handled through the freight elevator. The building will provide pads to protect the freight elevator.
4. The loading dock is the only building entrance permitted for large moves. We strongly encourage you to reserve this area for all large moves and deliveries. Any exceptions to this entry point must be authorized by building management. If other areas of access are approved, the mover must protect floors and walls with acceptable material to prevent damage.
5. The moving contractor must provide a Certificate of Insurance prior to the move. In addition, the mover must be a union firm. The mover must be bonded and carry coverage in an amount equal to or greater than the building requirements. These requirements can be found in the back of this handbook. We suggest that you secure a Certificate of Insurance for your firm as well.
6. Your moving contractor will be responsible for any damages to the building incurred during the move. To avoid unnecessary damage:

- ◆ Pad or otherwise protect all entrances, doorways, and walls affected by the move.
 - ◆ Cover all floors traversed during the move with appropriate material. (We suggest masonite or plywood.)
7. Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move which may affect building operation. They are also responsible for removing all trash and bulky packing cartons. A Discard Fee will be charged to the tenant for proper removal of any boxes not broken down.
 8. The 205 West Wacker Drive building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.
 9. The Chicago Fire Department prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes in the alley.

Building Rules & Regulations

The building operates under strict rules and regulations designed to maintain a safe and comfortable environment for all tenants. Even though these rules and regulations vary from tenant to tenant, we have outlined the following basic requirements as they would appear in the lease:

1. Tenant will not make or permit to be made any use of the Premises which, directly or indirectly is forbidden by public law, ordinance or governmental regulation or which may be dangerous to persons or property, or which may invalidate or increase the premium cost of any policy of insurance carried on the Building or covering its operations and Tenant shall not do, or permit to be done, any act or thing upon the Premises which will be in conflict with fire insurance policies covering the Building. Tenant at its sole expense shall comply with reasonable rules, regulations or requirements of Landlord's insurance underwriters and shall not do, or permit anything to be done upon the Premises, or bring or keep anything thereon in violation of rules, regulations or requirements of the City of Chicago Fire Department or other authority having jurisdiction and then only in such quantity and manner of storage as not to increase the rate of fire insurance applicable to the Building.

2. Tenant shall not, in or on any part of the Building, create a nuisance or make any use of the Premises or the Building which may be dangerous to person or property or which shall increase the cost of insurance or require additional insurance coverage.

3. Tenant shall not obstruct or place objects on or in sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the Building. Tenant shall not place objects against glass partitions or doors or windows or adjacent to any open common space which would be unsightly from the Building corridors or from the exterior of the Building.

4. Tenant shall not advertise the business, profession or activities of Tenant conducted in the Building in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization pertaining to such business, profession or activities, and shall not use the name of the Building for any purpose other than that of business address of Tenant, and shall never use any picture or likeness of the Building in any circulars, notices, advertisements or correspondence without Landlord's consent.

5. Tenant shall not obstruct, or use for storage, or for any purpose other than ingress and egress, the sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators or stairways of the Building.

6. No bicycle or other vehicle and no dog (except dogs for the visually impaired) or other animal or bird shall be brought or permitted to be in the Building or on the Premises.

7. No noise, odor or litter, whether caused by Tenant, Tenant's customers, clients, invitees or guests, which is objectionable to Landlord or other occupants of the Building, shall emanate from the Premises. Tenant shall not: (a) create or maintain a nuisance on the Premises, (b) disturb, solicit or canvass any occupant of the Building, or (c) do any act tending to injure the reputation of the Building.

8. Tenant shall not install any musical instrument or equipment in the Premises or the Building, or any antennas, aerial wires or other equipment inside or outside the Building, without obtaining the approval of Landlord. The use thereof, if permitted, shall be subject to control by Landlord to the end that others shall not be disturbed or annoyed.

9. Tenant shall not waste water by tying, wedging or otherwise fastening open any faucet.

10. No additional locks or similar devices shall be attached to any door. No keys for any door other than those provided by Landlord shall be made. If more than two keys for one lock are desired by Tenant, Landlord may provide same upon payment by Tenant. Upon termination of this Lease or of Tenant's possession, Tenant shall surrender all keys to the Premises and shall make

known to Landlord the combination of all combination locks on safes, cabinets and vaults.

