



LARKIN
DEVELOPMENT
GROUP

A Landmark Business Address in Buffalo

716-362-2662

www.LarkinDevelopmentGroup.com

**LARKIN DEVELOPMENT GROUP
MANAGEMENT COMPANY**

MISSION STATEMENT

Larkin Development Group is committed to providing a level of service excellence that is unsurpassed by other management companies. We strive to reach the highest standards of performance at all times, and are dedicated to maintaining that standard in our managed buildings. Our personnel, from the on-site security guards to the senior partners of the ownership entities, are dedicated to on-going performance management and professional development, and reflect a genuine sense of caring and consideration of our tenants in every phase of their work.

Annual tenant surveys and period quality control inspections ensure that we continually monitor our own performance, document our strengths, and identify areas where improvement is needed. Our goal is efficient management through careful planning and budgeting, strict control of expenditures, and daily attention to our tenants' needs. Exterior and interior building conditions, physical plant conditions, organization of service areas and maintenance of records, performance of the janitorial contractor, and status of budgeted building improvements and renovations are constantly monitored.

Above all, we listen to our tenants and strive to fulfill their service needs. Our goal is to maximize tenants' business performance so they can easily take advantage of new opportunities. We stand ready to serve, and regard improvement as an ongoing process towards greater excellence in serving our tenants.

Dear Tenant:

Welcome to “The Larkin at Exchange Building” – a truly historic business address. We at Larkin Development look forward to a long and productive relationship with you. We are glad you are here and we look forward to serving you. Remember, we would be happy to provide any information or services you might require to ease your move.

This Tenant Handbook should answer many of the immediate questions you may have about building regulations, policies and operating procedures. We have provided important building personnel names and phone numbers, emergency contact phone numbers and, for your convenience, the phone numbers of several area restaurants and business-related service providers to help you get acclimated to your new surroundings.

At Larkin Development, we pride ourselves on quality service and attention to our buildings and our tenants. We encourage you to work with us in upholding our service goals by sharing your concerns with us and offering suggestions on ways that we can continue to improve your office and surrounding environment.

Please keep this Handbook in a convenient location, perhaps at your reception area.

Sincerely,

Donna L. Kostrzewski, VP

Daniel Couch, Facilities Manager

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KEY PERSONNEL – NAMES AND PHONE NUMBERS

<u>NAME</u>	<u>TITLE</u>	<u>CONTACT</u>	<u>E-MAIL</u>
Daniel Couch	Director of Facilities	Office: 849-0077 x 200 Fax: 332-4459 Cell: 830-4648	DanielC@LarkinDG.com
Tina Cheman	Facilities Coordinator (Conference Center Concierge)	Office: 849-0077 x 204 Fax: 332-4459 Cell: 553-4898	TinaC@LarkinDG.com
Donna Kostrzewski	Vice President	Office: 362-2677 Fax: 362-2672 Cell: 864-6156	Donna@LarkinDG.com
Joseph Krysiak	Director of Campus Security	Office: 849-0077 x206 Fax: 332-4459 Cell: 830-5047	JoeK@LarkinDG.com
Security	Main Lobby Guard Desk	Main: 849-0077 x 300	
	Larkin Taxi Driver	Cell: 553-4814	
Sweet Home Childcare Center (Run by Valley Community Association Childcare Center)	Chanin Moore	Office: 819-2870 Fax: 819-2872	Childcare@GreatSpaceDowntown.com
Chautauqua Café – (Managed by Sodexo)	Café Manager , Kristi Sajdak	Office: 819-2880 Fax: 819-2883	Café@GreatSpaceDowntown.com
Shipping/Receiving		Office: 849-0077 x 202	
<i>* All Shipping/Receiving is to be coordinated through the Facilities Manager.</i>			
Non-Emergency	Buffalo Fire Department	Office: 851-5510	
Non-Emergency	Buffalo Police Department	Office: 851-4444	

EMERGENCY PROCEDURES

Emergency Evacuation

1. Safety or Floor Wardens should be appointed by each Tenant to coordinate evacuations. This person should be someone who commands the respect of fellow employees, stays calm in emergencies, and is very familiar with appropriate exits, pull stations, and fire extinguishers. The floor warden will obtain an Occupancy Orientation Form from Facilities Management. This form contains Floor Warden contact information and a Designated Congregation Point for the entire office.
2. When the notice to evacuate is given, floor wardens should immediately gather their group together and walk, not run, to the closest exit stair and begin descending. Walk DOWN, OUT, and AWAY from the building.
3. Never attempt to use an elevator.
4. Floor wardens should ensure their group stays together, and should take a head count once evacuation is complete.
5. Tenants should stay away from the building and from any emergency equipment.
6. If there is a fire, proceed to the nearest exit stair. There is a fire extinguisher and pull station box located at each stairwell exit. The designated floor warden should utilize the pull station lever and then continue descending.
7. Follow established procedures for evacuating persons with disabilities.
8. Post a floor diagram within your suite so staff can clearly see designated exits.

