TILS: Design and Construction Guidelines

The following information is intended to assist the Licensee in preparing plans and obtaining the necessary approvals for opening their space in the most expeditious manner possible (refer to Articles 15,16 and 17 of the License Agreement).

I. Introduction

Experience has shown that the following steps will help to showcase your merchandise and maximize visual appeal thus, contributing to your business success.

- ☐ Quality Fixtures or Fixturing
- ☐ Unique Props
- ☐ Vivid Signage
- ☐ Strong Display Windows
- ☐ Focused Lighting
- ☐ Creative Merchandising

A. Design Package Enclosures

The **Design Package** includes the following:

- ☐ Design and Construction Guidelines
- ☐ Signage Criteria
- ☐ Space Layout Drawing (LOD)
- ☐ Previous Tenant's Drawings (if available)
- ☐ TILS Opening Requirements Checklist
  - Sample Fixture / Merchandising Plan
  - Existing Store Photos (if available)

B. Required Submittals

Upon review of the Design Package enclosures, the Licensee is to **submit at a minimum** the following and per Article 15 & 16 of License Agreement:

- ☐ Fixture / Merchandising Plan
- ☐ Scope of Work or Construction Drawings
- ☐ Sign Shop Drawing(s)
- ☐ Material Finish Sample Board (if applicable)
- ☐ Fixture Cut Sheets or Pictures/Images of Fixtures

Submit To:

Taubman Company

Attn: Tracy Cadorin (Specialty Leasing Agent) or Brian Calder (Facilities Director)
Phone: (313) 593-1370
Fax: (313) 593-0572
Email: tcadorin@taubman.com, bcalder@taubman.com

II. Design and Construction Guidelines

A. Existing Conditions

Site Inspection

The space is accepted in an "as-is" condition as outlined in the License Agreement (Article 1) and therefore, site inspections are strongly encouraged. Any work necessary to bring the space to an acceptable condition and in compliance with Local Codes, shall be at Licensee's cost.

Demolition

Demolition of any sort is prohibited with the exception of the previous tenant's sign, and unless permitted and approved by Licensor.

Modifications (such as wall relocation / removal) will require an architect or engineer's sealed drawings and any / all applicable permits as required by local municipality.

Space Planning

Licensee should review all existing 'space' conditions and carefully plan merchandise/fixture allocations while allowing for customer circulation as required by local codes. Also be sensitive to ADA (Americans with Disabilities Act) requirements regarding heights and clearances specific to cash wraps and fixtures. It is strongly encouraged that you utilize a visual merchandiser to assist you with the set up of your space to successfully and effectively showcase your merchandise.

The existing perimeter demising walls may be merchandised, however, these walls are non loadbearing and may require heavier merchandise to be floor supported.

Finishes

Existing finishes such as carpet, floor tile, ceiling tiles and walls may need repair / refinish, replacement, or at minimum a professional cleaning (stains on carpet to be removed, broken tiles replaced, holes patched, etc.). Transition strips, uneven floor tile, exposed wires are prohibited.

All sales area walls shall be patched and / or refinished prior to any fixture installation. New finishes (flooring, ceilings, or walls) require samples to be submitted to and approved in writing by Licensor.

Egress and Life Safety

Licensee shall maintain premises (outside the demised sales area) in a manner that will comply with code and not impede egress in the event of an emergency. Fire aisles (nominally 44 inches) are to be kept clear of stock/fixtures or debris.

Existing Life Safety Systems (sprinklers, exit signs, emergency lights, smoke detectors, etc.) shall not be altered unless approved in writing by Licensor. Batteries or lights may have to be replaced.

Utilities

Existing lighting should be operational, however, Licensee should plan to clean and relamp existing lighting.

Electrical work such as relocating lighting fixtures, adding lights, outlets, wiring etc., typically **requires** an electrical permit from the local municipality and approval in writing by Licensor.

All new electrical wiring must be in rigid conduit. Speaker or data wiring does not need to be in conduit, but needs to be concealed (i.e., in a wall, column or ceiling) and be plenum rated.

Power poles of any type are **NOT** permitted.

A telephone panel is typically located in the existing stockroom. Contact the local Phone Company for service activation.