11. Tenant shall lock all doors in and to the Premises when not in use and shall take any other measures to insure the security of the Premises.

12. If Tenant desires telegraphic, telephonic, burglar alarm or signal service, Landlord will, upon request, direct where and how connections and all wiring for such service shall be introduced and run. Without such directions, no boring, cutting or installation of wires or cables is permitted.

13. Shades, draperies or other form of inside window covering visible outside the Premises must be of such shape, color and material as approved by Landlord.

14. Tenant shall not overload any floor safes, furniture and all large articles shall be brought through the Building and into the Premises at such times and in such manner as Landlord shall permit and at the sole risk and responsibility of Tenant. Tenant shall list all furniture, equipment and similar articles to be removed from the Building, and the list must be approved at the Office of the Building or by a designated person before Building employees will permit any article to be removed.

15. Unless Landlord gives consent, Tenant shall not bring, keep, install or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heating device or air conditioning apparatus in or about the Premises, or carry on any mechanical business therein, or use the Premises for housing accommodations or lodging or sleeping purposes, or do any cooking therein or install or permit the installation of any vending machines, or use any illumination other than electric light, or use or permit to be brought into the Building any inflammable oils or fluids such as gasoline, kerosene, naphtha and benzene, or any explosive or other articles hazardous to persons or property. Should Landlord grant consent, the installation, operation and maintenance expenses for any such items shall be solely Tenant's and shall include, among other charges as Additional Rent at rates fixed by Landlord, if air-conditioning apparatus is being installed, charges for, a condenser water riser tap-in fee and condenser water based upon the rated capacity in G.P.M. of the unit.

16. In no event shall Tenant bring into the Building inflammables (including but not limited to gasoline, kerosene, naphtha and benzene), or explosives or firearms or any other articles of an intrinsically dangerous nature.

17. Tenant shall not place or allow anything to be against or near the glass of partitions or doors of the Premises which may diminish the light in, or be unsightly from, public halls or corridors.

18. Tenant shall not install any equipment in the Premises which uses a substantial amount of electricity without the consent of Landlord. Tenant shall ascertain from Landlord the maximum amount of electrical current which can safely be used in the Premises, taking into account the capacity of the electric wiring in the Building and the Premises and the needs of other tenants in the Building and shall not use more than such safe capacity. The consent of Landlord to the installation of electric equipment shall not relieve Tenant from the obligation not to use more electricity than such safe capacity.

19. Tenant may not install carpet padding or carpet by means of a mastic, glue or cement without the consent of Landlord.

20. Tenant shall not conduct any auction, fire, "going out of business" or bankruptcy sales in or from the Premises.

21. Tenant shall lower and adjust the Venetian blinds on the windows in the Premises if such lowering and adjustment reduces the sun load.

22. Wherever in these Rules and Regulations the word "Tenant" occurs, it is understood and agreed that such term includes Tenant's agents, employees, contractors, licensees, customers and invitees. Wherever the word "Landlord" occurs, it is understood and agreed that such term includes Landlord's assigns, agents, employees and contractors.

Insurance Requirements - Tenants

All Tenants of the Building are absolutely required to have insurance coverage documented in a valid Certificate of Insurance including additional insured endorsement on file in the Management Office. Although each lease varies as to the specific limits of coverage, the Tenants are generally required to have the following:

1. Commercial General Liability
 - a) bodily injury & property damage,
each occurrence: \$1,000,000.00
2. Umbrella Liability
 - a) each occurrence: \$3,000,000.00
3. Worker's Compensation
Employers Liability, each accident: \$500,000.00

Please confirm the limits specified in your Lease to ensure your compliance.

Prior to commencement of work or move at 205 West Wacker Drive, Contractor/Vendor shall provide Lincoln Property Company with (1) a

Certificate of Insurance evidencing that the foregoing minimum insurance coverages are in effect and showing 205 Chicago Partners, LLC; Cape Horn Group, LLC; Lincoln Property Company Commercial, Inc., as agent; State Farm Insurance Company and their respective beneficiaries, agents and employees as additional insureds and (2) Endorsement Page (Form B) or its equivalent.