Fire Emergencies

1. Call 911 and give the name and address of the property and the location of the fire. **(Larkin at Exchange, 726 Exchange Street)**
2. Call Building Security at 849-0077 x 300 to report the fire and then your fire emergency floor warden.
3. Know where fire extinguishers, pull stations, stairwells, and exits are located.
4. Small fires, such as a fire in a trash can, may be put out with a fire extinguisher.
5. Never attempt to put out any sort of electrical fire with water. Only a Dry Chemical or CO2 fire extinguisher should be used on electrical fires.
6. Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
7. Know the location of the nearest fire exits; you should be able to find them in the dark.
8. Never use the elevators in a fire emergency. Direct all evacuating traffic to the stairs.
9. Before you leave your office, feel the door to see if it is hot before you open it. If it is hot, or if smoke is seeping through the cracks, do not open the door. Try another exit door.
10. If you cannot exit your office, seal off the cracks around your office doors, go to a window and signal for help.
11. If the exit door feels cool, proceed to evacuate. If there is smoke, stay low. Crawl on the ground and take short breaths until you reach a stairwell. This should be a safer area, and you should be able to move freely and quickly to evacuate.
12. Follow the emergency plan guidelines for evacuating any persons with disabilities on your floor.

13. Choose a specific site outside the building that is far enough away from the building to avoid injury from explosion or shattering glass to reconvene with your staff once evacuation has been successfully completed.
14. Do not return to the building until the Fire Department, your Facilities Manager, and your Floor Warden have given the “All Clear”.

What You Can Do To Prevent Fires

1. Keep all trash or waste material in fireproof trash receptacles, and empty them or allow them to be emptied frequently so waste does not accumulate.
2. Limit smoking to designated areas outside of the building equipped with appropriate receptacles in which to dispose of cigarette waste.
3. Keep all trash cans away from anything flammable.
4. If a fire does ignite in a trash receptacle and no water is nearby, turn an empty trash can over the fire. This should smother the fire.
5. Turn off all electrical appliances in kitchen areas, and all computers, copying machines, and other business machines at the close of each business day.
6. Do not overload electrical circuits.
7. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
8. Do not store cleaning chemicals in a warm, enclosed location that might promote spontaneous combustion.
9. Do not store cardboard boxes, packing materials, or other flammable items in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.

Bomb Threat Checklist

1. Exact time of call.
2. Exact words of caller.

Questions to Ask:

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's Voice:

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number call received at:

Date:

Report call immediately to 911 then Facilities Manager at 830-4648

Power Failure

The Larkin at Exchange Building has been designed to minimize the risk of a general power failure resulting from causes within the building. Should a power failure occur, it typically will affect either an isolated area of the building or a large geographic area of which this building is a part.

All suites and public areas are equipped with battery powered exit signs and emergency lights. These lights will remain lit for the duration of the power outage.

In the event of an electrical failure, please observe the following guidelines:

1. Contact the Facilities Manager.
2. Raise shades to let in outside light. If there is adequate lighting from windows, continue to perform assigned tasks as well as possible.
3. If you are instructed to evacuate the building, lock all areas of your premises.
4. Do not congregate in the lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, do not panic. Wait for assistance. Your elevator will cease operation, but will not fail. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator telephone to contact building management for information and to notify them of your location.
6. Facilities Management will notify you as soon as possible when power will be restored.

Security System

The Main Lobby and the Center Lobby are each furnished with custom-built guards' desks and electronic tenant directories. Security CCTV screens for the entire property including all common areas on all floors, lobbies, parking lots and elevators are monitored at these desks. Security guards staff the Main Lobby twenty-four (24) hours per day, seven (7) days per week and the Center Lobby from six o'clock (6:00 AM) in the morning until midnight (12:00 AM) each weekday. Center lobby closes on Friday at 11pm and reopens on Monday at 5am. The guards not only monitor visitors and foot traffic into the building, but are trained to utilize the building's sophisticated security system and camera monitors. This provides yet another layer of service and safety for the building's tenants. It is Larkin at Exchange's policy that the security guards will provide escorts to the parking lots for employees and visitors anytime upon request.

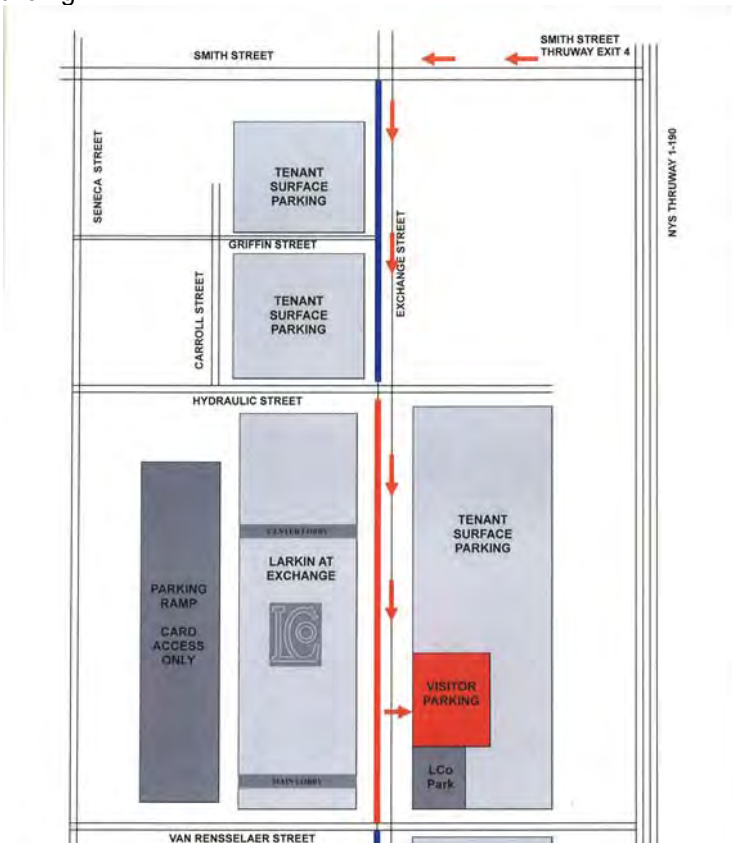
The building also utilizes an electronic ingress system capable of being programmed to secure all vertical access within the building as well as general ingress to the building, both at pre-programmed times and in case of an emergency.

