

300 NORTH LASALLE TENANT INFORMATION MANUAL



Hines

SUBJECT	PAGE
1.0 General Information.....	1
1.1 Building Overview	1
1.2 Property Management	1
1.3 Visitor Registration.....	1
1.4 Access Control Cards	2
1.5 Elevator/Escalator Service.....	2
1.6 Loading Dock and Freight Elevators.....	3
1.7 Emergency Procedures	5
1.8 Public Transportation.....	6
1.9 Hotels and Restaurants	6
2.0 Tenant Amenities	7
2.1 Conference Center	7
2.2 Fitness Facility	8
2.3 Internal Messenger Service	8
2.4 Parking.....	9
2.5 Retail Tenants.....	9
2.6 Other Amenities	9
3.0 Building Services	10
3.1 Housekeeping.....	10
3.2 Trash Removal	10
3.3 General Maintenance.....	11
3.4 Locksmith.....	11
3.5 Light Bulb Replacement.....	11
3.6 Furniture Moving	11
3.7 Security Staff.....	11
3.8 Overtime Heating, Ventilating and Air Conditioning.....	11
3.9 Telecommunications.....	12
4.0 Security Tips.....	13
5.0 Building Rules and Regulations.....	14-15

EXHIBITS

- A. Access Card Authorization Request Form
- B. Fitness Center Rules and Regulations
- C. Fitness Center Waiver and Release of Claims
- D. Bicycle Storage Room Rules and Regulations
- E. Bicycle Storage Room Waiver and Release of Claims
- F. Building Services Request Form
- G. Building Services Pricing
- H. Standard Janitorial Services
- I. Overtime HVAC Request Form
- J. Location Map

Section 1: General Information

1.1 BUILDING OVERVIEW

300 North LaSalle is a 60-story, 1.3 million square foot office building located at the Northwest corner of LaSalle Street and the Chicago River. Both elegant and timeless, 300 North LaSalle's soaring stainless steel and glass façade begins directly above the waters of the Chicago River and touches the sky as one of the tallest buildings in the city. Designed by Pickard Chilton Architects and developed by Hines, 300 North LaSalle continues the exemplary tradition of Chicago architecture to enhance the city skyline and reveal extraordinary views of the Chicago River, Lake Michigan and the downtown Central Business District.

300 North LaSalle offers an array of first class amenities which includes 3 levels of underground parking, a state-of-the-art fitness center, bike storage, water front café, and conference facility.

300 North LaSalle's sustainable design has achieved LEED CS pre-certification at the Gold Level. LEED is a nationally-recognized rating system for sustainable real estate design, development and operation. 300 North LaSalle is outfitted with several technologically-advanced engineering systems and unique architectural elements designed to maximize energy efficiency and minimize consumption of nonrenewable resources. In accordance with LEED guidelines, we have also implemented a number of policies and procedures highlighted in this manual to further promote environmental stewardship. We thank you in advance for your strict adherence to these rules and salute you for your commitment to environmental sustainability.

Building Address:

300 North LaSalle
Chicago, IL 60654

Building Website:

www.300northlasalle.com

1.2 PROPERTY MANAGEMENT

300 North LaSalle is staffed with professionally trained property management and engineering personnel. We are here to answer any questions you may have about the building or its operation. Please feel free to call or stop by with any comments or concerns that you may have. The Office of the Building, located on the 18th floor, is open on weekdays from 8:00 a.m. - 5:00 p.m.

Management & Leasing:

HINES

Office of the Building
300 North LaSalle, Suite 1825
Chicago, IL 60654
Phone: (312) 379-6400
Fax: (312) 467-9580

Other Important Numbers:

Security Desk	(312) 379-6440
Messenger Office	(312) 379-6470
Dock Office	(312) 379-6471
Parking Office	(312) 379-6473

1.3 VISITOR REGISTRATION

300 North LaSalle offers a state-of-the-art visitor registration system called iVisitor. Tenants may add visitors to the registration system via a secure internet site. Upon arrival, visitors may self register using the kiosks located at the security desk in the Main Lobby and a visitor badge will be printed at the security desk. The visitor then presents a photo ID to the security staff before receiving the badge. Unregistered visitors speak with security personnel to contact tenants and request access. An iVisitor User Guide can be found on the 300 North La Salle website, under Building Forms.

1.4 ACCESS CONTROL CARDS

Each tenant will be given an ID card for access to the building. The cards will be differentiated by colored borders. A green border will be given to all permanent employees, an orange border will be given to temporary employees, and a purple border will be given to contractors and vendors. Tenants have access to 300 North LaSalle 24 hours a day, seven days per week with the use of their access cards. An access card is first required to pass through the optical turnstiles located at the entrances to the passenger elevator banks in the Main Lobby. To use the access control card in an elevator during after hours, hold the card up to the card reader (small, black glass panel located on the right hand side within the elevator) until the light turns green. Within three seconds, press the floor button. To use the access control card at a card controlled door, hold the card in close proximity to the card reader until the light turns green. Within three seconds after hearing the door control mechanism release, open the door.

Building access cards are initially provided to all designated employees free of charge. Additions and replacements will be billed at \$20.00 each to cover the cost of the card. To obtain a new or replacement access card, an *Access Card Authorization Request Form* must be filled out and submitted to the Office of the Building. For your convenience, a copy of this form has been included in Exhibit A of this manual. Please allow at least 24 hours to process a new access card. To deactivate or modify an access card, please contact the Office of the Building.

Security staff officers are strictly prohibited from allowing access to secured tenant spaces. Tenant employees and visitors without an access card will not be granted admission to their floor unless they are pre-registered in the visitor registration system or permission is received from a designated tenant contact.

