

**WASHINGTON
PRIME GROUP**

**TENANT
HANDBOOK**

F/W 2016

General

Submission Requirements

Prior to the preparation of Tenant's plans, Tenant shall visit the premises to verify existing conditions and construction to ensure that none of Tenant's work shall be in conflict with any existing Landlord or adjacent Tenant improvements and construction.

Tenant shall schedule and sequence all drawing and construction activity to allow the Premises to be open for business as required in the Lease. The following timelines are minimum requirements and do not alter or waive Tenant's obligation to open the Premises as provided in the Lease.

Working Drawings

Within forty five (45) days of the later of lease execution or receipt of tenant's information package, Tenant shall submit to Landlord one (1) set of blackline prints of Tenant's Working Drawings or .pdf files via email.

If the Working Drawings are returned to the Tenant without Landlord's Approval, then the Working Drawings shall be revised by Tenant and resubmitted within fifteen (15) days of the date returned and the same procedure shall be repeated until Landlord fully approves the Working Drawings.

Any changes and/or modifications requested by the Tenant subsequent to the review and approval of the final Working Drawings shall require the written consent of the Landlord or Landlord's Tenant Coordinator.

Tenant's Working Drawings shall be prepared in strict compliance with Landlord's Design Criteria as established in the Tenant Information Package.

Working Drawings shall include, but not be limited to, the following:

- Demolition Plan
- Floor plan fully dimensioned
- Item and fixture layout with finish plan and schedule
- Section drawings
- Reflected ceiling / lighting plan with ceiling heights and sprinkler head locations
- Elevations and Sections of Storefront, Storefront signs, and Special Conditions indicated
- Sections and details of Types of Partitions used
- Schedule with jamb details, including list of Hardware
- Sample Board or equivalent (pdf file or photo) for Storefront and Interior Finishes
- Mechanical, Electrical and Plumbing plans (MEP) with Riser Diagrams and Details
- Submittal forms and other items noted as being required in the Engineering Design Criteria
- Roofing plan showing all roof equipment

Signage Shop Drawings shall also be submitted for Landlord's review in accordance with the requirements listed in the signage criteria.

Jurisdiction Authorities

All Tenant work shall comply with authorities, agencies, or entities having jurisdiction over the Premises, including the Building Department, Fire Department, local utility company, Health Department, Fire Insurance Underwriter and the Landlord.

All construction shall comply with the requirements of applicable codes and laws, including accessibility requirements.

The Landlord does not review the Tenant's drawings for compliance with building code or accessibility requirements. It is solely the Tenant's responsibility to ensure compliance with these codes and the requirements of jurisdictional authorities.

Tenant shall have sole responsibility for compliance with all applicable statutes, codes, ordinances, and other regulations for all work. In those instances where multiple standards and requirements apply, the strictest of such standards and/or requirements shall control unless prohibited by applicable Code.

General Disclosure

Landlord's approval of Tenant's Drawings is contingent upon Tenant's compliance with Landlord's comments and shall not be construed so as to hold Landlord liable for either the architectural and engineering design of the Premises or the accuracy of the information contained in Tenant's Drawings. Should any conflict arise between any of Tenant's Drawings and the Lease, the applicable portion(s) of the Lease shall be determinative. Landlord's approval of Tenant's Drawings will in no way alter, amend, or waive the requirements or criteria of the Lease.

The Tenant shall be responsible to conduct a site visit to the Premises for the purpose of verifying the existing conditions and construction of the Premises. Landlord's review or approval of Tenant's Drawings does not represent a confirmation or verification of any existing condition at the Premises. The existence of a particular condition in other spaces or improvements at the Mall does not imply acceptance by the Landlord. New improvements are expected to comply with the current design criteria and Mall standards.

These criteria provide general design information and construction requirements. However, for specific information regarding the division of responsibilities of the Landlord and Tenant with respect to the Premise's construction, refer to the Lease Agreement or contact the Tenant Coordinator.

Contact Information

For questions regarding storefront or architectural criteria, engineering design, delivery dates, the scope of Landlord's and Tenant's work and store opening requirements, please contact your Tenant Coordinator or call 614.621.9000 for assistance.

For site survey appointments and access, rules and regulations for construction and information regarding the pre-construction meeting and requirements, please contact the Mall Management Office directly at the phone number listed on the Mall's website.

Storefront Design Criteria

General Design Criteria

The Architectural Criteria Manual and the MEP Criteria and Drawings are intended to supplement the Tenant Design Manual which is all part of the Tenant Information Package. Please refer to the Tenant Design Manual for important property specific details and design information. In the event of a discrepancy between this criteria, mall criteria, lease, and lease exhibits, the most stringent shall take precedence. Tenant, Tenant's design professional, and / or Tenant's general contractor shall confirm the criteria in question with the Tenant Coordinator before execution of work (or such work shall be corrected by Tenant at Tenant's expense). All components of the Tenant Information Package can be found at www.washingtonprime.com, Properties/Resource Center.

Storefront

The Tenant's entire storefront opening (within the Landlord's building façade) shall be designed, fabricated, constructed, installed and maintained by the Tenant at the Tenant's expense. The storefront design shall work in concert with, and be respectful of, the Landlord's building façade, thematic architectural expression, and landscaping. Landlord piers or columns in the Tenant's storefront that are clad or otherwise designed as part of the Landlord building architecture shall be preserved without alteration by the Tenant. Unclad piers or columns in the Tenant's storefront shall be incorporated into the Tenant's storefront design. The Tenants storefront windows and other large glazed areas shall include provisions for mullion articulation beyond a basic extruded aluminum profile. This may be achieved through applying cap and pan elements to the basic window assembly to add relief and dimension. Doors within the storefront assembly may be articulated in a similar manner or may include further customized elements to enhance the overall design and building identity.

No alterations, additions, changes, or modifications to the Base Building finishes or construction shall be permitted without obtaining Landlord's prior written approval (such approval must be requested by Tenant under separate cover from Tenant's drawings).

All Tenant construction, including storefronts, must be of non-combustible materials. Treated fire-resistive materials are permitted only with approval by local jurisdictional authorities.