There is on-site owner management and manned security. All common areas of the building are monitored on CCT by the 24-hour security staff. All security personnel are instructed to maintain the safest possible environment for the staff. Security escorts for employees and visitors are available 24/7. The entire property including sidewalks and parking lots at LCo are well lit and camera monitored 24/7.

LCo is located in District A of the City of Buffalo. District A according to the City of Buffalo Police Department is the lowest crime district within the City of Buffalo, which comprises five (5) districts in total. It is important to note the neighborhood is stable, viable and safe.

The entire site has landscaping, gardens and grass areas and a park, which is enhanced with additional landscaping, pavers and picnic tables and umbrellas in the warm months. Where appropriate there is fencing at the site perimeter.

All parking lots are private to the tenants of Larkin at Exchange Building. Parking is in designated areas and is posted to facilitate the towing policy of the management. Surface parking lots are used via a first-come, first-serve basis. Such parking is provided within two blocks of LCo Main and Center lobbies. Visitor parking is available in the visitor parking lot adjacent to the south side of the building on Exchange Street. All visitors should park in the visitor parking lot. When the visitor lot is at capacity, visitors should park along the north side of Exchange Street in City of Buffalo approved street parking or in any open surface parking lot and report their license plate number to the security desk upon entering the building.



MOVING GUIDELINES

These moving and delivery guidelines have been developed to ensure a safe and efficient move for you and your organization. Following these guidelines will expedite your move and protect the people handling the move as well as your property and the building itself. These guidelines are in no way meant to hamper or restrict your moving process, but rather to safeguard the elements involved in the process. Please let us know how we can best assist you with your move. We would be happy to answer any further questions you may have. Please call Daniel Couch, Facilities Manager at 849-0077, ext. 200.

1. Notice must be provided no less than two (2) days as to the date and time of your scheduled move and no unscheduled moves are allowed. The Facilities Manager must clear all moving arrangements. All moves will be scheduled on a first come, first serve, basis. You must be assigned a specific loading dock.
2. Remember large office moves (over 5,000 square feet) may only occur on the weekends or after 6pm Monday through Friday.
3. Large moves must be handled through the freight elevator, unless the Facility Manager authorizes the use of other elevators. The mover must provide pads to protect the freight elevator. If other elevators are approved for use, the moving contractor shall also be responsible for supplying pads to protect the elevator cab interior.
4. The loading dock you are assigned by the Facility Manager is the only building entrance permitted for large moves. We strongly encourage you to reserve this area for all large moves and deliveries. Facilities Management must authorize any exceptions to this entry point. If other areas of access are approved the mover must protect floors and walls with acceptable material to prevent damage.

5. The moving contractor must provide a Certificate of Insurance prior to the move. The mover must be bonded and carry a minimum of \$1 million combined single limit, property damage, public liability insurance and workers' compensation. We suggest that you secure a Certificate of Insurance for your firm as well.
6. Your moving contractor will be responsible for any damage to the building incurred during the move. To avoid unnecessary damage:
 - Pad or otherwise protect all entrances, doorways and walls affected by the move.
 - Cover all floors traversed during the move with appropriate mats.
7. Your moving contractor must report any electrical problems or equipment breakdowns that occur during the move, which may affect building operation. They are also responsible for removing all trash and bulky packing cartons.
8. Our building has a strict "No Smoking" policy. Moving crew members are not permitted to smoke in any area of the building.
9. The Fire Marshall prohibits the blocking of any fire corridor, exit door, elevator, lobby, or hallway. Do not park moving vehicles in marked Fire Lanes.
10. Please use the service elevator for all deliveries which is located in Shipping & Receiving. The loading dock doors are open from 7 a.m. to 3:30 p.m., however, Tenants and employees must pre-arrange usage by coordinating with Facilities Management (849-0077 x 200) and Shipping & Receiving (849-0077 x 202). Any deliveries to be made outside of those hours must be scheduled and approved by the Facilities Manager.
11. Security guards and/or Larkin Development employees are not authorized to sign for incoming packages/deliveries.

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HOURS OF BUILDING OPERATION

The standard business hours of operation for Larkin at Exchange are from 7:00 a.m. – 6:00 p.m. Monday thru Friday, however, LCo is, essentially, always open. Security staff are always (24/7) present 365 days per year.

Please refer to your Lease for further clarification.

Employee entry of individual offices is under the sole discretion of the Tenant Management.

BUILDING HOLIDAYS

New Year's Day
Memorial Day
July 4th
Labor Day
Thanksgiving
Christmas

BUILDING RULES/REGULATIONS/OPERATING POLICIES

The following Rules & Regulations are a part of your Lease Agreement and must be adhered to by all building occupants. Please share this section with all your employees.