1.5 PASSENGER ELEVATOR/ESCALATOR SERVICE

300 North LaSalle is equipped with twenty four high-speed passenger elevators that serve the low, mid and high rise office floors. The passenger elevators operate in non-security mode (no floor access card needed) between 7:00 a.m. and 8:00 p.m. Monday through Friday and between 8:00am and 4:00pm Saturdays, (except holidays) and in security mode at all other times. The passenger elevators are outfitted with Captivate video monitors that broadcast news, weather and stock updates as well as building announcements.

Elevator emergency calls are monitored 24 hours a day, seven days a week by security staff personnel. Should you encounter a problem with an elevator, please call for assistance by pressing the "Press to Call" button provided in each car. Our security staff personnel will immediately respond with instructions. Please report any elevator problems to the Office of the Building immediately.

Elevator Service:

Low Rise Elevators:	Main Lobby and Floors 9 - 23
Mid Rise Elevators:	Main Lobby and Floors 24 - 40
High Rise Elevators:	Main Lobby and Floors 43 – 57
Garage Elevators:	LL4 – Level 2
ADA elevator:	First Floor Plaza and Lower Level 1
Freight Elevator:	All Floors

In addition to our passenger elevators, the building is equipped with two escalators. The escalators offer access from the main lobby to the riverfront café and Conference Center.

1.6 LOADING DOCK AND FREIGHT ELEVATORS

All deliveries including messenger services must occur via the loading dock and freight elevators. The loading dock is located on the East side of the building and is accessible from Lower LaSalle Street via the alley running along the North side of the building. The dock includes four loading bays approximately 10' Wide x 28' Deep and 12' high. Normal hours of operation for the Loading Dock are from 6:00 a.m. to 6:00 p.m. Monday through Friday and 6am-2pm on Saturday except holidays. To schedule deliveries, please contact the Office of the Building to reserve time at both the Loading Dock and on the freight elevators. Please make arrangements for someone from your firm to accept the delivery. For liability reasons, the 300 North LaSalle security staff is instructed not to accept deliveries without written instructions from the Tenant and approval from the Property Manager.

There will be one common freight car available for all tenant use. Use of the freight elevator is restricted to designated building occupants and their pre-approved vendors, contractors or guests via access control cards. Normal hours of operation are 6:00 a.m. and 6:00 p.m. Monday through Friday and 6:00 a.m. to 2:00 p.m. on Saturdays, except holidays. Tenants requiring the use of the freight elevator after normal operating hours must contact the Office of the Building to reserve a time.

Freight Elevator Dimensions:

Cab Dimensions:	5'-8" Wide x 8'-6" Deep x 12'-0" High
Door Dimensions:	4'-6" wide door opening
Weight Capacity:	5,000 lbs.

Vendors making deliveries must obtain an access card from the Dock Office located in the Loading Dock in order to operate the freight elevator. All vendor deliveries will require tenant approval prior to issuance of an access card. For routine deliveries, please submit a list of pre-approved vendors to the Office of the Building. The Dock Manager will then issue a standard access card to the pre-approved vendors that require daily access to your premises in order to expedite the registration process.

To ensure that all tenants have equitable use of the Loading Dock, please instruct your vendors to adhere to the following policies:

- Loading Dock is for loading and unloading only. Parking is not permitted.
- All vehicles have a maximum of 15 minutes to unload their items.
- Large deliveries requiring extended periods of time should be scheduled after normal hours of operation.

Prior to any delivery taking place at 300 North LaSalle, the tenant is responsible for providing the Office of the Building with a Certificate of Insurance for the contractor or vendor making the delivery. No deliveries will be allowed to be made to the building until we have proof of insurance.

INSURANCE REQUIREMENTS

Insurance required from vendors, contractors and subcontractors.

Group II

	<u>Coverage</u>	<u>Amount</u>
a.)	Workers Compensation	Statutory Amount
b.)	Employers Liability	\$1,000,000
c.)	Commercial General Liability	\$1,000,000 per occurrence
d.)	Commercial Automobile Liability	\$1,000,000

Certificate Holder:

Hines Interests Limited Partnership
300 North LaSalle St., Suite 1825
Chicago, Illinois 60654

Additional Insureds (to be identified exactly as indicated below):

- **300 LaSalle LLC**
- **Hines Interests Limited Partnership**
- **J.P. Morgan Chase, N.A., its successors and assigns**
- **LaSalle Financing LLC**

Please Note: Each tenant is also required to provide a COI to the Management Office. Limits are set in each lease.

1.7 EMERGENCY PROCEDURES

We consider safety to be the highest priority at 300 North LaSalle and have developed an emergency awareness and procedures program to ensure safe occupancy. At your earliest convenience, a member of the Property Management staff will arrange for emergency procedures training. Each tenant will be asked to designate Emergency Contacts and Wardens who will receive additional training serve as a point person for updating and implementing building safety and emergency protocol. Emergency Wardens will be instrumental in ensuring employee safety in the event of a building emergency.

In addition to emergency awareness and procedures training, Hines also provides the following resource:

- The **TENANT EMERGENCY PROCEDURES MANUAL** fully explains the systems, procedures, and responsibilities for dealing with emergency situations and supplements the emergency procedures training. This manual should be thoroughly understood by the Emergency Contacts and Wardens.

Fire drills will be conducted at least once per year. Tenants are strongly urged to participate.