All Tenant storefronts and floors shall be watertight and must properly slope to drain and to meet flush with Landlord's finishes and/or pavements at the storefront. All exterior Tenant storefront materials must be suitable to outdoor weather, use, and wear.

Storefront Finishes

Tenants shall maximize the use of glazing with the storefront area having a minimum of 70% transparency. Full height opaque areas of the storefront shall be minimal.

All storefront materials shall be high quality, durable, exterior grade finishes with minimal maintenance requirements.

Acceptable Finishes:

- Stainless Steel, Solid Brass and Copper
- Anodized Aluminum
- Wrought Iron, Cast Iron and Steel
- Marble, Granite, Limestone, Brick, Textured Masonry
- Finished/protected premium grade hardwoods
- Precast Concrete, Cast Stone, GFRC, GFRG
- Sandblasted, frosted, etched, textured, leaded glass
- Glazing (tempered)

Unacceptable Finishes:

- Simulated Brick, Wood, Stone
- Wood Siding, Shingles
- Plastic Laminates, Metal Laminates, Plastic Panels
- Mill finish
- Mirror finishes
- Plexiglas or plastics
- Field painted metals

Note: Storefront awnings, canopies, marquees must conform to project location specifications and will be reviewed for conformance with material and color selection, location, projection and overall design effect. Exposed framework supporting the awning shall be minimal and painted (powder-coated) to match the awning or canopy. Awning fabric shall have a protective fire resistant coating with a minimum 5 year warranty against fading. Vinyl type materials are not acceptable. Where required, engineered wind load compliant drawings must be submitted.

Storefront and glazing graphics, film, animation techniques and projection techniques must be clearly shown on Tenant's Drawings and are subject to Landlord's approval.

Entrance Alcoves & Closures

Store closure is limited to hinged or pivoting doors only. Coiling and sliding security grilles and shutters are prohibited. Doors glazed with true divided lites are encouraged, as are doors or clear tempered glass and doors with decorative leaded or patterned glazing. Standard height doors with overhead transoms are also permitted.

Out-swinging or pivoting doors may possibly extend beyond the storefront Lease Line, if applicable. Refer to Tenant Design Manual.

If Tenant chooses or if code requires Tenant to construct a recessed entrance, the following requirements shall apply without exception:

- Tenant is responsible for exterior floor finish and must provide a minimum transition of less than ½ inches from the sidewalk elevation to Tenant floor finish.
- Tenant is solely responsible for the design and construction of the slope in the recessed entry area, as well as compliance with any applicable code requirements for same. Exterior floor shall have positive drainage to the sidewalk at a minimum 1% and maximum 5% slope.
- Landlord shall not be responsible for ponding water in the recessed entry.

- Tenant's recessed entrance shall meet or exceed the finish specifications in the Design Criteria and Design Control Zone. The finish must be Tenant's own material - matching Landlord's sidewalk finish will not be permitted.
- Recessed entrance location, presentation and temperature control are subject to Landlord approval. Tenant's drawings shall include details for drainage, foundations, interior /exterior slab conditions, weatherproofing and finishes.

All storefront doors must be framed. Frameless glass doors will not be allowed due to outdoor environment.

Door construction shall consist of the following:

- Exterior grade finish.
- Necessary weather-stripping.
- Commercial grade door closer system. Door closer system shall be designed without a "hold-open" device and may not be visible from the exterior.
- Door stops may be installed on exterior opening to ensure doors do not swing wide and damage storefront finishes. If stops are utilized, overhead style stops shall be specified to eliminate any potential tripping hazard.

Closed Doors

Tenant spaces shall be designed for closed-door operation as this is an open-air center. Tenant storefront doors shall remain closed during normal mall hours.

Entry Floor

Floor finishes at the entry shall be hard, high-quality, durable materials. At the entry, the floor finish shall be a non-slip material. Vinyl and/or rubber-resilient flooring are not allowed in the design control zone. If carpeting is proposed, 32 oz. nylon fiber minimum specification is required.

The finished elevations at the store entrance must align with Landlord's finished and/or pavement elevation of the exterior walkway, with a weather-proofed threshold of minimal thickness (not to exceed ½") provided at the doors. The use of vinyl or metal reducer strips is prohibited. Tenant should provide a metal-embedded transition strip flush with the hard surface flooring at all transitions to other flooring types. No trip hazards such as reducer strips, thresholds or other noticeable transition devices shall be permitted between different flooring materials.

Storefront Lighting

Display window lighting shall be incandescent, HID, or similar color light source, as approved by the Landlord. Light sources and track lighting shall not be visible from the adjacent sidewalk or street scene areas. Sodium lamps are prohibited in storefront areas.

Show windows and display areas should be adequately lighted and ventilated. Exposed fixture lamps are prohibited without prior Landlord approval; no lamp(s) shall extend below the ceiling or below the display window heads in the Design Control Zone. Displays, show windows and entrances shall be illuminated during all Mall hours of operation, and shall be controlled by an automatic time-clock or control system connected to the Tenant's power supply.

Storefront Design Control Zone

The Tenant Storefront Design Control Zone is the area of the store extending from the storefront lease line into the store at a minimum of five feet (5'-0") across the entire width of the store. Since the appearance of this zone is critical to the overall store appearance, design solutions, and materials are expected to be of the highest quality and will be closely reviewed by Landlord.

Sprinkler heads shall be fully recessed with cover plates at entry vestibule and storefront show windows.

Tenant music systems, speakers and sound systems are not permitted to be installed within the Design Control Zone. Speakers/ sound systems located behind the first 5'-0" of the entry shall have a separate volume control that can be set to the Mall Managers' specified level.

The backs of Emergency Exit signage/lights (over the entry doors) shall not be visible from the exterior.

Storefront security systems, if used, shall be unobtrusively incorporated into the Tenant's Design Control Zone. Storefront security system design and installation details shall be included in the Tenant storefront design and drawings submitted to the Landlord for approval prior to installation. Security grilles or gates and shutters behind storefront show windows or entrance doors are strictly prohibited. Pedestal style security systems are prohibited. Under floor, halo, frame mounted or semi concealed security systems are allowed.