B. Fixturing / Merchandise

Part of an effective merchandising presentation includes the use of creative fixturing / props / and displays. It is strongly encouraged that you utilize a visual merchandiser to assist you with your displays to successfully showcase your merchandise.

Fixtures

Re-use of a previous tenants fixtures is subject to the Licensor's approval. Fixtures must be in good operating condition and be clean and free of visible defects.

Fixturing materials such as slatwall, metal standards, outrigger systems, etc. are to be submitted to and approved by Licensor.

All slatwall to have a laminate finish with inserts – 'unfinished' exposed edges are **NOT** permitted.

Show your fixturing layout on the **"Space Layout Drawing"** provided.

Displays

New displays (perimeter or freestanding) shall be in good condition, of commercial quality, and consistent with the design of the space and the merchandise being offered.

Vendor provided fixtures or those with pegboard, foamcore, barnboard/crating, cardboard, wire grid etc. are **NOT** acceptable.

Metal or folding tables with material type 'fabric' skirts are **NOT** permitted.

Cash Wrap

The existing Cash Wrap counter may be re-used provided that it is ADA (Americans Disibility Act) compliant, and in good condition and free of visible defects.

Connecting power, data and phone lines to and / or establishing service with utility company is the Licensee's responsibility.

Cash Wraps shall be placed a minimum of **20 feet** back from the storefront lease line.

Include manufacturers cut sheets and / or a photo of new Cash Wrap unit.

C. Storefront

Shoppers will respond positively to clean, uncluttered stores with displays / show windows that provide a view of your product. It is strongly encouraged to use props, mannequins, furniture and fixtures to evoke a professional business statement and successfully showcase merchandise.

Mass merchandise or those with extraneous signage usually creates a 'negative' image for customers.

Displays

Display materials should utilize higher quality finishes such as, hardwood, laminates, metals and composite materials. Provide sample(s) or manufacturers cut sheets with photo(s) of new displays.

Signage

Storefront signage is limited to the Licensee's **'Trade Name'** as outlined in the License Agreement (Article 4).

Submit Sign Shop Drawing(s) (indicating materials, overall size and letter size (height, width and thickness), finishes, colors, and attachment method) to Licensor for review and written approval prior to fabrication.

- ☐ Refer to **separate** **"TILS Signage Criteria"**

III. Construction

A. Pre-Construction Requirements

It is the Licensor's intent to assist in expediting the construction and opening your store.

You are reminded that the space is taken in an "as-is" condition, and repairs may be necessary.

Any defective items not delineated on the approved drawings, shall be the Licensee's sole responsibility for repair.

No construction shall commence until the Licensee completes the following:

- ☐ Fully Executed License Agreement
- ☐ Licensor approval of Layout Drawing
- ☐ Building Permit (if applicable)
- ☐ Completion of Pre-Construction Meeting with Facility Director
- ☐ Review of Center Specific 'Rules and Regulations'

B. Pre-Construction Meeting

Bring copies of the following to the Pre-Construction Meeting:

- ☐ Sign Shop & Layout Drawings
- ☐ Certificate of Insurance (per Article 15 of License Agreement)
- ☐ Building Permit (if applicable)

C. Construction Guidelines

Build-out work shall comply with the following guidelines:

- Supervision – shall be provided at all times during construction. Failure to provide professional supervision will likely result in work stoppage.

- Deliveries – public entry doors and concoursesare not permitted for deliveries. Deliveries and trash removal shall occur via the corridor system. Coordinate deliveries with Mall Management as center as hours may vary.

- Noise, Dust and Odors – all must be kept within the premises. No business disruption permitted to adjacent tenants.

- Trash – no construction materials are permitted in the compactor (paper and cardboard only).

- Rules and Regulations – refer to center specific guidelines provided by Leasing Agent.

IV. <u>Store Opening</u>

A. Inspections

Verify/obtain with the City of Dearborn Building Dept. a Certificate of Occupancy and provide a copy to the Facility Director, Brian Calder.

Once ALL work has been completed and per the approved drawings by Licensor, the General Manager & Facility Director will inspect the premise (prior to the store opening).

B. Barricade Removal

Once all work has been inspected and a Certificate of Occupancy is granted, the Facility Director will authorize the barricade to be removed by facilities personnel for store opening. Sign installation should be scheduled ofr the same day of opening only.