1. Tenant shall not obstruct any Common Areas, including parking areas, driveways, walkways and stairwells.
2. Tenant shall not make or permit any noise or odors that are a nuisance or annoy or interfere with other Tenants or persons having business in the LCo Building.
3. Animals, with the exception of guide dogs and those approved by Larkin Development Group are not permitted on the premises.
4. LCo Tenant shall not alter any lock or install new or additional locks or bolts without obtaining the prior written permission of Landlord.
5. Tenant shall be responsible for the inappropriate use of any toilet/restroom facilities, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
6. Tenant shall not paint, drill into or in any way deface any part of the Leased premises or the Building of which they form a part. No boring, cutting or stringing of wire shall be permitted, except with prior written consent of the Landlord.
7. Tenant shall not suffer or permit anything in or around the LCo Building that causes excessive vibration or floor loading.

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8. All removals of deliveries of furniture, freight, equipment or bulky items of any description shall be moved into or out of the LCo Building only with Landlord's prior knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Landlord. No hand trucks, carts, etc., shall be used in the LCo Building unless equipped with rubber tires and side guards. Tenant or its delivery agent or mover must provide masonite sheets or sanded plywood sheets to cover furnished floors, or carpeting for moving dollies, four wheel carts, etc. Landlord reserves the right to inspect any deliveries to be brought into the LCo Building or adjacent owned property and to exclude from same all items which violate these Rules and Regulations. Any Permits required by any governmental agency having jurisdiction over Tenant's deliveries or move, will be the responsibility of the tenant and/or its delivery or moving agent. Tenant shall be responsible for all damage to the LCo Building arising from such activity. Tenant's use of freight elevators other than during Normal Building Hours shall be billable to Tenant as Additional Rent, at rates published periodically by Landlord.
9. Tenant shall not employ any service or contractor for services to be performed in the LCo Building, except as approved by Landlord.
10. Landlord reserves the right to close and lock the LCo Building on Saturday, Sundays and LCO Building holidays, and on other days between the hours of 6:00pm and 7:00am

of the following day. Landlord shall provide to Tenant at least five (5) days notice of LCo Building holidays. If Tenant uses the LCo Building during such holiday or locked periods, Tenant shall be responsible for costs associated with occupancy, which costs shall be billed to Tenant as additional Rent at rates published periodically by Landlord.

11. Tenant shall not make additional sets of keys to the LCo Building, and shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
12. All exterior window coverings, shades or awnings shall be installed by Landlord, and all interior window coverings or shades are subject to the prior written approval of Landlord.
13. No tenant, or its agents, employees, representatives, or invitees shall go upon the roof of the LCo Building.
14. Tenant shall not suffer or permit smoking or carrying of lit cigars or cigarettes anywhere in the LCo Building, except in such permitted and marked areas.
15. Tenant shall not use any method of heating or air conditioning other than that is provided by Landlord without obtaining Landlord's prior written consent.
16. Tenant shall not install, maintain or operate any vending machines upon the LCo Building without Landlord's prior written consent, except in areas designated in tenant's plans approved by Landlord or as Landlord and Tenant may otherwise agree.

17. The Premises shall not be used for lodging, manufacturing, cooking or food preparation, except in designated areas only. No toasters or toaster ovens allowed on premises.
18. Tenant shall comply with all safety, fire prevention and evacuation regulations established by Landlord or any applicable governmental agency.
19. Landlord reserves the right to refuse access to any persons Landlord in good faith judges to be a threat to the safety and or reputation of the LCo Building or its occupants.
20. Landlord reserves the right to waive any of these Rules, and/or as to any particular tenant, and any such waiver shall not constitute a waiver of any other rules or any subsequent application to such tenant.
21. Tenant assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.
22. Landlord reserves the right to make such other reasonable Rules as it may from time to time deem necessary for the appropriate operation and safety of the LCo Building and its occupants. Without limiting the generality of the foregoing statement, Landlord specifically reserves the right to implement security procedures requiring identification and check-in of all visitors and identification badges for all of the Tenant's employees and persons authorized to be in the LCo Building. In the future, Landlord may require that all visitors to the LCo Building be met by Tenant's representatives at the reception area. Tenant agrees to abide by these such additional rules.

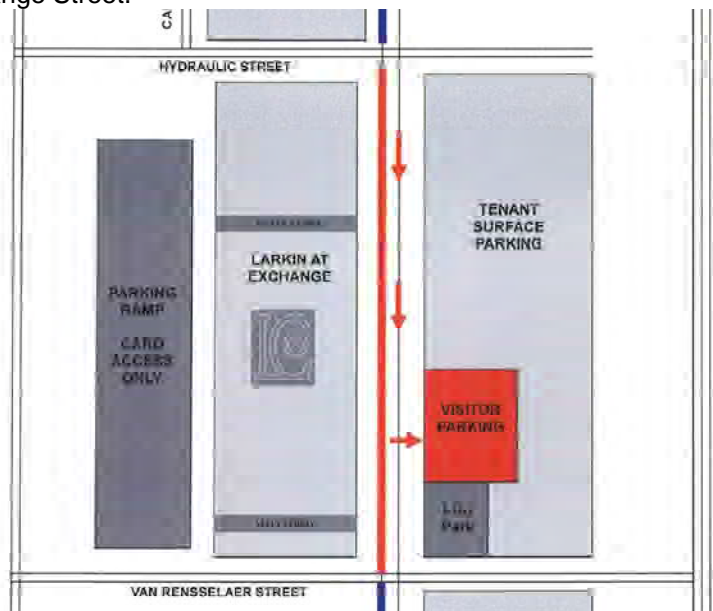
BUILDING ACCESS

Walk-Ins:

Generally, Larkin at Exchange is managed with an easy, comfortable atmosphere for employees and visitors alike. Building Management prefers tenants to carry their building ID with them but it is not required. Visitors are usually required to sign-in and/or sign-out at the Guard's desk in each lobby.