All walls within the Design Control Zone shall be provided with high quality finish material – plain painted surfaces are not permitted. Materials such as stone, tile, wood panels, the use of trim and other decorated treatments shall be utilized. Slat wall and grid wall are not permitted.

Store Display and Merchandising

Within the Design Control Zone, the side walls and show windows shall be dedicated for use as a high-quality show window display. A creative display is required – standard merchandise racks, and wall finishing materials such as slat wall and prepackaged wall-mounted grid systems are prohibited.

Distinctive, high-quality and appropriate display techniques which best showcase the Tenant's merchandise must be used.

At the storefront entry, display fixtures and merchandise must be placed at least 3'-0" behind the Tenant's entry door/ closure line. Merchandise rack and display features must not block customer traffic flow in and out of the store.

Television monitors proposed to be installed at the storefront or within the Design Control Zone require specific approval by the Landlord, and will be reviewed on a case by case basis. If approved, monitors shall be incorporated into the overall storefront design and are to be encased within attractive display fixtures to conceal all surfaces except for the screen surface. They must be mounted a minimum of 3'-0" behind the storefront glass and must incorporate slow fade type graphics with no sound, animation is not permitted. Maximum screen size is 42" measured diagonally. All cables and wiring must be concealed from view.

Show Window Safety Logos

Repetitive safety symbols (graphically designed) or lettering may be applied to the inside face of storefront glazing as approved by Landlord for identifying transparent surfaces for customer safety purposes. Emblems, logos, and lettering must not exceed 4" in height, be installed at 36" to 42" AFF and shall be allowed in every other storefront glazing section.

Interior Design Criteria

Tenant Service Door

Unless existing, Tenant shall be responsible to install, finish, and maintain in good repair a service door. The door and surrounding wall surface shall be finished and sized to match Mall standards and shall include Detex hardware.

When the service door is to be installed in a CMU wall, the opening shall have a steel angle lintel header and metal corner guards at the jambs.

The existing exterior door location shall not be altered by Tenant without prior written approval from the Landlord.

The Landlord has established standard service door signage for each Tenant service door. No additional signage shall be permitted unless approved by Landlord.

Tenants with exterior service doors may require an exterior light, awning and sign plaque as specified by Landlord. Refer to the Tenant Bulletin for light fixture specifications.

Tenant Interior Wall Construction

Typical interior wall construction is to be composed of non-combustible metal stud framing sized per structural recommendations, with 5/8" type 'x' gypsum board, taped, spackled, sanded, and finished.

Metal stud framing shall extend up to the structure above as required so the wall is adequately braced and supported. Entire perimeter and penetrations through demising walls shall be fire-sealed per UL rating requirements. Do not attach directly to Landlord's roof deck (refer to "Structural Requirements").

Prohibited Wall Construction

- Concrete masonry unit or other masonry partitions, except at existing masonry demising or exterior partitions to infill and match the base building construction.
- Wood stud construction
- Modifications to the exterior walls of the building shell, without Landlord's prior written approval.

If required by code, all food use tenants shall install (2) hour fire rated finish for all common duct shafts and walls adjacent to exit or service corridors.

If Tenant's sound transition level through demising walls does not meet a minimum rating of STC 50 or greater, Tenant shall, at Tenant's expense, install sound attenuation and/or resilient furring as required to comply.

Tenant shall be responsible for maintaining the code-required fire rating at all demising wall penetrations (ductwork, piping, conduit etc.). This work shall include the installation of fire stops and fire-rated penetration seals as required by code.

Wall Finishes and Store Fixtures

Interior wall finishes shall be high quality, long lasting, and durable. Finishes shall comply with all applicable building code and Insurance Underwriter requirements for appropriate fire resistance and flame spread ratings and is subject to Landlord approval.

Sales area wall merchandise display system criteria:

- Wall standards within 20'-0" of the storefront are to be recessed flush with the wall finish material.
- Wall standards installed in any demising wall may not compromise the fire rating of the demising wall.
- All slat wall used in the Sales Area must be provided with slot liners which are finished to be compatible with the finish of the slats.

All trade fixtures shall be first-class new fixtures with durable finishes consistent with anticipated use.

All finished wood shall be millwork quality kiln dried with a durable protective finish where exposed to public contact.

Asbestos containing materials, fiberglass, formaldehydes or any other known hazardous materials are prohibited.

Prohibited Wall Finishes:

- Plywood Paneling
- Reflective wallpaper or tambour
- Pegboard

NOTE: the use of slat-wall, grid-wall, pegboard, artificial finishes, faux products, or synthetic stone, brick, wood, etc will be closely reviewed for extent, finish, and visual impact with respect to quality of appearance.

Floor Finishes

All transitions between floor finishes of unequal thickness shall be accomplished by a gradual transition with floor leveling compound to create a smooth and level walking surface. Tripping hazards such as carpet trim strips and reducer trim strips are not permitted.

Carpeting, if used in sales areas, shall be of the highest quality. Commercial grade high-quality cut pile or loop/cut pile combination is required.

Prohibited Floor Finishes:

- Single-color, low-profile, all-loop carpeting in the Sales Area.
- Vinyl tile or any other sheet goods flooring (such as rubber flooring) in the Sales Area.
- Simulated materials, such as simulated wood of any kind.
- Slick or slippery finishes that may lead to falling.
- No rubber/vinyl wall base allowed in Sales Area.

Tenant Display Fixtures, Rack/Shelving/Storage Unit Requirements

Tenant display fixtures in the retail space and rack/storage units in the stockroom shall be designed to provide adequate clearance for the automatic (fire) sprinkler system. No displays or storage should exceed 12 ft. and ceilings must be installed to provide at least 18 in. of clearance between the top of the storage and sprinkler deflectors.

Tenant displays or storage higher than 12 ft. are classified as “high piled storage”, which requires high hazard automatic (fire) sprinkler protection designed per FM Global Loss Prevention Data Sheet 8-9 and NFPA-13-Chapter 12 for the storage of “Group A Plastic” commodities. High piled storage also requires at least 36 in. of clearance between the top of storage and sprinkler deflectors.