1.8 PUBLIC TRANSPORTATION

Located at the corner of LaSalle Street and the Chicago River, 300 North LaSalle is very accessible for both tenants and visitors:

- The Chicago Transit Authority's *El* has multiple stations located within close proximity to 300 North LaSalle. The Merchandise Mart CTA Station, with access to the Brown and Purple line, is located just one block west on Wells Street. The Clark/Lake station is located only a couple blocks south with access to the Pink, Brown, Purple, Orange and Green lines. For more information on train schedules and system maps, please visit www.transitchicago.com.
- Northeastern Illinois' commuter rail line, *Metra*, serves Cook, DuPage, Lake, Will, McHenry and Kane Counties. *Metra* has several stations located within walking distance to 300 North LaSalle. For train schedules and system maps, visit www.metrarail.com.
- The Chicago Transit Authority also operates several bus routes serving the north, south, east and west sides of Chicago with stops located within blocks of 300 North LaSalle. For route maps and bus schedules, visit www.transitchicago.com.
- Numerous taxicab companies also serve downtown Chicago. Phone numbers for a few popular taxicab companies that offer pick-up service are listed for your convenience:

5 Star Taxi	(773) 774-7070
Ace Cab	(773) 381-8000
American United Cab	(773) 248-7600
Checker Taxi	(312) 243-2537
Flash Cab	(773) 561-1444
Yellow Cab	(773) 907-0909

1.9 RESTAURANTS AND HOTELS

Several of Chicago's finest Hotels and Restaurants are located within close proximity to 300 North LaSalle. See Exhibit J for a Map of Restaurants, Hotels, and Retailers in the area.

Section 2: Tenant Amenities

2.1 CONFERENCE CENTER

300 North LaSalle's Conference Center, located on LL1, is approximately 5,000 square feet and overlooks the Chicago River. The Conference Center contains two rooms with a capacity to seat 60 individuals each. Two of the conference rooms can be combined to create one large conference room with a seating capacity of up to 120 individuals. The Conference Center includes wireless internet service and projector equipment. A kitchenette is also available for event catering.

You can obtain a Conference Center Reservation form from the Office of the Building. Reservations should be made as far in advance as possible to ensure availability. Cancellations should be made a minimum of forty eight hours in advance in order to avoid being charged. The following is a chart of rates associated with rental of the Conference Center.

<p>1 Room</p> <p>Capacity to seat up to 60 individuals. Please refer to the Conference Center Reservation Form for specific layouts.</p>	<p>\$100.00 per hour \$600.00 6 hours or more \$150.00 per hour after 5:00pm on weekdays and all day on Saturday Sunday: Contact PM office for quote</p>	<p>*There will be a \$200.00 fee for cancellations not received within 7 days.</p> <p>*In the event that a conference will be serving alcohol, Liquor Liability (Dram Insurance) must be presented to the management office prior to the alcohol arriving at the facility.</p>
<p>Both Rooms</p> <p>Capacity to seat up to 120 individuals when combined. Please refer to the Conference Center Reservation Form for specific layouts.</p>	<p>\$175.00 per hour \$1,050.00 for 6 hours or more \$250.00 per hour after 5:00pm on weekdays and all day on Saturday Sunday: Contact Hines PM office for quote</p>	<p>*The undersigned is responsible for setting up and removing all items which are not the property of the Office of the Building.</p> <p>* If you select to a catering service, please indicate the name of the company to the Office of the building prior to your meeting.</p> <p>* The undersigned is responsible for any damage to room and/or equipment and for the return of all equipment and keys provided.</p> <p>* If requested, HVAC services (AC/heat) can be provided outside normal building hours for an additional charge.</p>

2.2 FITNESS FACILITY

300 North LaSalle's state-of-the-art Fitness Facility is located on the 2nd floor along the North side of the building. The Fitness Facility is open 24 hours a day, seven days week. The facility includes towel service as well as changing rooms with showers and lockers. The following equipment is provided in the fitness facility:

Cardio Machines

Treadmills
Elliptical Cross Trainers
Exercise Bicycle
Recumbent Bicycle
Concept2 Model D Rower

Strength Training

Smith Machine
Dual-Pulley, Cable Action Machine
Upper-body, Dual Purpose Machines
Lower-body, Dual Purpose Machines
Body Weight Ab, Back and Pull-up Presses
Dumbbells and Weight Benches

The Fitness Facility also includes a designated stretching area outfitted with Pilates and yoga gear. It is free to all employees working at 300 North LaSalle, however, access is limited to individuals that have completed and signed the Fitness Center Waiver. Please refer to Exhibit B for the *Fitness Center Rules* and Exhibit C for the *Fitness Center Waiver and Release of Claims*.

2.3 INTERNAL MESSENGER SERVICE

For the convenience and safety of all tenants, 300 North LaSalle offers an Internal Messenger Service which interfaces directly with all bike messengers making deliveries to or from the building. For outbound deliveries, please contact the Messenger Office, managed by U.S. Messenger at (312) 379-6470 to arrange a pick-up. Messengers may then pick-up up the package from the Messenger Office located in the Loading Dock. For security purposes, all messengers making deliveries to 300 N. LaSalle will be asked to leave packages at the Messenger Office. An internal messenger will then deliver the package directly to the tenant. Internal Messenger Service is available from 6:00 a.m. to 6:00 p.m. Monday through Friday and 6:00am-2:00pm on Saturday, except holidays.

Please note that overnight carriers (i.e. FedEx or UPS) and the USPS will be allowed to deliver directly to your suite or mailroom.

2.4 PARKING

There are 3 levels of underground parking at 300 North LaSalle. The Parking Garage entrance/exit is accessed on Lower LaSalle Street. Elevators located on the West side of the garage provide access directly to the Main Lobby.

The garage is accessible to tenants on a monthly basis as available. Monthly parkers will be issued a transponder which can be used to access the garage 24 hours a day, seven days a week. Please contact the Office of the Building for additional information on parking.

Please observe all designated parking signage pertaining to reserved spaces for specific tenant use and drivers with disabilities. All parking restrictions will be strictly enforced.