Policies and procedures are in place as well as sophisticated security systems that would change the atmosphere for walk-ins if it was determined a higher level of security was required. Facilities Management will inform all tenants of such procedures should they be enacted.

Visitors and handicapped visitors (with required handicap hangtag visible in car) may park in the visitor parking lot located on Exchange Street.



Loading Docks:

Tenants must pre-arrange Loading Dock usage by coordinating with the Facilities Manager at 849-0077 x 200. Insurance Certificates must be provided to the Facilities Manager prior to loading dock use.

Freight Elevator:

Tenants must pre-arrange Freight Elevator usage by coordinating with the Facilities Manager at 849-0077 x 200 and the Shipping & Receiving Department at 849-0077 x 202.

WORK ORDER PROCEDURES **REMODELING/ALTERATIONS**

Please use the work order system which is easily accessed through Larkin Development's website:

How to use the online Work Order Request Form

Go to www.LarkinDevelopmentGroup.com

Click Larkin at Exchange

Click Tenant Services

Click For "Submit a Request for Building Service & Assistance"

Click Choose your location

Click Go

Fill out personal information and request/problem etc.

Click Submit Query

Inquiries that fall into this subject include, but are not limited to, hanging pictures, installing chair-rails, wall coverings, shades, etc.*

*Please note that work performed by facilities management will be billed to the tenant at \$35/hour. Please indicate in the work order if you would like a quote issued before work is performed.

Tenants' suites are cleaned daily. This includes:

1. Emptying trash and recyclables daily.
2. Vacuuming daily (If suite contains kitchenette or hard floor surfaces, they are swept or mopped)
3. Dusting once per week

The cleaning staff does not clean individual desks. This avoids any disruption or items being disposed of that should not be etc.

Dishwasher soap, Sink Soap & Paper Towels – Tenants are responsible for supplying in their suite or may request via work order (see above) and will be invoiced.

Shredding – Tenants must empty shredded material from shredder into recycle bin.

PARKING POLICIES

1. Parking areas shall be used only for parking by vehicles no longer than passenger size automobiles or sport utility vehicles (SUVs) ("Permitted Size Vehicles"). Vehicles other than Permitted Size Vehicles are herein referred to as "Oversized Vehicles."
2. Tenant shall not permit any vehicles controlled by Tenant or Tenant's employees, suppliers, shippers, customers or invitees to be unloaded or parked in areas other than those designated by Landlord.
3. Users of parking areas will obey all signs and park only in the areas designated for vehicle parking during normal business hours. (See site plan and note that visitor parking is located on Exchange Street all other lots are designated for general parking.) Please note, as construction and site work is completed, some parking areas and/or lots are subject to change. Notification will be provided at that time.
4. Landlord will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which are risks assumed by the party using the parking area.
5. The maintenance, washing, waxing or cleaning of vehicles is not permitted, except in any designated areas.
6. Tenant shall be responsible to ensure that all of its employees, agents and invitees comply with the applicable parking rules, regulations, laws and agreements.
7. Landlord reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the property operation of any parking areas.
8. No overnight parking is allowed; violators will be towed.

Parking Permits

Parking permit distribution is handled by Facilities Management. These open surface permits are to be applied to your vehicles rearview mirror-easily visible to our parking monitors.

Parking permits are issued upon occupancy. Any requests for more permits than is stipulated in your lease must be directed to Donna Kostrzewski at Donna@LarkinDG.com.

Reserved Parking in Ramp

Ramp parking is accessible by secured, electronic gate access only. If you would like to purchase a pass to park in the ramp you may do so by contacting Facilities Management, located in Suite 100 on the first floor near the Main Lobby.

There are currently three options for ramp parking:

1. Premium Ramp Parking (PRP) is a premium located space that we place a numbered sign in. A PRP space is designated for you and only you. No one else can use it unless you give them permission. Cost for a PRP is \$995 + tax per year.
2. Covered Ramp Parking is available on a first come, first serve basis. This fills quickly, however if there is not space available, we would be glad to place your name on our waiting list. Cost for covered ramp is currently \$30 + tax per month.
3. Rooftop Ramp Parking is readily available at this time. Rooftop ramp spaces begin at the start of the third level incline and are available to anyone that is interested in purchasing. Cost for rooftop is currently \$15 + tax per month.

RENTAL REMITTANCE PROCEDURES

Monthly rental payments are due on the first (1st) of every month. Larkin Development Group's accounting department will process and mail monthly rental invoices by the 25th of the previous month.