Tenant mobile (compact) storage systems should be constructed of wire mesh shelves. However, if constructed with solid (steel, wood), the units shall be equipped with 3 in. spacers to provide flue spaces at 4 ft. to 5 ft. maximum intervals.

Tenant’s Architect/General Contractor must provide the following information to the Sprinkler Contractor regarding stock/storage area:

- Type of storage units (Details of storage unit)
- Type of shelving (wire mesh, solid, steel, wood, etc.)
- Type of commodities (plastic, aerosols, clothing, etc.)
- Elevation of highest shelf

Waterproofing Membrane

If the Premises concrete slab is not on grade, Tenant shall install a waterproofing barrier membrane, in accordance with Landlords specifications, in all areas that may be exposed to fluids or liquids including, but not limited to, restrooms, food preparation and service areas, laundry and dry cleaning areas, and photo processing areas. Said membrane shall extend 6” up all adjacent walls.

All drains shall be accessible and have cleanouts.

The Tenant shall sleeve, fire-stop, flash and caulk all penetrations so as to provide an adequate seal. Refer to the required water-proofing specifications included as part of the Tenant Information Package.

Each Tenant space wet area shall be required to undergo an on-site, four-hour flood test to be performed by the Tenant contractor while witnessed and documented by Landlord personnel.

If Tenant currently occupies any portion of the Premises, or, if any portion of the Premises was previously occupied by a former Tenant, Tenant shall remove all previous floor penetrations not intended to be re-used (and patch & repair the floor to original condition) and re-seal all remaining floor penetrations to be re-used utilizing Landlord’s waterproofing specifications.

Interior Ceiling Criteria

Ceiling surfaces within the Design Control Zone shall be gypsum board, wood, or 2’ x 4’ “Second Look” acoustic tile. The ceiling shall be a minimum height at 10’-0” in the sales area and minimum height of the storefront opening in Landlord’s building within the Design Control Zone subject to structural limitations.

Interior ceilings shall be painted gypsum board or “Second Look” acoustical tile.

Ceiling support systems shall attach to structural members only, are not permitted to be attached to Landlord’s roof or floor decking, bridging or wind bracing, and shall comply with Seismic Zone bracing requirements.

Hard surface ceilings shall have individual access panels to allow access to Landlord’s and Tenant’s systems.

All ceilings and associated framing, furring, and blocking shall be non-combustible UL approved materials. Absolutely no wood of any kind shall be used above any ceiling or soffit, including fire retardant treated wood blocking.

Ceiling heights within the Premises may be restricted depending upon field conditions. Tenants are encouraged to use a variety of ceiling heights throughout their space.

All ceiling construction is to be properly supported to structural members only (refer to “Structural Requirements”).

Soffits are to be supported solely by a wire suspension system and must be properly braced to the structure (refer to “Structural Requirements”).

General Construction & Structural Requirements

Supplemental Structural Framing

Supplemental structural support framing shall be designed by a licensed structural engineer employed by Tenant to adequately support the Tenant’s suspended equipment within the Premises.

The Landlord may require that engineering analysis, review or design be performed by Landlord’s engineer at Tenant’s expense.

Structural Alterations

No alterations, additions, reinforcements, or modifications to Landlord’s structure to accommodate Tenant’s work shall be performed, without obtaining Landlord’s prior written approval.

The Landlord may require that approved structural or mechanical/electrical modifications be performed by the Landlord’s contractor and/or engineer under contract to Tenant at Tenant’s expense.

Mezzanine Structures (if approved by Landlord in Tenant’s lease)

Mezzanine structures within any Tenant space shall require review and approval in writing by the Landlord’s structural engineer at the Tenant’s expense. All mezzanines shall be designed to be self-supporting and meet all applicable design standards, requirements and codes.

Concrete Floor Slab

All concrete work by Tenant for slab on grade or structural slab shall comply with the more stringent of Landlord's project standards, the American Concrete Institute's standards for installation, performance, finishing, and ASTM specifications and requirements.

General Structural Conditions

The Tenant's construction, fixturing and normal occupancy load shall not exceed 75 lbs/ sq.ft. loading capacity without Landlord's prior written consent. All storefront construction shall be floor supported only with an appropriate structural system. No vertical load shall be suspended from Landlord's storefront bulkhead system. Welding to the base building structure is not permitted.

Tenant shall not drill, screw, weld, or shoot into Landlord's structure or structural members. All attachments shall be with beam clamps, clips, wire, or bolts with washers. Do not attach any construction directly to Landlord's roof deck. Joists, beams, trusses, and girders may be used for lateral bracing and spanning support. Do not support any construction from Landlord's cross-bracing or bridging.

Roof

All roof work, penetration, flashing and repair shall be performed by Landlord's roofer at Tenant's expense.

Demising Walls

Demising walls shall conform to all local codes, ordinances and UL design requirements.

General Signage Criteria

All signage shall be of the highest quality design and construction. Tenant signage shall be designed to be proportionate in scale to the elevation to which it is affixed. The signage shall be designed to complement the storefront design and general building design.

All interior signs and graphics that are within 5'-0" of the Tenant's storefront must be specifically approved in writing by Landlord.

Each Tenant is required to provide a primary storefront sign for the Premises. One primary building sign is permitted for each Tenant storefront, not to exceed a total of two (2) signs.

The wording of the sign is limited to the tenant's trade name (DBA), logo, hallmark, insignia or other trade identification only. Each party's customary signature or logo, hallmark, insignia or other trade identification will be respected and consideration given during Landlord's review and approval process.

Tag lines (regardless of DBA) and signs advertising products, services, vendors or containing marketing phrases are strictly prohibited.

Trademark logos (circle R) are strictly prohibited.

No exposed raceways, ballast boxes or electrical transformers will be permitted except as required by Code and as required by special conditions, unless per Landlord detail, based on location, or approved by Landlord.

Tenant shall not install any roof top signs.

