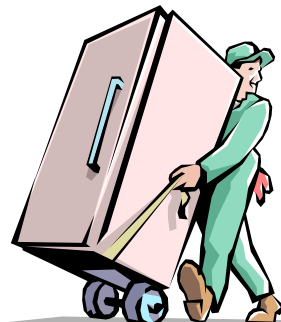


Moving Procedures

In order for building personnel to accommodate the interests of the tenant and to protect the property, the following policies regarding movement of suite furniture and equipment should be followed. If you have any questions regarding these policies, please contact the Tenant Services Representative in the management office of the building.

1. Schedule as far in advance as possible, your move with the Tenant Services Representative (Brandy) at 585-2670. The move will be scheduled based on the availability of the freight elevator.
2. Provide the management office of the building with a letter listing the following information:
 - a) Date of move.
 - b) Time period the freight elevator will be needed.
 - c) Name and telephone number of the moving company and the name of the moving supervisor for the moving company and tenant.
 - d) Proof of insurance coverage for the moving company in compliance with building requirements.
3. The management office of the building should be advised in writing of any special requirements in connection with the move. For example, if supplies, equipment, etc. are due prior to the move, arrangements must be made for use of the freight elevator.
4. Moving Procedures
 - a) All items to be moved must be taken to the main loading dock,
 - b) Movers must contact the security desk upon arrival at site. The mover will be required to provide identification and state the name of the tenant being moved.
5. The moving company and the tenant will be responsible for leaving the building and premises clean by removing all boxes and other trash generated in the move.
6. **Any and all damage to the building, elevator areas, doors, corridors, tenant spaces, or grounds which the tenant, moving company or its employees or agents cause will be the responsibility of the tenant.** The Landlord will accomplish required repairs with the expense billed to the responsible tenant.



The following section defines specific information that your mover should be told. A copy of this section should be given to those moving companies bidding on your move.

Instructions to Movers



1. Inspection of Premises

The mover is responsible for inspecting the tenant premises prior to the move. The mover should acquaint himself with the conditions existing in the premises, so that he may furnish equipment and labor necessary for the orderly, timely and efficient movement of furnishings and equipment. He should be aware of the facilities of the building and the conditions, including safety precautions, under which the work must be accomplished. **A meeting between the moving company and the Property Manager must be set up prior to the move. Please contact the management office of the building to set up this meeting.**

2. Insurance

The mover shall provide and deliver Certificates of Insurance to Jones Lang LaSalle Americas, Inc. in the management office of the building at least ten (10) days prior to any move. All policies shall indicate that at least ten (10) days prior written notice be delivered to Jones Lang LaSalle Americas, Inc. by the insurer prior to termination, cancellation or material change of such insurance. **Management can refuse to allow the mover access due to insurance. Management can refuse to allow the mover access to the building if the limits provided on the Certificate of Insurance are not acceptable to Jones Lang LaSalle Americas, Inc.**

The mover must, at the mover's sole cost and expense, obtain, maintain and keep in full force and affect the following types of insurance and shall provide management with an appropriate Certificate of Insurance Jones Lang LaSalle Americas, Inc., and East Skelly LLC as **additional insureds**.

VENDOR INSURANCE

- I. Vendors shall provide the following minimum insurance coverage:
 - A. Commercial General Liability--Combined Single Limit of \$1,000,000 per occurrence and annual aggregate per location. Such insurance shall be broad form and include but not be limited to contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and non-contributory.
 - B. Worker's Compensation--Statutory limits.
 - C. Employer's Liability--Minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.

- D. Commercial Automobile Liability--Combined Single Limit - \$1,000,000 per accident. Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance, or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.
- E. Property Insurance--All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the contractor and, prior to completion of the Work, any material and equipment which have been incorporated into or which have been delivered to the Building and are awaiting incorporation into the Work.
- II. Policies described in Section I.A. above shall include the following as additional insured, including their officers, directors, and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the move will not be allowed to commence.
1. **Jones Lang LaSalle Americas**
 2. **East Skelly, LLC**
 3. **Jones Lang LaSalle Services, Inc.**
- III. Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insured.
- V. All policies will be written by companies licensed to do business where the building is located and which have a rating by Best's Key Rating Guide not less than "A-/XII"
- VI. Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Contractor commences Work, or Contractor will not be allowed to commence.
- VII. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

"It is agreed that this insurance will not be canceled, not renewed, or the limits of coverage in any way reduced without at least thirty (30) day's advance written notice ten (10) days for non-payment of premium sent by certified mail, return receipt requested to:

Jones Lang LaSalle Americas, Inc.
1515 Poydras, Suite 1970
New Orleans, Louisiana 70112
Attn: General Manager – Insurance

3. Use of Elevators

The freight elevator near the loading dock is to be used for moving. Passenger elevators may not be used to carry equipment or materials to tenant spaces.

4. Services to be Furnished by Mover

- a) Supervision, Labor, Materials and Equipment - The mover shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all the services contemplated in an orderly, timely and efficient manner. Such equipment shall include among other things dollies, trucks, etc. as may be required. All material handling vehicles used in the interior of the building must have rubber-tired wheels and must be maintained free from grease and dirt.
- b) Crating, Padding, and Packing Material - The mover should take every precaution by means of crating and padding to safeguard property from damage. All padding and packing material are to be removed by the mover. The mover shall also furnish, install and remove floor covering, along with wall and glass protective material, wherever necessary, to protect the building from damage, as requested by management.