2.5 RETAIL TENANTS

Associated Bank is located on the ground level to the North of the Main Lobby. This is an Associated Wealth Management Office designed to provide Private Banking and Trust Services. The office will also have a small retail banking capability supplemented by a 24-hour ATM in the Main Lobby. A full service retail Associated Bank office is only one block south at 200 North LaSalle. Product information can be found at www.associatedbank.com.

2.6 OTHER AMENITIES

Waterfront Café- 300 North LaSalle has a large waterfront café with ample outdoor seating along the riverfront terrace and riverwalk which overlook the Chicago River.

Automated Teller Machine – An ATM is located in the hallway adjacent to Associated Bank.

Bicycle Storage Room – 300 North LaSalle offers secure, enclosed bicycle parking within the Bicycle Storage Room located on the north side of Lower Level 1. The Bicycle Storage Room is for daily use only. It is accessible to tenants via key card. To arrange access, individuals must register at the Office of the Building. Please refer to Exhibit D for the *Bicycle Storage Room Rules* and Exhibit E for the *Bicycle Storage Room Waiver and Release of Claims*.

Section 3: Building Services

The following is a description of the services provided at 300 North LaSalle, details on how they can be requested and their current cost. To request routine services, please contact the Office of the Building. Requests that are more detailed, such as moving, painting and lock changes should be submitted in writing either by e-mail or fax at to ensure that the work is completed per the tenant's directions. When requesting services, we have found it helpful to notify staff members authorized to incur costs on your company's behalf in order to simplify monthly invoicing. Please distribute a copy of all written requests for building services to an appropriate staff member. A *Building Services Request Form* is included as Exhibit F. Current *Building Services Pricing* is summarized in Exhibit G.

3.1 HOUSEKEEPING

A complete list of our *Standard Janitorial Services* for tenant areas is presented in Exhibit H. Any item not listed or requiring a greater frequency would be considered a billable request unless otherwise specified in your lease. Please contact the Office of the Building for a quote. A four hour minimum applies to additional services provided on weekends.

3.2 TRASH REMOVAL & RECYCLING

In keeping with our commitment to environmental sustainability, 300 N. LaSalle has adopted a proactive recycling and waste management program per guidelines approved by LEED. The goal of our recycling program is to provide a user-friendly system that maximizes both the quality and quantity of the recyclable material collected from tenant quarters. A partnership consisting of building personnel and tenants is required in order to be successful.

Tenant quarters will be outfitted with a variety of containers and color coded bags to assist in the collection and separation of recyclables. All trash and recycling containers will be emptied nightly. Please promote the following practices in your work areas.

- **CORREGATED CONTAINERS: Paper only.**
Corregated containers will be located in each office and workstation. Please note that food waste and unclean ("contaminated") recyclables should not be placed in these bins. Typical recyclables appropriate for blue bins or bins with clear bags include:
 - Office and Colored Paper
 - Letterhead and Glossy Paper
 - Newspapers and Magazines
 - Flyers and Junk Mail
 - Plain, Window, or Manila Envelopes
 - **GREEN BAGS: Glass, Plastic and Aluminim bottles and cans**
Bins with green bags will be located in each pantry area. These bins are for the collection of glass, plastic, and aluminum cans. If you feel that there are locations in common areas of your office that would benefit from having these containers, please contact the Office of the Building and additional bins will be provided as requested.
 - **BLACK BAGS: Wet Waste and NON-Recyclables.**
Bins with black bags will be located in pantries, dining rooms and break areas. These bins are for the collection of food products, wet waste and non-recyclable office supplies and equipment. If the office equipment or supplies are too large for the black bag container, please request a gondola from the office of the building to assist in removal.
-

Nightly janitorial service includes removal of routine office waste and recyclables. For larger trash removal, tenants can rent large gondolas/dumpsters.

- The cost for a gondola is \$10.00 per day.
- If building staff loads the trash into the gondola/dumpster or unloads the trash, the prevailing hourly rate will apply with a 1/2 hour minimum. Trash to be removed by building staff must be appropriately labeled.

3.3 GENERAL MAINTENANCE

Many general maintenance items can be handled by our on site engineering staff. Maintenance requests regarding building standard restrooms or building-provided heat and air conditioning are handled free of charge. Repairs and maintenance to items within tenant spaces such as doors, locks, private restrooms, kitchens, supplemental air conditioning units, etc. are considered billable services. The cost for such services is \$50.00 per hour plus parts. Planned maintenance programs are also available.

3.4 LOCKSMITH

Key duplication is performed on site at the cost of \$10.00 per key. Please contact the Office of the Building, in writing, with the key(s) identification number and quantity. If you are requesting an entry key, include the name of the recipient. Requests for installing new locks and/or for lock repairs should be made in writing.

3.5 LIGHT BULB REPLACEMENT

All tenanted space undergoes monthly inspection for light bulb replacement provided a light bulb list (type and location) has been issued to the Office of the Building. Immediate or additional needs should be requested of the Office of the Building. When reporting a light out, please include the type of fixture and a full description of the location. Charges are per lamp and include labor. Please contact the Office of the Building for a current price list.

3.6 FURNITURE MOVING

For small amounts of furniture that can be moved during normal working hours (i.e. less than 5 items), service may be contracted through our janitorial contractor at the prevailing bill rate. Staff can be used for moving a maximum of ½ hour per day. Tenant moves should be requested in writing on a *Building Services Request Form* with a minimum notice of one business day. For large amounts of furniture (i.e. more than five items), we recommend the use of a commercial moving contractor. We will be happy to supply you with the names of reputable moving companies.