Such Certificates must state that, (1) such policy shall not be canceled or changed without at least thirty (30) days prior written notice, and (2) This insurance shall be primary with respect to any other insurance available to such additional insureds, and shall be endorsed in a manner that will prohibit the Contractor's insurers from seeking contribution from such insurance of the additional insureds. This should be mailed to Lincoln Property Company at the address indicated below.

Please fax the Certificate to Nikki Brocking, Asst. Manager, at 312-726-6804 and then mail the original to the following address:

Nikki Brocking
Lincoln Property Company
205 West Jackson Street
Chicago, Illinois 60604

SAMPLE

(Tenant)

**Policy Number: XXXXXXXX
Liability**

Commercial General

THIS ENDORSEMENT CHANGES THE POLICY, PELASE READ IT CAREFULLY

**ADDITIONAL INSURED – MANAGERS OR LESSORS OF
PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Designation of premises (Part Leased to You):

205 West Wacker Drive, Suite XXXXX, Lease ID Number: XXXXXXX

Name of Person or Organization (Additional Insured):

205 Chicago Partners, LLC; Cape Horn Group, LLC; Lincoln Property Company Commercial, Inc., as agent; State Farm Insurance Company and their respective beneficiaries, agents and employees

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability *arising out of the ownership, maintenance or use of* that part of the premises leased to you and shown in the Schedule and subject the following additional exclusions:

This insurance does not apply to:

1. **Any “occurrence” which takes place after you cease to be a tenant in that premises.**
2. **Structural alteration, new construction or demolition operations performed by or on Behalf of the person or organization shown in the schedule.**

ISO CG2011

Insurance Requirements – Contractors, Construction & Vendors

Similarly, all contractors and vendors performing work in the Building are required to have evidence of insurance documented in a valid Certificate of Insurance on file in the Management Office.

Contractor/Vendor shall maintain, at all times during the term of their contract, Commercial General Liability Insurance to cover the claims of bodily injury and property damage including, but not limited to, all of the following:

1. Commercial General Liability
 - a) bodily injury & property damage,
each occurrence: \$1,000,000.00
 - b) general aggregate: \$2,000,000.00
2. Commercial Auto Liability

- a) bodily injury/property damage:..... \$1,000,000.00
- 3. Umbrella Liability..... \$3,000,000.00

Prior to commencement of work or move at 205 West Wacker Drive, Contractor/Vendor shall provide Lincoln Property Company with (1) a Certificate of Insurance evidencing that the foregoing minimum insurance coverages are in effect and showing **205 Chicago Partners, LLC; Cape Horn Group, LLC; Lincoln Property Company Commercial, Inc., as agent; State Farm Insurance Company and their respective beneficiaries, agents and employees as additional insureds** and (2) ISO 2010 (Form B) or its equivalent.

Such Certificates must state that, (1) such policy shall not be canceled or changed without at least thirty (30) days prior written notice, and (2) This insurance shall be primary with respect to any other insurance available to such additional insureds, and shall be endorsed in a manner that will prohibit the Contractor's insurers from seeking contribution from such insurance of the additional insureds. This should be mailed to Lincoln Property Company at the address indicated below.

Please fax the Certificate to Nikki Brocking, Assistant Manager, at 312-726-6804 and then mail the original to the following address:

Nikki Brocking
Assistant Manager
205 West Wacker Drive, Suite 610
Chicago, Illinois 60606

SAMPLE

(CONTRACTORS)

POLICY NUMBER: **XXXXXXXX**

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

(Name of Person or Organization) 205 Chicago Partners, LLC; Cape Horn Group, LLC; Lincoln Property Company Commercial, Inc., as agent; State Farm Insurance Company and their respective beneficiaries, agents and employees as additional insureds

(If no entry appears above, information required to complete this endorsement will be shown in the Declaration as applicable to this endorsement)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

“THE INSURANCE AFFORDED BY THIS POLICY FOR THE ADDITIONAL INSURED(S) IS PRIMARY INSURANCE AND ANY OTHER INSURANCE MAINTAINED BY OR AVAILABLE TO THE ADDITIONAL INSURED(S) IS NON-CONTRIBUTING.”