The size of all tenant signs shall be limited. The scale and concept of the shopping center requires the use of appropriate signage. Tenant signs shall be located on the designated sign panel within the limits of its storefront and shall not project more than 6" beyond the face of the sign panel, measured horizontally.

Tenant signs shall be sized based upon the following:

- If the storefront width is twenty feet (20') or less, the maximum height of the letters shall be 24".
- If the storefront width is greater than twenty feet (20'), the maximum height of the letters shall be 30".
- For Tenants greater than 5000 square feet, the maximum height of the letters shall be 36".
- For Tenants greater than 15,000 square feet, the maximum height of the letters shall be 48".
- For Tenants greater than 24,000 square feet, the maximum height of the letters shall be 60".

The total sign width shall be limited to 70% of the Tenant frontage.

No sign shall be any closer than 18" to the end of the demised premises. Landlord reserves the right, but is not required to vary these requirements on an individual or overall basis.

Sign letters shall be individual aluminum channel frame (minimum .090) with flat or molded plastic face and mounted with concealed fasteners.

All letters shall be installed with LED, powered by normal factor transformers installed in the letters.

All letters shall be approved by Underwriter Laboratories and carry their seal of approval. The color of the face of the sign letters shall be selected by Tenant, and approved by Landlord at its sole discretion.

A Secondary Sign, in addition to the Primary Storefront Sign, may be permitted pending building elevation and space location.

Rear signage, if approved by the landlord, shall be limited to 70% of the allowable front fascia signage.

Sign Company names or stamps shall be concealed (Code permitting).

Non-illuminated signs may be pin-mounted with ½” minimum spacers or, mounted directly to the surface of the building – all letters must be a minimum of 2” thick. Where pin-mounted letters are approved, lighting in the form of goose neck or other acceptable fixtures must be provided.

High gloss finishes on the sign face, trim cap and returns are not permitted – use semi gloss or flat finishes. It is the tenant’s responsibility to verify the finish conditions prior to fabrication.

Trim caps and returns are to be black, bronze or a matching color – gold, silver or chrome will not be permitted.

All attachments, labels, fasteners, mounting brackets, wiring, clips, transformers, disconnects, lamps and other mechanisms required to support the signage must be concealed from view and be weather resistant.

Sign illumination must be connected to a 7-day / 24 hour time clock to be set to the hours specified by Mall Management.

Acceptable Primary Storefront Sign Types:

- Dimensional wood, metal, glass, or other material with a permanent appearance, indirectly illuminated.
- Internally illuminated individual channel letters with acrylic faces
- Reverse channel letter with halo illumination, opaque letter-sides and faces and non-reflective background
- Incised signing cast into or carved out of an opaque material, indirectly illuminated
- Sculptural iconographic elements contextual to the storefront design, indirectly illuminated
- Pinned letters with goose neck illumination

Unacceptable Primary Storefront Sign Types:

- Box or cabinet type signs
- Exposed sign illumination or illuminated sign cabinets or modules
- Non-illuminated signs
- Painted signs which are painted directly onto the building sign facade

- Signs employing audible equipment, and/or moving, flashing, or blinking lights
- Signs employing exposed raceways, ballast boxes, or transformers
- Luminous vacuum-formed type plastic letter signs
- Exposed neon
- Cloth, paper, cardboard signs or signs of other temporary or non-durable materials
- Signs using highly reflective finish materials (i.e. polished brass, chrome, etc.)

Show Window Graphics

Decal-type lettering limited to DBA name, tagline and/or logos may be applied to the interior face of storefront glazing as safety markings (not to exceed 4" in height). These will be permitted on every other window pane at approximately 36" to 42" AFF. Phone numbers, email addresses, web pages, lists of services, etc will be strictly prohibited.

Credit card decals and store hours may be applied to the inside of the storefront glazing (letter height for store hours shall not exceed 1-1/2" in height).

Awning Signs

Awnings are defined as fabric-type structures over windows or doors with light-gauge framing. Tenant may elect to use a primary awning sign as the primary storefront sign. The primary awning sign shall appear as a logo, emblem or insignia on the awning that is over the storefront entrance and, at Landlord's discretion, on an awning located on a building return. Vinyl letters are not permitted - letters must be screened or sewn on. The primary awning sign over the storefront entrance shall be indirectly illuminated.

Secondary awning signs are awning signs that are in addition to the primary storefront sign. Lettering shall not exceed 4" in height and shall be located on the "apron" edge of every awning.

Awnings shall not be translucent or have internal illumination.

Awning fabric shall have a protective fire resistant coating with a minimum 5 year warranty against fading.

Awning framework shall be powder-coated to match fabric color.

Awning framework cannot be attached to or mounted to the Landlord's storefront glazing system.

Awning shop drawings must be submitted by the Tenant under separate submittal to the Landlord for review and approval, prior to application for permits, fabrication and installation of the awning. These shop drawings shall provide complete information for the Landlord to understand the awning design and appearance.

Awning Shop Drawings shall:

- Provide a scaled color storefront elevation showing all awning locations
- Provide a color blow up detail of each awning with full dimensions
- Provide a cross section(s) through each awning with dimensions
- Identify the materials, color scheme, fabrication techniques, mounting installation method (photographs of similar signs should be submitted if available)

- Provide an engineer or architect's stamp that the awning design and installation can withstand hurricane wind loads, if applicable

Canopy Signs

Canopies are defined as heavy-framed protective and/or decorative structures over entrances (for example Tenant might have a canopy over the entrance with awnings over the show windows). Tenant may elect to use a primary canopy sign as the primary storefront sign. The sign shall conform to the "Acceptable Primary Sign Types" as indicated above.