3.7 SECURITY STAFF

If a security staff officer is needed for any special event, you may request service by calling the Office of the Building for a quote. Please allow at least two business days for the quote. Requests with less than the minimum two business day notice will incur an increased rate. Our Security Staff Manager will contact you to arrange for special instructions.

3.8 OVERTIME HEATING, VENTILATING AND AIR CONDITIONING

As part of 300 North LaSalle's normal operating procedures, heating, ventilating and air conditioning (HVAC) is provided as directed in each Tenant's lease. Any HVAC provided outside of normal business hours will be on an "as requested" basis only. The rate charged is outlined in each tenant lease. We ask

that you submit your written request (see Exhibit I, *Overtime HVAC Request Form*) before 5:00 p.m. on the day that overtime HVAC is needed. For weekend overtime, please submit your written request prior to 5:00 p.m. on the preceding Friday. Standing requests for overtime HVAC may be arranged if your firm regularly operates beyond normal business hours.

3.9 TELECOMMUNICATIONS

Each tenant is responsible for contacting a telecommunications provider of their choice prior to moving in. AT&T is a preferred telecommunications provider. They provide an internal tenant advocate who provides assistance in the following areas:

- Resolution of service related issues,
- Improving data security, fiber optic service, and DSL availability,
- Connecting tenants with AT&T sales and support resources, and
- Providing a “go to” point of contact for all your telecommunications questions.

The toll free number to contact the building’s AT&T representative is (317) 265-1256 or Toll Free at (888) 722-7627.

IMG Technologies is 300 North LaSalle’s riser manager and oversees the installation, maintenance and removal of all voice and data services distributed throughout the building. As part of this program, IMG Technologies has the responsibility of maintaining the telecommunications riser cable from the Netpop (the room where the building’s telecommunications service originates) to the service termination block in tenants’ suites. IMG Technologies Service Desk can be reached at (312) 423-7707.

The following examples outline routine telecommunications services and procedures.

Tenant needs to add a new voice or data circuit to their existing suite:

- Tenant should call their telecommunications provider and order the necessary circuit.
- Call the IMG Technologies Service Desk with the provider’s order number, due date and circuit number(s).
- IMG Technologies will then install circuit(s) from the building Netpop to the termination blocks in the tenant’s suite.

Tenant needs to relocate an existing voice or data circuit within the building:

- Tenant should call the IMG Technologies Service Desk with the due date, suite numbers (existing and future) and circuit number(s).
- IMG Technologies will then install circuit(s) from the existing suite to the future locations on the designated due date.

Tenant equipment vendor requests access to the telecommunications closet:

- Tenant should call the IMG Technologies Service Desk at least 24 hours prior to the vendor’s service call time.
- IMG Technologies will send a technician to the tenant’s suite at the designated time.

PLEASE NOTE: All prices and service times are subject to adjustment.

Section 4: Security Tips

Building management and security staff take many precautions to protect employee property; however, employees are wholly responsible for the security of all persons and property within their areas. By following a few simple rules, much can be done to eliminate or reduce theft or intruders.

- Never leave a floor access door unlocked or propped open, even if it is only momentarily. This may be the single most important rule to prevent intruders from entering office areas.
 - Rear doors or secondary entrances should be kept locked at all times.
 - Keep valuables out of sight at all times. A minimum amount of cash should be kept in the office. Both stamps and cash should be locked in an office safe.
 - Keep purses and gift packages out of sight and locked inside a cabinet or desk if possible.
 - Lock desks when not seated at them.
 - The building prohibits all solicitors and peddlers. Please call the building's security office immediately to report solicitors and peddlers so they may be properly escorted from the building.
 - Do not let persons other than employees and clients into building restrooms.
 - Building personnel are always ready to properly identify themselves. Persons posing as building workers who you do not recognize should be reported to the building's security services immediately. Every employee has the right to question and request proper identification from all those who enter the floor.
 - Legitimate messenger service personnel carry proper identification. If a messenger does not produce identification when asked for it, the building's security services should be notified immediately.
 - To reduce the possibility of unauthorized persons entering an employee space, all visitors should wait in the floor common area until an escort arrives to greet the visitor. Do not allow unknown persons to follow through an access controlled door.
-

Section 5: Building Rules and Regulations

1. No sign, lettering, picture (excluding artwork within the premises), notice or advertisement shall be placed on any outside window or in a position to be visible from outside the premises. If visible from the outside or public corridors within the building, the article shall be installed in such manner and be of such character and style as landlord shall approve in writing.
 2. Tenant shall not use the name of the building for any purpose other than the tenant's business address. Tenant shall not use the name of the building for tenant's business address after vacating the premises. Tenant shall not use any picture or likeness of the building in any circulars, notices, advertisements or correspondence.
 3. No article which is explosive or inherently dangerous is allowed in the building.
 4. Space heaters and other independent heating devices violate city fire code and are not allowed to be used by building occupants.
 5. Tenant shall not represent itself as being associated with any company or corporation by which the building may be known or named.
 6. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the premises and building shall not be obstructed.
 7. No animals (except for dogs in the company of a blind person), pets, bicycles or other vehicles shall be brought or permitted to be in the building or the premises except for in areas specifically designated for such a use.
 8. Room-to-room canvasses to solicit business from other tenants of the building are not permitted. Tenant shall not advertise the business, profession or activities of tenant conducted in the building in any manner which violates any code of ethics by any recognized association or organization pertaining to such business, profession or activities.
 9. Tenant shall not waste electricity, water or air-conditioning and shall cooperate reasonably with landlord to assure the most effective and efficient operation of the building's heating and air conditioning systems.
 10. No locks or similar devices shall be attached to any door except by landlord and landlord shall have the right to retain a key to all such locks. Tenant may not install any locks without landlord's prior approval.
 11. Tenant assumes full responsibility of protecting the premises from theft, robbery and pilferage. Landlord shall not be liable for damage thereto or theft or misappropriation thereof. Except during Tenant's normal business hours, tenant shall keep all doors to the premises locked and other means of entry to the premises closed and secured. All corridor doors shall remain closed at all times.
 12. If Tenant desires telegraphic, telephones, burglar alarms or other electronic mechanical devices, then landlord will, upon request, direct where and how connections and all wiring for such services shall be installed. Landlord will not allow boring, cutting or installing of wires or cables is permitted without prior approval.
 13. Except with the prior approval of landlord or as otherwise provided in the tenant's lease, all cleaning, repairing, janitorial, decorating, painting or other services and work in and about the premises shall be done only by authorized building personnel.
 14. The weight, size and location of safes, equipment, machines and other large or bulky articles shall be subject to landlord's approval and shall be brought into and out of the building at times and in a manner as the landlord shall direct. Prior to tenant's removal of any of such articles from the building, the tenant shall obtain written authorization of the Office of the Building and shall present such authorization to a designated employee of the landlord.
-

