

AmericasMart® BUILDING RULES & REGULATIONS

Contractors

Any contractor who is not on the AmericasMart® Atlanta approved contractors list must be approved by the Development Office. A booklet detailing contractor/construction guidelines is available from the Development Office.

Due to the nature of this special work, all electrical, mechanical and sprinkler work must be performed by the firms listed on the approved contractor list.

Please contact the Development Office at 440-220-2890.

Common Areas of the Buildings

Common areas of the buildings are defined as any and all corridors, elevator lobbies, freight lobbies, escalator lobbies, restrooms, janitor closets, bridges, stairwells, mechanical rooms, meeting rooms and any other areas of the buildings that are not showroom space. The corridors are for entrance and exit to the showrooms only. Merchandise and trash are not to be unpacked or stored in the corridors. Construction work of any type is strictly prohibited in all corridors, freight lobbies, mechanical rooms and any other public areas. Violators are subject to an immediate fine of \$300 plus charges for any damages.

Circulars/Handbills

The distribution of circulars and handbills is prohibited in common areas. This includes inside elevators, entry doors, parking lots and thoroughfares coming to and going from the Mart.

City of Atlanta

Every showroom must have a City of Atlanta Business License – contact Codes Compliance, Business Tax Division, 404-330-6564.

Dollies/Trash Cans/Floats

Subject to availability, showrooms needing dollies, trash cans and/or floats may check out this equipment from the Shipping & Receiving office during business hours and from Security after hours and on weekends. This equipment must be returned immediately after use. Your car keys must be surrendered to borrow equipment.

Dollies and/or floats that are checked out during the two (2) weeks prior and/or during any market period must be returned within one (1) hour to ensure availability to all showrooms. Failure to return equipment within the one (1) hour user window will result in a \$50 charge for each hour of use after the expired return time. Partial hour charges will not be pro-rated, but charged for the full hour. Each showroom will be responsible for the dolly/trash can/float return in a timely manner.

Electrical Load

In order to promote and maintain energy conservation and to ensure that showroom heat loads do not exceed cooling capacity, showrooms are allowed only up to 5 watts for electrical consumption per rentable square foot or 7 watts per usable square foot. Please do not exceed this load. Excess loading will result in tripped electrical breakers, which will disrupt your business. Engineering will respond to three (3) tripped breaker calls per showroom. Upon the third call, an

AmericasMart approved electrician will be called in at the expense of the showroom to balance the electrical load.

Lights left on overnight will be cut off at the breaker. Call the Property Management Office to have breaker locks installed to protect computers, refrigerators, or other equipment that needs to be left on. AmericasMart is not responsible for any damage caused by power being shut off at the breaker box.

Electrical Service

Licensed electrical contractors must perform electrical service. The Development Office maintains a list of approved electrical contractors. Any electrical work must be approved by the AmericasMart development office at 220-2890. Please do this PRIOR to contracting for electrical work.

Emergency Exits

There are several emergency exits on each floor. Stairwells are for emergency use only and not for traffic between floors. Most emergency stairwells are unlocked ONLY during markets for floor-to floor traffic.

Smoking in the emergency stairwells is strictly prohibited. Violations of this policy will result in an immediate \$300 per person per occasion fine to the showroom in which the violator is employed. Trash placed in front of any emergency stairwell is strictly prohibited. Violations of the policy will result in an immediate \$300 per day fine to the showroom in violation. Trash may be placed in the corridor after building operating hours; otherwise, trash is to be taken to the freight lobby for daytime housekeeping to pick-up.

Emergency Fire Evacuation Plan

Security provides each showroom with a copy of the approved evacuation plan. If you do not receive your copy or need extra copies, call the Security office in your building. We recommend a copy be posted in your showroom and that all employees become familiar with the plan. We conduct annual fire evacuation drills and strongly suggest that each showroom employee participate. Register any disabled employees who may have difficulty exiting via the fire exit stairs to Security. If you would like a building emergency system briefing, call Security in your building.

Fire Regulations

Per Fulton County ordinances, smoking is prohibited in stairwells, elevators, and freight areas and in all other common areas. Violations of this policy will result in an immediate \$300 per person per occasion fine to the showroom in which the violator is employed.

Storage in mechanical rooms and stairwells is prohibited by City of Atlanta fire codes.

Flammable materials such as paint, acetylene torches, chemicals, etc. must be stored in approved containers and Property Management must be advised of the location and classifications. FIRE ESCAPES/EXITS CAN NEVER BE BLOCKED. For your safety, please report violations immediately to Security or Property Management.

Please be aware that City of Atlanta fire officials have notified AmericasMart of their intention to enforce more rigorously certain long-existing fire code provisions prohibiting the use of open flames in what the codes refer to as "assembly occupancy," the category of use into which our buildings fall. The relevant provision of the Standard Fire Prevention Code used by the City provides, in part, "No person shall cause or permit any open flame to be used in any place of public assemblage, or drinking or eating establishment." What this means, according to the City,

is that no open flame of any kind, including candles, may be burned in showrooms, under any circumstance.