Blade Signs (if approved for use at the property)

Tenants shall refer to the Tenant bulletin for Blade Signs in the Tenant Information Packet to verify if the center requires a blade sign. If a blade sign is required, the blade signs are required to meet the following criteria:

- It must match the centers existing blade signs unless the center allows new blade sign designs.
- The bulletin will provide the blade sign dimensions and type and Property Management Team can provide the dimensions, required paint colors and copy type (vinyl, plastic, etc.)
- The blade sign must be submitted as a part of the sign submittal
- The perimeter of the sign cannot exceed 3'-0" x 3'-0" with a maximum square footage of 6 square feet. The tenant shall determine a creative shape and design.
- Maximum letter height shall not exceed 6".
- Minimum clearance height to sidewalk is 9'-0" A.F.F.
- Maximum thickness is 3"
- The maximum projection beyond the storefront shall not exceed 3'-6", including the support bracket.
- The panel must be fabricated from one single panel and constructed of metal, wood, glass or other solid surface material.
- The panel shall be supported by brackets mounted at a right angle to the building or mounted to the underside of an awning or canopy. The use of chains is not permitted.
- Verbiage of the blade sign is limited to the Tenant's trade name (DBA) and logo. Each Tenant's customary signature or logo, hallmark, insignia, or other trade identification will be respected and reviewed on a case-by-case basis. Graphic representations are not limited in content although they should incorporate imagery consistent with the store theme or product line.
- The graphic element of the blade sign may be paint, enamel, appliqué, dimensional graphic / lettering or may be pushed out of the panel material for a three-dimensional appearance (routed or incised is also permissible).
- Tenant's customary signature or logo, hallmark, insignia, or other trade identification will be respected and reviewed on a case-by-case basis for use as the blade sign design.
- Blade signs shall not be illuminated.
- One additional Tenant sign shall be erected perpendicular to the storefront, under the canopy, preferably adjacent to the Tenant entrance.
- Landlord reserves the right to approve all graphics and text.

Building Mounted Banners and Projected Signs

This type of sign must be reviewed and approved by Property Management.

Signage Approval Process

Landlord's approval of Tenant's storefront signage shall be based on the size and style of the sign and lettering, the location of the sign within the storefront, and the cohesive integration of the sign into the overall storefront design.

Approval of the Tenant's preliminary design or Working Drawings by the Landlord shall not constitute review and approval of the Tenant's signage. Tenant shall submit one (1) set of the Tenant's sign shop drawings for review and approval by Landlord. Fabrication or installation of the Tenant's signage shall not commence before the Landlord's approval of the sign shop drawings.

The Tenant is responsible to obtain sign and electrical permits as may be required by the local jurisdiction.

Sign Shop Drawings

Sign shop drawings must be submitted by the Tenant to the Landlord for review and approval, prior to fabrication, application for permit and installation of the sign. These shop drawings provide complete information for the Landlord to understand the signage design and appearance.

Sign Shop Drawings shall:

- Provide a scaled color storefront elevation showing all sign locations (storefront, blade, awnings, etc.)
- Provide a color blow up detail of each sign with full dimensions
- Provide a cross section(s) through each sign relative with dimensions that identify the materials, color scheme, fabrication techniques, illumination and mounting systems, and the access for repairs and/or re-lamping (photographs of similar signs should be submitted if available)
- Provide a color elevation of all pylon signs including a color blow up of the pylon sign with dimensions, materials, specifications, etc.

Landlord shall not be responsible for the cost of refabrication of signs fabricated, ordered or constructed, that do not conform to the sign criteria, or local Codes and requirements.

Bulletin

Fire Protection System Requirements (7-12-2013)

WPG requires all tenants to use a property specific pre-approved fire sprinkler contractor to perform all Tenant sprinkler work at WPG properties.

Tenant or Tenant's General Contractor is required to contract with (and pay for) all tenant sprinkler work directly with a property specific pre-approved sprinkler contractor. Lists of the pre-approved contractors can be obtained from the Operations Director at each property. Property phone numbers are available from WPG's website at:

<http://www.washingtonprime.com/>

Once on the website, simply type in the name of the desired property in the search box and press search. The property specific website will appear with the contact information showing on the page.

All Tenants or Tenant General Contractors are required to comply with the following requirements:

SECTION 15400 -TENANT FIRE PROTECTION SYSTEMS

A. GENERAL REQUIREMENTS

1. The fire protection system shall be designed, fabricated, and installed by a Licensed or NICET Fire Protection System Contractor. The Engineer shall provide specifications and diagrams to allow letting of a design-build contract for the fire protection portion of the project. The entire system design, material use and installation shall comply with the current NFPA Standards and Codes as a minimum.
2. Intentionally deleted.

3. The typical sprinkler system shall be a wet pipe system serving all areas of the building. Portions of the project that are unheated or exposed to freezing temperatures shall be provided with an automatic dry pipe type system complying with the current edition of NFPA-13. Glycol systems will not be permitted without permission from WPG.
4. The minimum size of any incoming, underground (fire) water lateral into a tenant space shall be 8" and the minimum riser size shall be 6" unless approved by WPG.
5. Piping shall be fastened to the structural system of the building and concealed in areas having a suspended ceiling. Install seismic sway bracing where required for earthquake zones per local codes and the current edition of NFPA.-13.
6. Drain piping is required at low points of piping systems. Drain down locations shall be extended to locations that are accessible to Mall staff or stubbed out of the building into an area that will not be subject to freezing or stain the finished surfaces. For dry type systems, drip drums shall be installed against columns and out of usable space.

B. FIRE PROTECTION GUIDELINES FOR NEW/RENOVATED TENANT SHELL SPACES

1. The minimum allowable riser and main size for delivery of water to tenant spaces shall be 6" plus, be capable of providing 1000 GPM at a residual pressure of 45 PSI at the most remote ends of the sprinkler system mains.
2. When required, Landlord will install an upright sprinkler system within tenant shell spaces hydraulically designed for 0.25 GPM per square foot over 2000 sq. ft. based upon the installation requirements of NFPA-13 with head spacing at a maximum of 130 sq. ft. For contractors performing tenant improvement projects inside these retail spaces the sprinkler density must conform to the NFPA-13 standard of 0.2 GPM over 1500 sq. ft. within the space at the conclusion of construction.