Make check payable to:

Larkin Development Group
726 Exchange Street, Suite 825
Buffalo, NY 14210

Any further inquiries regarding the above can be found in Tenant's Lease or contact Susan at susans@LarkinDG.com.com.

BUILDING AMENITIES

LCo Conference Center **Suite 616**

The Conference Center at the Larkin at Exchange Building provides a professional atmosphere for your business needs, as well as up-to-date technology to improve any meeting and presentation. The LCo Conference Center is comprised of several separate meeting rooms, each designed with a working environment that will make a positive impression on your clients and business associates.

The Larkin Development Group Concierge will assist you in creating the ideal setting for your business meeting or conference. Please contact us for assistance in pre-event planning to determine your exact room needs and to select from the wide variety of catering choices that are available for breakfast, lunch and breaks.

Sodexo Inc., the official food service provider for Larkin at Exchange, handles every detail. You provide the parameters, and they do the rest. They can create the meeting space ambiance that reflects your company's message from white glove coffee service to a casual snack; its important that the work atmosphere is both enjoyable and productive.

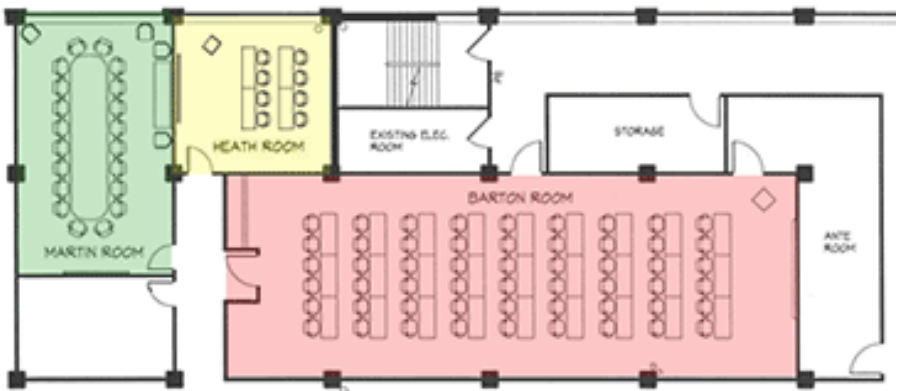
Our staff will also remain on site during your event to assist you with additional needs as they occur so you may focus on what is important – your meeting.

Description of Rooms

Barton Room – a 64' x 24' room with a flexible furniture system comprised of 35 - 24" x 60" tables. The room will comfortably accommodate 70 seating places with a working table surface for each or 75 auditorium style. A podium with microphone as well as a large motorized screen for presentations is located at the east end of the room.

Martin Room – For a more traditional meeting space the Martin Room provides an upscale professional working environment that is sure to impress. With a 54" x 20' board room table, executive seating for 24, and wood-trimmed document grips, whiteboard, manual projection screen for presentations and impressive view of the City skyline, you can communicate your message more effectively than ever in a meeting room that reflects your personal style.

Heath Room – This training room provides an intimate atmosphere for your meeting with seating for 12. With six tables and an instructor station, this room also includes a manual projection screen for presentations.



6th Floor Conference Center

Rental Rates (Monday – Friday)
Normal Business Hours 7:00a-6:00p:

Evening & Weekend Rates Are Specified Below

Barton Room - Maximum charge per day (i.e. 8a-5p) - \$400.00

\$400.00 per day (8a-6p) - **or** -

\$250.00 ½ day – Maximum 4 hours

- Additional \$100.00 each hour after 5p

Weeknights after 5p – \$100.00/hr (2 hour minimum)

Martin Room

\$375.00 per day (8a – 5p) - **or** -

\$95.00 per hour – (2 hour minimum)

Weeknights after 5p – \$100.00/hr (2 hour minimum)

Heath Room

\$70.00 per hour – (2 hour minimum)

Weekend Rates (Saturday & Sunday)

2 hour minimum - \$250.00

Each additional hour - \$100.00/hour

- \$140.00 fee for cancellation of reservation

- Tenant will be charged 50% of agreed upon rate if cancellation occurs one (1) business day prior to reservation with a minimum cancellation fee of \$140.00.

Tenant will be billed within seven (7) days of use of Conference Center

Fitness Center

The Fitness Center Includes:

Treadmills, Ellipticals, Recumbent Bike, Ergometer, Leg Press, Dumbbells 5-50 lbs, Dumbbell Rack, Incline Bench , Smith Machine, Ballet Barre, Ab Roller, Floor Mats

To join the fitness center you must participate in a new member orientation. When you move in or immediately before - you can contact Tina Cheman via email tinac@LarkinDG.com – to sign up. Orientations are typically held on an “as needed” basis in the Fitness Center, Suite 610 on the 6th floor.

The orientation is conducted by a licensed, certified personal trainer and you are instructed how the equipment works & how to use it safely. A brief membership form must be completed by you at the orientation and that form along with payment for the amount specified below dependent upon the membership option you select is processed by our facilities management office.

Usually within one day of the orientation you are issued your electronic access membership card and you can use the center 24/7!



The cost is \$150 to join for a 6-month membership along with a one time membership fee of \$35. The cost is \$290 to join for a one year membership along with a one time membership fee of \$35.

The Chautauqua Café

Café@GreatSpaceDowntown.com

Open Monday – Friday 7:30a - 3:00p

Something good. Something special.