Area Information

Phone Numbers

Chicago Convention and Tourism Bureau	567-8500
Chicago Office of Tourism	744-2400
Chicago Park District	747-2200
Department of Cultural Affairs	346-3278
Harold Washington Library	747-4999
Illinois Tourism Bureau	1-800-223-5355
International Visitors Center	645-1836
Mayor's Office of Special Events	744-3315
Passport Information	353-7155
Time.....	976-9090
Time & Weather	976-8888
U.S. Customs	353-6115

U.S Postal Service427-4225
Weather976-1212

Restaurants

312 Chicago (Italian/American)	135 N. LaSalle	696-2420
Ambria (French)	2300 N. Lincoln Park West	472-5959
Berghoff Café (German)	17 W. Adams	427-3170
Blackhawk Lodge (American)	41 E. Superior	280-4080
Coco Pazzo (Italian)	300 W. Hubbard	836-0900
Entre Nous (American)	200 N. Columbus	565-7997
Everest (French)	440 S. LaSalle	663-8920
Giordano's Pizzeria (Italian)	236 S. Wabash	939-4646
Giordano's Pizzeria (Italian)	310 W. Randolph	201-2441
Greek Islands (Greek)	200 S. Halsted	782-9855
Heaven on Seven (Cajun)	111 N. Wabash	263-6443
Italian Village (Italian)	71 W. Monroe	332-7005
Kitty O'Sheas (Irish)	720 S. Michigan	922-4400
Les Nomades (French)	222 E. Ontario	649-9010
Lloyd's (American)	200 W. Madison	407-6900
Lou Mitchell's (American)	563 W. Jackson	939-3111
Marche (French)	833 W. Randolph	226-8399
Mrs. Park's Tavern (American)	198 E. Delaware	280-8882
Nick & Tony's (Italian)	1 E. Wacker	467-9449
Nine (American)	440 W. Randolph	575-9900
Pago Pago (Chinese)	227 W. Jackson	922-6686
Park Avenue Cafe (American)	198 E. Delaware	944-4414
Printer's Row (American)	550 S. Dearborn	461-0780
Ricobene's (American)	60 E. Lake	346-1446
Seasons (American)	120 E. Delaware	649-2349
Spiaggia (Italian)	980 N. Michigan	280-2750
Tracer Vic's (Cantonese)	100 S. State	726-7500
Trattoria No. 10 (Italian)	10 N. Dearborn	984-1718
Viola (French)	33 W. Monroe	580-9500
Vivere (Italian)	71 W. Monroe	332-7005
West Egg Café (American)	525 W. Monroe	454-9939

Hotels

The Allerton Crowne Plaza	701 N. Michigan Ave.....	440-1500
Chicago Marriott Downtown	540 N. Michigan Ave.....	836-0100
Clarion Executive Plaza	71 E. Wacker Dr.	346-7100
Courtyard by Marriott.....	30 E. Hubbard St.....	329-2500
Crowne Plaza Chicago	10 S. Wabash Ave.....	372-7696
Doubletree Guest Suites		
Chicago	198 E. Delaware Pl.	664-1100
The Drake Hotel	140 E. Walton Pl.	787-2200
Embassy Suites Chicago	600 N. State St.....	943-3800
The Fairmont Hotel	200 N. Columbus Dr.....	565-8000
Four Seasons Hotel Chicago	120 E. Delaware Pl.	280-8800
Hilton Chicago	720 S. Michigan Ave.....	922-4400
Hotel Allegro Chicago	171 W. Randolph St.....	236-0123
Hotel Burnham	1 W. Washington St.....	782-1111
Hotel Inter-Continental.....	505 N. Michigan Ave.....	944-4100
Hyatt Regency Chicago.....	151 E. Wacker Dr.	565-1234
Omni Chicago Hotel	676 N. Michigan Ave.....	944-6664
Palmer House Hilton.....	17 E. Monroe St.....	726-7500
Park Hyatt Chicago	800 N. Michigan Ave.....	239-4000
Renaissance Chicago Hotel	One W. Wacker Dr.....	372-7200
Ritz Carlton Chicago	160 E. Pearson St.	266-1000
Swissotel Chicago	323 E. Wacker Dr.	565-0565
Wyndham Chicago	633 N. St. Clair St.....	573-0300