15. Tenant shall not overload the safe capacity of the electrical wiring of the building and the premises or exceed the capacity of the feeders to the building or risers.
 16. To the extent permitted by law, tenant shall not cause picketing or other activity which would interfere with the business of landlord or any other tenant or occupant of the building. Tenant shall not permit or promote distribution of written materials involving its employees in or about the building except in locations and subject to time and other limitations as to which landlord may give prior written consent.
 17. Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the premises or use the premises for housing accommodations or lodging or sleeping purposes except that tenant may install and maintain vending machines, coffee/beverage stations and food warming equipment and eating facilities for the benefit of its employees or guests, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the building with odor, refuse or pests.
 18. Tenant shall not permit the use of any apparatus for sound production or transmission in such a manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond the premises. Nor shall tenant permit objectionable odors or vapors to emanate from the premises.
 19. No floor covering shall be affixed to any floor in the premises by means of glue or other adhesive without landlord's prior written consent. Landlord's consent shall be deemed given as to any such matters included as part of the plans and specifications for Tenant's Work or for subsequent alterations which are otherwise approved by landlord.
 20. Tenant shall only use the freight elevator for mail carts, dollies and other similar devices used for delivering material between floors that Tenant may occupy.
 21. No eating, drinking or loitering is permitted in the common areas of the building except in designated areas.
 22. In accordance with the building's LEED-CS Gold status, smoking is not permitted anywhere in the building or parking garage. The no smoking policy also encompasses a 25-foot radius outside of the building's main entrance. This policy will be strictly enforced by building security.
 23. Landlord may require that all persons who enter or leave the building identify themselves to security guards, by registration or otherwise. Landlord, however, shall have no responsibility or liability for any theft, robbery or other crime in the building.
 24. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by any governmental agency or reasonably established by landlord and shall cooperate and participate in all reasonable security and safety programs affecting the building.
 25. Tenant shall cooperate and participate in all recycling programs established for the building by any governmental agency or reasonably established by landlord.
-

EXHIBIT A
300 North LaSalle
ACCESS CARD AUTHORIZATION REQUEST FORM

Card Number: _____

Tenant: _____

Employee Name: _____

New Employee Contractor _____

Authorized Access: (Please check one)

- Unlimited (including after hours)
- Monday through Friday (including after hours) from floor _____ to _____
- Holidays and Weekends (including after hours) from floor _____ to _____
- Deactivate this card Circle one: Lost Broken/Not working Terminated
- Ok to reissue
- Freight elevator access _____
- Fitness center (previously turned in form)
- Other _____

THE OFFICE OF THE BUILDING MUST BE NOTIFIED IMMEDIATELY IF ACCESS CARD IS LOST OR STOLEN OR IF EMPLOYEE IS NO LONGER AUTHORIZED FOR AFTER-HOURS ACCESS TO THE BUILDING.

Date: _____ Authorized Representative: _____

HINES
Office of the Building
300 North LaSalle, Suite 1825
Chicago, IL 60654
Phone: (312) 379-6400
Fax: (312) 467-9580

EXHIBIT B
300 North LaSalle
Fitness Center Rules and Regulations

300 North LaSalle contains a Fitness Center available for Tenants' use. The Fitness Center is located on the 2nd Floor and is equipped with basic cardiovascular machines and strength stations. There are men's and women's locker rooms with showers and lockers.

1. The Fitness Center will be open 24 hours a day 7 days a week. Please note, heat and air conditioning is provided from 8:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturdays, except holidays.
2. The Fitness Center is for the use of building employees only. Friends, relatives and visitors are not permitted in this facility.
3. Each tenant is responsible for controlling and monitoring access to these facilities, ensuring the access cards are issued only to an employee and prohibiting its employees from lending their access cards to non-employees.
4. All persons using exercise equipment and showers agree to do so at their own risk and agree to operate all equipment as intended and in accordance with the manufacturers' instructions.
5. Smoking in not permitted in the Fitness Center.
6. The lockers are intended to be used by fitness center members while they are present within the center. Security is instructed to open all lockers after 11:00 p.m. every night and place any contents not belonging to individuals in the Fitness Center at that time into lost and found.
7. The Building is not responsible for any items left in the Fitness Center. Please remember to take all belongings with you when you leave.
8. Television audio signals are broadcast to receivers located on the cardio machines. Please use your personal headphones to listen to the broadcast of your choice. The television stations are preset and can not be changed.
9. Glass containers and alcoholic beverages are not permitted in the Fitness Center.
10. All radios/walkmans must be used with headphones.
11. Appropriate attire must be worn in the Fitness Center at all times. If you are unsure of what is appropriate please contact the office of the building.
12. Landlord reserves the right to add, change or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facility.