Candle burning is no longer allowed at AmericasMart, under any circumstances, as of July 2001.

We are well aware that this may work a hardship on some of our exhibitors, and we greatly regret any inconvenience the City's policy may cause. However, until and unless the City relaxes its interpretation of the Standard Fire Prevention Code, we must ask you to abide by the present determination. Your anticipated cooperation is greatly appreciated.

Insurance

Showroom owners are required by lease agreement to meet certain requirements for insurance. Please check with your insurance company to make certain you are adequately protected. A certificate of insurance should be on file with AmericasMart Lease Administration. Be aware that AmericasMart does not insure showroom property, fixtures and/or improvements under any circumstance.

Keys

Three (3) keys will be provided at no charge for each showroom. Each additional key will cost \$5. Only authorized personnel can check out these keys. Immediately update key authorization with the Property Management Office every time you have a change in personnel.

Pets

With the exception of service animals that assist the physically impaired, pets are not allowed in AmericasMart-Atlanta.

Photography

Photography is not permitted in AmericasMart-Atlanta without prior approval, except showrooms photographing their own displays/showrooms. Please contact Marketing for authorization.

Promotions and Giveaways

Promotional goods or materials which, in the sole judgment of AmericasMart, interfere with the safe, comfortable or effective operation of the buildings may not be sold, given away or awarded without the express prior written consent of AmericasMart. Prohibited items include, without limitation, items that produce loud noises or strong odors, items that generate excessive trash, and items that interfere with traffic throughout the buildings, such as rolling bags or carts of any type or size.

Property Removal Authorization

Showroom owners and managers can authorize removal of products, merchandise and equipment from the building. A property removal authorization or bill of sale must accompany any equipment or merchandise leaving the building during other than normal business hours or during market preparations. During business hours, a permanent showroom pass will be sufficient. All building personnel must get a property removal pass from Property Management before removing any property, equipment or trash from the building. Property removal authorizations or copies of bill of sale will be surrendered to Security or Registration upon exiting the Mart. Property removal forms are available in Property Management during normal business hours.

Remodeling/Renovation of Showrooms

All showroom improvements must be coordinated with AmericasMart-Atlanta Development Office. This includes such minor improvements as painting and wallpapering. Major showroom improvements must be permitted by AmericasMart-Atlanta and the City of Atlanta. Prior to the issuance of an AmericasMart-Atlanta Building permit, two (2) sets of detailed plans showing all proposed showroom improvements must be submitted for approval to AmericasMart-Atlanta Development Office. It is the responsibility of your contractor to obtain proper permits from the City of Atlanta. Requirements of Atlanta Building Codes and AmericasMart-Atlanta's Building Design and Code requirements apply to all construction. See the Development section of this building manual for further information.

Retail Sales

Retail Sales are prohibited. Mart premises are to be used only for dealing with accredited retail and wholesale merchants.

Shipping and Receiving

Delivery of freight from the loading dock to your showroom is a complimentary service provided by the Mart. Tipping is prohibited. With written authorization, Shipping & Receiving will deliver freight inside your showroom in your absence. Common carrier deliveries must be made by appointment with Shipping & Receiving. C.O.D. shipments will not be accepted under any circumstances.

Showroom Business Hours

All showrooms must be occupied, lit and ready for business per your lease agreement.

Showroom Lock Changes

Showrooms may request that Property Management change their locks. There will be a charge for this service. Any time you have a change in personnel who need access to your showroom, please notify the Property Management Office immediately.

Signs

Signs may not be placed in halls, previously occupied showrooms, or other common areas. Signs at the showroom storefront must comply with specific design guidelines and must be approved by the Development Office.

Storage

AmericasMart-Atlanta has limited on-site storage available for rent. Contact Property Management or the Leasing Office for information. Property left in freight elevators or common areas is subject to removal and disposal.

Subleasing or Loaning

Subleasing or loaning of showroom or storage space is prohibited without the prior written consent of AmericasMart-Atlanta. Please check with the Leasing Office before any subleasing is discussed.

Telephone Service

AmericasMart-Atlanta provides telephone service and internet access to showrooms upon request. Service can be provided on an ongoing, or a market-only basis, and is billed monthly with the leasing statement. Call the Help Desk at 404-220-3003 or email: helpdesk@americasmart.com for inquiries.

Unpacking of Merchandise

All packing and unpacking of samples must be done inside showrooms, not in public corridors.

Window Cleaning

Hallway showroom windows are cleaned by AmericasMart-Atlanta on the corridor side only two (2) times per year. It is the responsibility of each individual showroom to clean the inside of showroom windows.