C. FIRE PROTECTION FOR EXISTING TENANT SPRINKLER SYSTEMS

1. Whenever an existing sprinkler system is being renovated, the integrity and reliability of the existing system must be maintained. Original sprinkler shop drawings shall be acquired through the mall manager/project manager. However, the Sprinkler Contractor must verify the existing sprinkler system in the field. If the Sprinkler Contractor discovers a discrepancy from the original sprinkler shop drawings and actual field conditions, he shall note the discrepancy on his renovated shop drawings.
2. The hydraulic design criteria as a minimum shall match the hydraulic criteria originally intended for the facility. At no time shall the hydraulic criteria be less than Ordinary Hazard Group 2 occupancy as defined by NFPA-13. T
3. UL Listed and/or FM Approved materials for NFPA-13 Ordinary Hazard Group 2 (OH-2) occupancy must be used, including but not limited to sprinkler piping, hangers, sprinkler heads, etc. Seismic bracing must be UL Listed and designed to the current edition of NFPA-13.
4. Sprinkler head spacing requirements for Ordinary Hazard Group 2 occupancies shall be used.
5. The current edition of NFPA-13 shall be the minimum design requirements along with any state and local requirements. That means that tenant contractors performing improvement projects inside existing retail spaces must meet 0.2 GPM over 1500 sq. ft. inside those spaces or comply with the center's pre-existing hydraulic design at the conclusion of construction. It also necessitates that the tenant's contractor upgrade/replace piping and add heads as necessary in order to achieve compliance.

D. SPECIAL PROVISIONS FOR MILLS OR SIMILAR OPEN PLAN PROPERTIES

1. Sprinkler heads at the roof deck of "open plan" malls must remain in place at all times due to the lack of full height fire barrier walls between in-line tenant spaces. Roof level sprinklers must not be plugged or replaced by arm-overs regardless of the presence of sprinklers below.
2. Sprinklers installed below suspended ceiling systems must be hydraulically designed to match the original sprinkler design. Malls constructed with a roof level sprinkler design of 0.25 gpm/sq ft over 3000 sq.ft. were intended for the future extension of sprinklers below suspended ceilings using a minimum design of 0.20 gpm/sq.ft. over 3000 sq.ft. with 250 gpm hose allowance.

3. Storage of Class I to Class IV commodities is limited to 12 ft. and Cartoned Group A Plastic commodities is limited to 10 ft. with these original sprinkler densities. Please contact a licensed professional for specific design requirements to protect stockrooms exceeding the aforementioned height or commodity limitations.

4. Sprinklers must be installed below all isolated obstructions such as clouds, ductwork, soffits, lighting banks, etc. where roof level sprinklers provide the primary protection. Calculations will not be required when the following schedule is used: 1 head = 1" pipe; 2 heads = 1-1/4" pipe; 3 heads = 1-1/2" pipe, 4-5 heads = 2" pipe. Hydraulic calculations will be required to supply systems of 6 or more sprinklers below an obstruction.

5. Sprinklers in small rooms <800sq.ft. closets, offices, fitting rooms that are fully enclosed with complete ceiling and walls may be omitted from hydraulic calculations.

6. Solid ceiling panels cannot obstruct more than 90% of the suspended ceiling area of any tenant space in malls where smoke exhaust systems are located at the roof level. The 10% free area may be decorated with open grid (egg crate) ceiling panels supported by the ceiling grid system. Open grid (egg crate) ceiling panels must be minimum 70% open area and no greater than 1/4" thickness or deep to allow sprinkler discharge to pass through. The open grid (egg crate) ceiling panels must be installed at least 3ft. below the roof level sprinklers.

NOTE: As appropriate, the Occupancy Classes throughout this entire section "D" should reference NFPA as follows:

- NFPA-13 Light Hazard
- NFPA-13 Ordinary Hazard Group 2
- NFPA-13 Extra Hazard Group 1

E. FIRE PROTECTION DESIGN CRITERIA

1. Sprinkler head arrangement shall be in conjunction with architectural finishes and provide allowance for partitions, columns, light fixtures, air diffusers, etc. The Sprinkler Contractor shall submit dimensioned head layout plans showing all other trade equipment for WPG review prior to installation. WPG and the Architect reserve the right to modify head locations to create an aesthetic design.

2. Sprinkler Shop Drawings shall not be considered final until all requirements of WPG, and all Local and State Building Codes having authority have been met, and the approval of each has been tendered.

3. Extended coverage sprinklers are prohibited. Minimum and maximum sprinkler spacing shall be in accordance with NFPA-13 and sprinkler listings.

4. NFPA-13 required density for Sales/Retail spaces and Common areas will be 0.20 gpm per sq. ft. over the most hydraulically remote 1500 sq. ft., using ordinary or intermediate temperature rated heads. NFPA-13, Section 11.2.3.2.3 cannot be applied. This means the installation of Quick-Response (QR) sprinklers does not qualify for a design area reduction. The density design should conform to NFPA-13, Ordinary Hazard Group 2 (OH-2) for Retail/Common/Office Corridors and Mechanical Equipment areas.
5. Stockroom/storage areas over 200 sq. ft. must be protected for the maximum storage height and configuration (bin-box/gondola/shelf or rack) per NFPA-13, Chapters 12-17. Classify the commodities in tenant spaces as minimum Class IV commodities for sprinkler design purposes. Tenants with candles, crafts, electronics, footwear, furniture, hardware, housewares, luggage, novelties, party supplies, plastic totes, sporting goods, etc. shall be protected as “cartoned” or “exposed plastics”.
6. Big Box Stores require unique sprinkler system designs to meet the requirements of FM Global Data Sheet 8-9. However, if compliance with the more stringent FM Global standards necessitates the installation of a fire pump then sprinkler system design for big boxes can be dialed back to compliance with NFPA-13, Chapters 12-17.