The Fitness Center is for the enjoyment of all 300 North LaSalle's tenants and their employees. Please assist us in maintaining these facilities' cleanliness by disposing of all trash in the receptacles provided. Please report any problems to the Office of the Building.

Agreed: _____

Print Name: _____

Company: _____

Date: _____

Sex: M or F

EXHIBIT C
Fitness Center Waiver and Release of Claims

I, _____ hereby request permission to use the Fitness Center located on the Second Floor of the building ("Building") known as 300 North LaSalle in Chicago, Illinois, together with any and all equipment and other facilities located therein (the "Fitness Center"). I understand and acknowledge that the Fitness Center is not a public facility, but rather is for the exclusive use of those individuals, such as myself, as are specifically authorized in writing by 300 LaSalle LLC ("Landlord") or its authorized representative to use the facility, and who read and sign this **WAIVER AND RELEASE**. I understand and acknowledge that there are risks associated with vigorous exercise, weight training, or other activities customarily undertaken at the Fitness Center, including but not limited to serious bodily injury or even death. I also understand and acknowledge that I should not engage in vigorous exercise, weight training, or other activities customarily undertaken at the Fitness Center without first consulting my personal physician and considering any particular risks I may incur in participating in these activities. I ACKNOWLEDGE AND AGREE THAT THE USE OF THE FITNESS CENTER, INCLUDING USE OF ALL EQUIPMENT LOCATED THEREIN, WILL BE ENTIRELY AT MY OWN RISK, AND NEITHER LANDLORD NOR ANY OF THE OTHER LANDLORD PARTIES (AS DEFINED BELOW) MAKE ANY REPRESENTATIONS OR WARRANTIES WHATSOEVER REGARDING THE FITNESS CENTER OR SUCH EQUIPMENT WHETHER PERTAINING TO THE QUALITY, CONDITION OF FUNCTIONALITY THEREOF OR OTHERWISE. I FURTHER ACKNOWLEDGE AND AGREE THAT, IN CONSIDERATION FOR BEING PERMITTED TO USE THE FITNESS CENTER, I SHALL BE ENTIRELY RESPONSIBLE FOR, AND I HEREBY WAIVE AND RELEASE ANY AND ALL CLAIMS I HAVE OR MAY HAVE IN THE FUTURE against Landlord, the managing agent for the Building, and their successors (including any successor owner of, and any successor managing agent for the Building), assigns, affiliates, directors, officers, employees, members, owners, agents and partners or any of them (collectively, "Landlord Parties") for any and all losses, costs, expenses (including reasonable attorney's fees), damages or liabilities whatsoever of any nature, including bodily injury or death, arising out of my use of the Fitness Center or any equipment therein, all to the fullest extent permitted by law. I also agree that my use of the Fitness Center shall be in accordance with the Rules and Regulations attached hereto, as the same may be amended, modified or replaced from time to time by Landlord (including any successor owner of the Building) or its authorized representative.

By: _____

Print Name: _____

Company: _____

Date: _____

Access Card: _____

Sex: M or F

EXHIBIT D
300 North LaSalle
Bicycle Storage Room Rules and Regulations

300 North LaSalle contains an enclosed Bicycle Storage Room available for Tenants' use. The Bicycle Storage Room is located on the North side of Lower Level 1.

1. The Bicycle Storage Room will be open 24 hours a day 7 days a week.
2. The Bicycle Storage Room is for the use of building employees only. Friends, relatives and visitors are not permitted to use this amenity.
3. Each tenant is responsible for controlling and monitoring access to the storage room, ensuring the access cards are issued only to an employee and prohibiting its employees from lending their access cards to non-employees.
4. All persons using Bicycle Storage Room agree to do so at their own risk. Bicycle locks should be used to secure bikes stored in the room at all times. Locks will not be provided.
5. Only store bicycles on the rack. Do not block the entrance to the Bicycle Storage Room or position bikes in a manner that will impede others from entering or exiting the area.
6. Smoking in not permitted in the Bicycle Storage Room.
7. The Bicycle Storage Room is intended to be used by tenants of the building while they are present at the building. Security is instructed to take inventory of all bikes left in the Bicycle Storage Room overnight. Bicycles left in the Bicycle Storage Room for more than three consecutive nights without prior permission from the Property Manager will be removed by building security.
8. Report any suspicious activity, vandalism or damage to building security immediately.
9. Landlord reserves the right to add, change or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facility.

The Bicycle Storage Room is for the enjoyment of all 300 North LaSalle tenants and their employees. Please assist us in maintaining this facility's cleanliness, usefulness and security. Please report any problems to the Office of the Building.