Tempting. Inviting. Satisfying. That's what you can look forward to at the Chautauqua Café. The aroma of fresh coffee, homemade baked goods, gourmet sandwiches and salads, pizzas, and host of other exciting specialties will fill the air inside the Larkin Building at Exchange.

You can start your day with a hot cup of java, a croissant, and the morning paper, while relaxing in our casual lounge area. Or you can gather the whole gang from the office for lunch in our spacious dining area which seats nearly 400. Whether it's a light bite, a hearty lunch, or picking up one of your favorite candy bars, you're sure to find just what you want.

Our captivating café is just the beginning. When it comes to the very best in catering, come to us to handle everything right down to the very last detail. From simple office meetings, client lunches, and social gatherings to special occasions, holiday parties, and major events "The Chautauqua Café" is dedicated to providing the quality, service, and excellence that you expect and so much more.

So prepare yourself for something good, something special, and above all, something you can enjoy every day. Join us this September as the doors of the Chautauqua Café swing open to bring you a difference you can taste.

The Chautauqua Café is operated by Sodexo, Inc., an international premier food service company, committed to providing outstanding food and exceptional customer service on every level.

For all your catering needs please contact the Manager of the Chautauqua Café. See contact information in Chapter 2.

The Chautauqua Café is open to the public, please invite associates, family and friends for a breakfast or lunch meeting or get together.

www.LarkinDevelopmentGroup.com

Catering

Café@WorkingDowntown.com

Contact the Manager of the Chautauqua Café for any catering needs or questions. Contact information is located in Chapter 2. Whether it's a call for coffee and pastries for six, or sumptuous service for a gala gathering of 1,000, Sodexo is here to cater to your every need. You will find their menus to be priced competitively, offering the variety and flexibility to meet any budget. Superb quality, courtesy, professionalism, and attention to detail will always be part of the order for every catered experience.

Sodexo's catering experts will be available to assist in planning events. They will organize the details, put their team into action, delegate tasks, and supervise progress. They will help plan the menus and other details, and submit their recommendations to the customer for final approval.

For special events, their catering department will be available to coordinate décor, menu, event staffing, and special requirements. They will work with vendors to rent or purchase any special equipment needed. For off-site events, they will arrange an inspection of the site to design the back-of-the-house facility and detail the front-of-the-house service needs.

For large events, our many accounts in the area provide a labor pool of experienced, reliable, customer-oriented employees familiar with our high service standards.

Larkin at Exchange does not typically allow outside events such as parties or receptions in the Café or Main Lobby, however, there is the occasional exception. Contact Donna Kostrzewski, 362-2677, if you require further information.

www.LarkinDevelopmentGroup.com

Child Care Facility

Childcare@WorkingDowntown.com

The Sweet Home Child Care Facility is run by The Valley Community Association Child Care Center.

Our new, state-of-the-art facility located on the first floor, Suite 130, invites your child to learn, grow and play. The center was designed with safety and well-being of children in mind. Large windows fill the classrooms with light. Bright and colorful children's artwork is used to decorate, inspire and establish a fun and stimulating environment. Rooms have been constructed to be spacious and wide open for your child to explore with friends and develop a sense of independence.

The Larkin at Exchange Building itself is one of Buffalo's historical gems. In addition to its special architecture and construction features, it is one of the safest buildings in the city. You can rest assured that your child is in a safe and secure environment.

For more information, please call the Director at 819-2870.



www.LarkinDevelopmentGroup.com

Lark N' Ride Program

The Larkin Taxi

The Larkin Taxi, a Platinum Silver 2005 London Executive Sedan, is a campus amenity to assist tenants with easy transportation between the central business district of Buffalo and Larkin District and campus. The Taxi Driver follows a specific route throughout the day between the District and Niagara Square with stops including Lafayette Square and the Court District.

Typically the driver is available between 7:00 am – 3:30pm. Schedule your trip ahead of time to ensure availability.

With three convenient stops downtown - Lafayette Square / Niagara Square / Family Court, the Taxi driver is not allowed to venture more than one to two blocks from the pre-assigned route. The Taxi driver is not allowed to accept cash from riders, rides may only be provided upon evidence of a taxi coupon.

**** The Larkin Taxi driver is equipped with a cell phone so tenants that wish to pre schedule may call the driver and every reasonable effort will be made by the driver to meet their needs for pick-up or drop-off.***

Every new campus tenant is provided a complimentary book of 10 tickets upon occupancy.

Ticket books may be purchased for \$30.00. Books include 10 tickets and one ticket is good for a one-way trip. Contact JulietW@LarkindDG.com to purchase additional books or stop by our Facilities Management Offices located on the first floor of the Larkin at Exchange Building.

Bicycle Program

Free bicycle share program for tenants. Six (6) custom Larkin vintage style bicycles are available for tenant use during normal business hours Monday through Friday. (*Seasonal*)

Lark N' Ride bicycle membership is coordinated by the Facilities Management office, Suite 100 and available to all Larkin Development Group's Larkin District tenancies. Additional information about Lark 'N Ride is available in Suite 100.

After completing some simple paperwork and providing a security deposit tenants become Lark N' Ride members and can easily pick up a bike for transport to a meeting, lunch or a simple get-away from daily work stress. Bike locks and helmets will also be provided.