Forms

The following forms are included in this section:

1. Tenant Information
2. Directory Information / Suite Signage
3. Tenant Emergency Response Team – Primary Member List
4. Tenant Emergency Response Team – Alternate Member List
5. Tenant Emergency Response Team – Physically Impaired Employee List
6. Key Request
7. Tenant Facility Manager/Authorized Web User
8. Parking Application

Please return all completed forms to the Management Office.

**LINCOLN PROPERTY COMPANY
205 WEST WACKER DRIVE
SUITE 610
CHICAGO, IL 60606
TENANT CONTACT INFORMATION**

EFFECTIVE DATE: _____

TENANT NAME: _____

DOING BUSINESS AS: _____

TYPE OF BUSINESS: _____

ESTIMATED NUMBER OF EMPLOYEES: _____

SUITE NUMBER: _____

MAIN PHONE #: _____ **FAX #:** _____

CONTACT NAME: _____

CONTACT TITLE & PHONE EXT. #: _____

ALTERNATE CONTACT:

NAME: _____

TITLE & PHONE EXT. #: _____

RENT BILL SHOULD BE SENT TO (if different from building location):

EMERGENCY TELEPHONE NUMBERS:

Please list the names and home phone numbers of three (3) persons from your firm that we can contact in case of an emergency. We will call in sequence until contact is made. That is, we will call #1 on the list; if no answer, we will call #2, etc. These numbers are for **EMERGENCY USE ONLY** and will be held **CONFIDENTIAL**.

#1 NAME: _____ **HOME:** _____

#2 NAME: _____ **HOME:** _____

#3 NAME: _____ **HOME:** _____

List names of those persons who are authorized to contract for building services and building passes:

**205 WEST WACKER DRIVE
TENANT SIGNAGE REQUEST**

Company Name: _____

Building: _____ Suite Number: _____

Please indicate below how you would like your company's name to appear on the lobby directory and how you would like your door signage to read. Please type this information **exactly** as you want it to appear (including spaces and punctuation) to assure accuracy. Please return this form to the Management Office as soon as possible.

LOBBY DIRECTORY:

COMPANY NAME	SUITE #
_____	_____
_____	_____
_____	_____

DOOR SIGNAGE:

COMPANY NAME	SUITE #
_____	_____
_____	_____
_____	_____

DOES THE SUITE HAVE A GLASS ENTRY DOOR? YES NO

I understand that this work is ordered exactly as shown above. Any errors made in the above are not the responsibility of the Management Office. The Tenant shall be responsible for the charges associates with any changes due to tenant error.

Signed: _____ Date: _____
 Tenant Signature

Please return the completed form to:
**LINCOLN PROPERTY COMPANY
205 WEST WACKER DRIVE SUITE 610
CHICAGO, IL 60606**

FAX 312/726-6804

Tenant Emergency Response Team

Primary Member List

Area Warden:	_____	Phone Number:	_____
Asst. Area Warden:	_____	Phone Number:	_____
Floor Leader:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Searcher:	_____	Phone Number:	_____
Stairwell Monitor:	_____	Phone Number:	_____
Stairwell Monitor:	_____	Phone Number:	_____
Elevator Monitor:	_____	Phone Number:	_____
Aide to the Impaired:	_____	Phone Number:	_____

Please submit a copy of this list to the Office of the Building whenever a change occurs but not less than quarterly.

IT IS THE TENANTS' RESPONSIBILITY TO KEEP THESE RECORDS UP TO DATE.

SUITE : _____ ***REVISED:*** _____

Tenant Emergency Response Team

Alternate Member List

Area Warden: _____	Phone Number: _____
Asst. Area Warden: _____	Phone Number: _____
Floor Leader: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Searcher: _____	Phone Number: _____
Stairwell Monitor: _____	Phone Number: _____
Stairwell Monitor: _____	Phone Number: _____
Elevator Monitor: _____	Phone Number: _____
Aide to the Impaired: _____	Phone Number: _____

Please submit a copy of this list to the Office of the Building whenever a change occurs but not less than quarterly.