Agreed: _____

Print Name: _____

Company: _____

Date: _____

Bicycle Make/Model: _____

EXHIBIT E
Bicycle Storage Room Waiver and Release of Claims

I, _____ hereby request permission to use the Bicycle Storage Room located on Lower Level 1 of 300 North LaSalle in Chicago, Illinois, together with any and all equipment and other facilities located therein (the "Bike Storage Room"). I understand and acknowledge that the Bike Storage Room is not a public facility, but rather is for the exclusive use of those individuals, such as myself, as are specifically authorized in writing by ("Landlord") or its authorized representative to use the facility, and who read and sign this **WAIVER AND RELEASE**. I understand and acknowledge that other users of the Bike Storage Room may inadvertently or purposefully damage or remove any and all contents of the Bike Storage Room. I ACKNOWLEDGE AND AGREE THAT THE USE OF THE BIKE STORAGE ROOM WILL BE ENTIRELY AT MY OWN RISK. I FURTHER ACKNOWLEDGE AND AGREE THAT, IN CONSIDERATION FOR BEING PERMITTED TO USE THE BIKE STORAGE ROOM, I SHALL BE ENTIRELY RESPONSIBLE FOR, AND I HEREBY WAIVE AND RELEASE ANY AND ALL CLAIMS I HAVE OR MAY HAVE IN THE FUTURE against Landlord, and their successors, assigns, affiliates, directors, officers, employees and partners or any of them (collectively, "Landlord Parties") for any and all losses, costs, expenses, including reasonable attorney's fees damages or liabilities whatsoever of any nature, including bodily injury or death, arising out of my use of the Bike Storage Room, provided, however, that the foregoing waiver and indemnification shall not apply to any injuries or damages caused by the gross negligence or willful misconduct of Landlord or its agents or employees. I also agree that my use of the Bike Storage Room shall be in accordance with the rules and regulations attached hereto, as the same may be amended, modified or replaced from time to time by Landlord or its authorized representative.

By: _____

Print Name: _____

Company: _____

Date: _____

Access Card: _____

EXHIBIT F
300 North LaSalle
Building Services Request Form

Tenant Name: _____

Tenant Contact: _____

Floor or Suite Number: _____

Phone Number: _____

Date of Requested Work: _____

Location: _____

Time: _____

Nature of Request - Please indicate the type of service(s) you require. Please submit this form as far as possible in advance of your request and in no case later than twenty-four (24) hours prior to the event. You may also email or fax your request(s) to (312) 467-9580. For questions on tenant charges, contact the Office of the Building.

Date: _____

Signature: _____

HINES

Office of the Building
300 North LaSalle, Suite 1825
Chicago, IL 60654
Phone: (312) 379-6400
Fax: (312) 467-9580

EXHIBIT G
300 North LaSalle
Building Services Pricing

Hines is pleased to be able to provide the services listed below. To arrange any building service or to obtain a quote for services not listed herein, please call the Office of the Building. Invoicing for extra services will occur in the month following the month in which the work was performed. Some special services may require a letter agreement.

Description	Current Cost
Access Cards	\$20.00 per lost or physically broken card
Housekeeping	Regular Day Cleaner: \$30.00 per hour After Hours Rate \$40.00 per hour Supervisor: \$45.00 per hour
Dumpster Rental	\$10.00 each
General Maintenance and Engineering	\$50.00 per hour After Hours Rate: \$75.00 (4 hours minimum)
Lighting replacement	Material at cost plus mark up per lease Labor charged at appropriate hourly rate
Locksmith	Repinned cylinder – as quoted New cylinder – as quoted Duplicate keys – \$10.00 per key
Overtime HVAC	Per lease
Moving	\$40.00 per hour
Security	\$40.00 per hour (4 hours minimum)

PLEASE NOTE: All prices are subject to adjustment.

Additional services include actual cost plus building mark-up (pursuant to tenant's lease).

EXHIBIT H
300 North LaSalle
CLEANING SPECIFICATIONS

The Landlord shall furnish janitorial services described below:

Daily - Five (5) times a week.

- Sweep, dry mop or vacuum all floors. Remove gum, tar, etc. adhering to the floor.
- Empty and damp wipe all ashtrays.
- Dust all horizontal surfaces, including tops of desks, file cabinets and counters, that can be reached without a ladder with a treated cloth, mitt or duster. (Papers and other objects on horizontal surfaces are not to be disturbed.)
- Clean, polish and sanitize all drinking fountains.
- Sweep all steps, sidewalks, plazas and interior landings leading to building.
- Clean freight and passenger elevator cabs and landing doors including floors.
- Empty all waste containers of waste paper and rubbish in quantities normal for office space.
- Clean all common area washrooms and restrooms.
- Spot clean all entrance doors, switch plates, walls and glass areas adjacent to such doors.
- Dust exterior of all light fixtures other than ceiling fixtures with a feather duster.

Weekly

- Wash glass in building directory.
- Police parking area and grounds (empty exterior waste container) and sweep areas.
- Dust mop stairwells.
- Damp wipe all waste containers.
- Wash all glass entrance doors and side panels inside and out.

Monthly

- Scrub and recondition all resilient floor areas using buffable non-slip floor finish.
- Damp mop stairwell landings and treads.
- Sweep and hose down exterior walks, trucking areas and shipping platforms.
- Remove hard water stains from toilet fixtures.
- Dust with treated dusters all venetian blinds.

Every Three Months

- Strip and refinish all resilient floors and clean up mop slop.
- Machine scrub all common area lavatory and vestibule floors.
- Shampoo all elevator carpeting.

***Tenant specific janitorial requirements are included in each lease**

EXHIBIT I
300 North LaSalle
Overtime HVAC Request Form

Fax Transmission (312) 467-9580

Tenant/Contractor Name: _____

Contact: _____

Building/Suite Number: _____

Phone Number: _____

Request Date: _____

Date: ____/____/____ **Monday** ____:____ to ____:____ **Floor(s)** _____

Date: ____/____/____ **Tuesday** ____:____ to ____:____ **Floor(s)** _____

Date: ____/____/____ **Wednesday** ____:____ to ____:____ **Floor(s)** _____

Date: ____/____/____ **Thursday** ____:____ to ____:____ **Floor(s)** _____

Date: ____/____/____ **Friday** ____:____ to ____:____ **Floor(s)** _____

Date: ____/____/____ **Saturday** ____:____ to ____:____ **Floor(s)** _____

Date: ____/____/____ **Sunday** ____:____ to ____:____ **Floor(s)** _____

Tenant Authorized Signature: _____

Hines Authorized Signature: _____

Work Order No.: _____