

RULES AND REGULATIONS

The following rules and regulations have been formulated for the safety and well-being of all the tenants of the Building and become effective upon occupancy. Strict adherence to these rules and regulations is necessary to guarantee that each and every tenant will enjoy a safe and unannoyed occupancy in the Building. Any repeated or continuing violation of these rules and regulations by tenant after notice from Landlord, shall be sufficient cause for termination of the Lease at the option of Landlord.

The Landlord may, upon request by any tenant, waive the compliance by such tenant of any of the rules and regulations provided that (i) no waiver shall be effective unless signed by Landlord or Landlord's authorized agent, (ii) any such waiver shall not relieve such tenant from the obligation to comply with such rule or regulation in the future unless expressly consented to by Landlord, and (iii) no waiver granted to any tenant shall relieve any other tenant from the obligation of complying with the rules and regulations unless such other tenant has received a similar waiver in writing from Landlord. Landlord is not responsible for other tenants' violations of these rules and regulations.

1. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls, or other parts of the Building not occupied by any tenant shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress and egress to and from the demised premises and if the demised premises are situated on the ground floor of the building the tenant thereof shall, at said tenant's own expense, keep the sidewalks and curb directly in front of said demised premises clean and free from debris. Landlord shall have the right to control and operate the public portions of the Building, and the facilities furnished for the common use of the tenants, in such manner as Landlord deems best for the benefit of the tenants generally. No tenant shall permit the visit to the demised premises of persons in such numbers or under such conditions as to interfere with the use and enjoyment by other tenants of the entrances, corridors, elevators, and other public portions or facilities of the Building.

2. No awnings or other projections shall be attached to the outside walls of the Building without the prior written consent of Landlord. No drapes, blinds, shades, or screens shall be attached to or hung in, or used in connection with, any window or door of the demised premises, without the prior written consent of Landlord. Such awnings, projections, curtains, blinds, screens, or other fixtures must be of a quality, type, design and color, and attached in the manner approved by Landlord.

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

4. No show cases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the halls, corridors, or vestibules without the prior written consent of Landlord.

5. The water and wash closets and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant who, or whose servants, employees, agents, visitors, or licensees, shall have caused the same.

6. There shall be no marking, painting, drilling into, or in any way defacing any part of the demised premises or the Building. No boring, cutting, or stringing of wires shall be permitted. No tenant shall construct, maintain, use, or operate within the demised premises or elsewhere within or on the outside of the Building, any electrical device, wiring, or apparatus in connection with a loud-speaker system or other sound system.

7. No bicycles, vehicles, or animals, birds, or pets of any kind shall be brought into or kept in or about the premises, and no cooking shall be done or permitted by any tenant on said premises except for a tenant's employees own use. No tenant shall make, or permit to be made, any unseemly or disturbing noises or disturb or interfere with occupants of this or neighboring buildings or premises of those having business with them whether by the use of any musical instrument, radio, phonograph, unmusical noise, whistling, singing, or in any other way. No tenant shall throw anything out of the doors or windows or down the corridors or stairs.

8. No inflammable, combustible, or explosive fluid, chemical or substances shall be brought or kept upon the demised premises.

9. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof. The doors leading to the corridors or main halls shall be kept closed during business hours except as they may be used for ingress or egress. Each tenant shall, upon the termination of its tenancy, restore to Landlord all keys of stores, offices, storage, and toilet rooms either furnished to, or otherwise procured by such tenant, and in the event of the loss of any keys so furnished, such tenant shall pay to Landlord the cost thereof.

10. All removals, or the carrying in or out of any safes, freight, furniture, or bulky matter of any description must take place during the hours which Landlord or its agent may determine from time to time. Landlord reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part.

11. Any person employed by any tenant to do janitorial work within the demised premises must obtain Landlord's consent and such person shall, while in the Building and outside of said demised Premises, comply with all instructions issued by the superintendent of the Building. No tenant shall engage or pay any employees on the demised premises, except those actually working for such tenant on said premises.

12. No tenant shall purchase spring water, ice, coffee, soft drinks, towels, or other like service, from any company or persons whose repeated violations of Building regulations have caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.

13. Landlord shall have the right to prohibit any advertising by any tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a building for offices, and upon written notice from Landlord, such tenant shall refrain from or discontinue such advertising.

14. Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building management or watchman on duty. Landlord may at its option require all persons admitted to or leaving the Building between the hours of 6 p.m. and 8 a.m., Monday through Friday, and at all times on Saturday, Sunday, and legal holidays, to register. Each tenant shall be responsible for all persons for whom such tenant authorizes entry into or exit out of the Building and shall be liable to Landlord for all acts of such persons.

15. The premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.

16. No tenant shall occupy or permit any portion of the demised premises to be used or occupied as an office for a public stenographer or typist, or for the possession, storage, manufacture, or sale of liquor, narcotics, dope, tobacco in any form, or as a barber or manicure shop, or as an employment bureau, unless said tenant's lease expressly grants permission to do so. No tenant shall engage or pay any employees on the demised premises, except those actually working for such tenant on said premises, nor advertise for laborers giving an address at said premises.

17. The requirements of tenant will be attended to only upon application at the office of the Building. Building employees shall not perform any work or do anything outside of their regular duties, unless under special instruction from the management of the Building.

18. Canvassing, soliciting, and peddling in the Building is prohibited and each tenant shall cooperate to prevent the same.

19. There shall not be used in any space, or in the public halls of the Building, either by any tenant or by jobbers or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.

20. Where carpet is installed over access plates to under-floor duct, tenant will be required, at tenant's expense, to provide access when necessary.

21. Mats, trash, or other objects shall not be placed in the public corridors.

22. Landlord does not maintain suite finishes which are nonstandard; such as kitchens, wallpaper, special lights, etc. However, should the need for repairs arise, Landlord will arrange for the work to be done at the tenant's expense.

23. Pursuant to applicable law, the Building is deemed to be a "no-smoking" building and smoking is prohibited in all interior portions of the Building. Tenant shall cause its employees, agents, and contractors to comply with such no-smoking policy.

24. All tenants shall comply with the recycling programs implemented by Landlord from time to time.

25. No disabled vehicle shall be left in the parking areas for more than 24 hours. Other than emergency repairs and the Building's car wash service (if any), no repairs or services shall be performed on any vehicles in the parking areas.

26. All vendors, contractors and subcontractors hired or used by or on behalf of Tenant to perform any work in the Building shall be licensed and insured, with liability insurance of at least One Million and No/100 Dollars (\$1,000,000.00), unless Tenant obtains prior written consent from Landlord.

27. All deliveries to Tenant or receipt by Tenant of merchandise, equipment, furniture, freight and other such materials or items shall be made using the loading dock and its entrances into the Building, and shall not be made using the Parking Garage or first floor (numbered) entrance area to the Building. All such deliveries shall be scheduled with the Building's dock master, or such other person as may be designated by Landlord to coordinate deliveries and usage of the loading dock. Tenant shall notify and inform all of its suppliers and delivery agents of such requirement, and shall be responsible for Tenant's suppliers and delivery agents' compliance with the Rules and Regulations of the Building.

28. The passenger elevators shall not be used for any deliveries other than mail, flowers, hand deliveries, copies and other small and light items which can be carried by hand or on a small luggage cart. Any deliveries other than those which are small, light and can be carried by hand or on a small luggage cart must be made using the freight elevators.