F. SPRINKLER EQUIPMENT

1. Only sprinkler equipment bearing the UL Listing and/or FM Approval mark shall be installed. Provide equipment as manufactured by: Automatic Sprinkler, Victaulic, TYCO, Reliable, Viking or equal.
2. Sprinkler heads shall be glass bulb type of a configuration as required for each particular location. All heads on concealed piping shall be painted white with white painted escutcheon plates. Operating temperature shall be as required for the type of occupancy.
3. Sprinkler heads in janitor’s closets, mechanical rooms, electrical rooms and those mounted less than 8 feet above finished floor shall be protected with a wire cage type guard.
4. Above ground sprinkler piping shall be standard weight Schedule 10 or Schedule 40 black steel pipe. Schedule 10 piping shall be joined by roll grooving and shall incorporate UL Listed and/or FM approved grooved fittings only. Schedule 40 pipe shall utilize threaded cast iron or steel fittings as well as UL Listed and/or FM approved grooved fittings. All dry system piping components (pipes/fittings) shall be FM Approved galvanized for corrosion resistance.

5. Non-standard piping such as threadable “light-wall” (XL) and “thin-wall” pipe may not be utilized under any circumstances.
6. Anchor underground mains at turns and hydrants, consisting of concrete thrust blocks, yokes, tie rods, pipe clamps, etc. per the requirements of NFPA-13 and NFPA-24.
7. Hangers shall be UL Listed and/or FM Approved, and adaptable to various types of construction. Hangers shall be supported from building structure and structural steel headers shall be installed for supporting crossmain hangers where main is not directly below structural member. All hangers shall comply with NFPA-13. Seismic bracing may be UL Listed.
8. Wall plates shall be provided on exposed piping where pipe passes through walls, partitions, ceilings, etc. and secured by setscrews.
9. All valves and fittings shall be UL Listed and/or FM Approved and rated 175 lb. minimum. All hose valves, hydrants, siamese connections, etc., shall be provided with connection facilities which match hose threads of the Fire Department serving the site.

G. SYSTEM ACTIVATION, TESTING & CERTIFICATION

1. Sprinkler Contractor shall install, activate and flow test the entire sprinkler system prior to the Certificate of Occupancy.
2. Existing sprinkler systems shall be shut down and “red” tagged in strict accordance with WPG Impairment Procedures. Under no circumstances should a sprinkler system be left out of operation overnight without an appropriate “fire watch” in place.
3. All fire protection systems shall be tested as required by local authorities before any systems are concealed.
4. Contractor shall conduct hydrostatic tests in compliance with the current edition of NFPA-13 (two hours at 200 psi or 50 psi over normal system pressure minimum). Piping subject to freezing during test period shall be tested with compressed air.
5. The hydrostatic testing and dry pipe valve trip full flow testing (as applicable) shall be documented with a *Contractor’s Material and Test Certificate for Aboveground Piping* similar to NFPA-13, Figure 24.1.
6. Certificates of approval of installation shall be obtained from the Authority having Jurisdiction and forwarded to WPG.
7. After tests are conducted and any repairs completed; completely flush the piping systems with water until discharge shows no discoloration.

H. TENANT DISPLAY FIXTURES, RACK/SHELVING/STORAGE UNIT REQUIREMENTS

- Tenant display fixtures in the retail space and rack/shelving/storage units in the stockroom must be designed to provide adequate clearance for the automatic (fire) sprinkler system. No displays or storage should exceed 12 ft. and ceilings must be installed to provide at least 18 in. of clearance between the top of storage and sprinkler deflectors.
- Tenant displays or storage higher than 12 ft. are classified as “high piled storage”, which requires high hazard automatic (fire) sprinkler protection designed per NFPA-13-Chapter 12 for the storage of “Group A Plastic” commodities. High piled storage also requires at least 36 in. of clearance between the top of storage and sprinkler deflectors.
- Tenant mobile (compact) storage systems should be constructed of wire mesh shelves. However, if constructed with solid shelves (steel, wood), the units must be equipped with 3 in. spacers to provide flue spaces at 4 ft. to 5 ft. maximum intervals.
- Tenant’s Architect/General Contractor must provide the following information to the Sprinkler Contractor regarding stock/storage area:

Type of storage units (Details of storage unit)

Type of shelving (wire mesh, solid, steel, wood, etc.)

Type of commodities (plastics, aerosol’s, clothing, etc.)

Elevation of highest shelf

Tenant shall be solely responsible for the design, installation and utilization of any display or storage system within the Premises and must ensure compliance with applicable fire codes plus, the requirements of any insurance rating bureaus. If any activity, action and/or lack of action on the part of a Tenant associated with Tenant’s display or storage systems shall result in a fire code violation, the Tenant in question is required to take appropriate measures to rectify the situation (i.e., bring the condition into compliance). If the Tenant fails to take corrective action and/or pay any associated fine or fees, regardless of whether assessed against Tenant or Landlord, within the prescribed time period, then Tenant shall be entirely liable for all costs and expenses, including legal fees, resulting from such violation. Furthermore, Landlord shall have the right to correct any such unresolved violation/condition at Tenant’s expense.

TELECOMMUNICATIONS & DATA SERVICES, INCLUDING SATELLITE DISH/ANTENNA INSTALLATIONS

Notwithstanding any other information included in the Tenant Manual or any other supporting documentation, this Bulletin takes precedence over all telecommunications, data services and satellite dish/antenna installation criteria.

Telecommunications & Data Services

Tenant shall be responsible for providing telephone and data service cable from Landlord/operating company distribution points located within the building. For Tenant spaces with no direct access to a service corridor with a distribution point, an empty conduit may be provided across occupied areas. All wiring must be installed in fire-stopped sleeves when passing through partitions. All Tenant-specific telecommunications and data service equipment must be installed inside the Tenant leased space (e.g., routers, switches, cable modems, etc.).

To establish services, contact the local exchange carrier for the applicable center.

All data services installed should be in compliance the Lease Agreement.

A WPG Access Agreement will need to be executed and provided to the on-site Mall Management Team during the pre-construction meeting. The Access Agreement is to be executed between the carrier and the property. It limits the carrier to only install equipment for the applicable Tenant and also limits their rights to the term of the Tenant's

Lease Agreement with WPG.

Satellite Dish/Antenna Installations

Individual installations may be approved for Tenants with specialized data communication and/or broadcast requirements. Installations require Landlord approval through execution of a separate satellite/antenna Lease Amendment obtained through the local Mall Management team. The local Mall Management team will also provide the technical guidelines for installation criteria.