IT IS THE TENANTS' RESPONSIBILITY TO KEEP THESE RECORDS UP TO DATE.

SUITE: _____ ***REVISED:*** _____

Tenant Emergency Response Team

Physically Impaired Employee List

The following list of employees requiring assistance in the event of an emergency should be updated at least quarterly with a copy submitted to the office of the building. Each physically impaired individual should have at least one *Assistant to the Physically Impaired* assigned to assist them to an area of safety in the event of an emergency.

Floor/Suite # _____ Tenant Name _____

Tenant Contact _____

Name: _____

Nature of Disability: _____

Location in Suite: _____ Phone #: _____

Assistants: _____ Phone #: _____

Assistants: _____ Phone #: _____

Name: _____

Nature of Disability: _____

Location in Suite: _____ Phone #: _____

Assistants: _____ Phone #: _____

Assistants: _____ Phone #: _____

Name: _____

Nature of Disability: _____

Location in Suite: _____ Phone #: _____

Assistants: _____ Phone #: _____

Assistants: _____ Phone #: _____

IT IS THE TENANTS' RESPONSIBILITY TO KEEP THESE RECORDS UP TO DATE.

SUITE: _____

REVISED: _____

**205 WEST WACKER DRIVE
TENANT SUITE KEY REQUEST**

Company Name: _____

Suite Number: _____

Please indicate below how many keys to assign for your new suite. These are of no charge, but subsequent key requests or replacements will incur charges at \$3.00 per key. Please return this form to the Management Office as soon as possible.

Main Entry Door: _____

Mens Room: _____

Womens Room: _____

Authorized Signature

Date

Title

Please return the completed form to:

**LINCOLN PROPERTY COMPANY
205 WEST WACKER DRIVE**

**SUITE 610
CHICAGO, IL 60606
PHONE: 312/726-1617**

or VIA FAX: 312/726-6804

**TENANT FACILITY MANAGER/AUTHORIZED WEBSITE USER
205 WEST WACKER DRIVE
CHICAGO, IL 60606**

TENANT NAME: _____

SUITE #: _____

Authorized Work Order Initiator # 1:

NAME: _____

E-MAIL ADDRESS: _____

Authorized Work Order Initiator # 2:

NAME: _____

E-MAIL ADDRESS: _____

Upon my signature, I hereby authorize the above referenced individuals to initiate Tenant Work Orders on my behalf:

AUTHORIZED SIGNATURE

TITLE DATE

**UPON COMPLETION PLEASE FAX TO (312) 726-6804
ATTENTION: NIKKI BROCKING**



**205 West Wacker Parking Facility
205 West Wacker
Chicago, IL 60606
Application for Parking**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Make of Car: _____ Model: _____ Year: _____

Color: _____ License Plate: _____

Monthly Parking Rate is \$270.00 (Includes City Parking Tax)

Enclosed is my check for \$_____ representing the first month's parking fee. I understand that (i) parking privileges are provided on a monthly basis only, (ii) the parking fee (which is subject to change) is to be paid, in advance, by the 1st day of each month, (iii) payment of parking fees grants me a license to park only and (iv) I can cancel as of the end of any given month by giving at least 30 days advance notice to Ampco System Parking at the above address. Monthly permits must be visibly displayed on vehicles at all times in the facility.

Please make all checks payable to Ampco System Parking.

No allowance is made for vacations or other periods when your car is not in the garage. If an account is not paid by the 5th of each month your account is considered delinquent. If your account is delinquent you may be (i) charged the daily rate, (ii) car may be locked up or (iii) removed by towing (at your expense) until payment in full is received. We reserve the right at any time to terminate parking privileges effective on the date we specify in our notice to you; if we terminate prior to the end of the month, the prepaid monthly fee will be prorated and the unused portion will be refunded.

We cannot be held responsible for items left in the vehicle. Our employees are not authorized to accept responsibility for, or to store any such items.

Signature: _____ Date: _____

Manager Approval: _____ Date: _____