SECURITY RECOMMENDATIONS

How to obtain Building ID - Prior to moving in, schedule a time with the Facilities Coordinator at tinac@Larkindg.com ; otherwise, pictures will be taken and cards issued during the first week tenant moves in.

If Building ID is lost, notify Facilities Coordinator and they will deactivate old card and issue a new one for a fee of \$25.

Larkin at Exchange provides fully manned security, 24/7. The security stations are located at both the Main and Center Lobbies of the building and are supplemented with state of the art closed circuit television monitoring of common and parking areas. Additionally, visitor reception and check-in is located at each lobby guard station. Building ID must be verified by the on-duty security guard for access beyond normal business hours.

Security staff is available to escort employees to parking areas upon request, any time, and any day.

Larkin at Exchange is located in District A which is the lowest crime district in Buffalo. The neighborhood surrounding LCo is populated with interesting, hard-working residents. Many of our residential neighbors were Graphic Controls employees (Graphic Controls was headquarters here in LCo until 1999), and interestingly, a few neighbors are even 4th generation homeowners who previously worked for the Larkin Companies. Most of our residential neighbors take pride in their home ownership and are pleased to see the Larkin at Exchange Building being restored and renovated. Please respect and cooperate with our neighbors by keeping the grounds free of debris and limit the idling of car motors in the parking areas.

Please assist the management of Larkin at Exchange and report to the Security Guards any behavior deemed suspect or inappropriate.

Security : 849-0077 x 300

Facilities Manager: 849-0077 x 200
e-mail: danielc@LarkindG.com

www.LarkinDevelopmentGroup.com

BUILDING HISTORY

At its pinnacle, the Larkin Company was unquestionably one of the most innovative and successful marketing and manufacturing firms of its time. John D. Larkin's progressive business practices have been imitated across a wide range of companies and industries. Now the partners of Larkin Development Group are proud to restore this historic building and renew the philosophical legacy of the Larkin Company.

The building offers 600,000 square feet on 10 floors of 60,000 square feet each. The building is constructed of steel and concrete and has floor load capacities in excess of 225 pounds per square foot. The building has been completely restored into a modern, state-of-the art, professional facility.

The history of Larkin at Exchange and its relation to the Larkin Companies and the history of Buffalo and Frank Lloyd Wright's architecture is fascinating. We would be pleased to loan you some reading materials if you are interested in this rich history.

Did you know trains railed through the length of this building? That is why the column width on the 2 interior bases are wider than the column width along the window wall and the center bay passage.

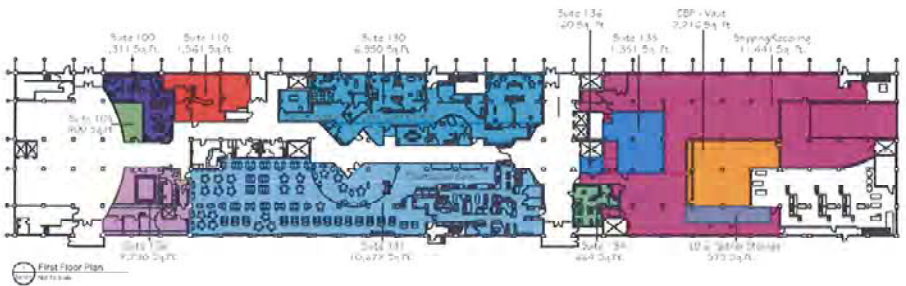
Larkin at Exchange was named The Larkin Terminal and was built in one year - 1912. The building was constructed to warehouse and distribute the many Larkin goods manufactured next door at the main manufacturing facility now known as 701 Seneca. The Larkin Company made a wide variety of household items and goods beginning with soap and growing to include paint, coffee, toothpaste, china, furniture, and more. The Larkin Company was the biggest mail-order company in the world in the first ½ of the 20th Century. Mr. Larkin (John D.) was a true entrepreneur and could be considered the "Bill Gates" of his time; his company "The Microsoft" of its time. Buffalo China was created by Mr. Larkin to produce china used for promotions/rewards for buying other Larkin Products, such as soap. Even the Graphic Controls Corporation, which occupied this building during the middle to late 20th Century, spun out from the Larkin Companies in 1960.

When the Graphic Controls signs were removed from the exterior of the building outside the 10th floor, the original LCo signs were still in place as shown on historic photos. These nearly 100-year-old signs have been refurbished and the LCo logo was reborn.

SITE PLAN / FIRST FLOOR PLAN






Larkin Campus Map



Larkin at Exchange First Floor Plan

AREA RESOURCES

<u>RESTAURANTS</u>	<u>CONVENIENCE STORES</u>
 <p>Chautauque Café – Larkin at Exchange – 1st Floor.....819-2880</p>	 <p>The Larkin Store – Larkin at Exchange – 1st Floor.....819-2880</p>
<p>DiTondo's Tavern – 370 Seneca Street, Bflo, 14204.....855-8838</p>	
<p>Marinara's Larkin Tavern – 131 Van Rensselaer Street Bflo, 14210.....845-5400</p>	
<u>DAY CARE</u>	
 <p>Sweet Home Childcare – Larkin at Exchange – 1st Floor.....819-2870</p>	
<p>Valley Community Assn. Childcare Center – 93 Leddy St.....823-8147</p>	

<u>HOTELS</u>		<u>SALONS</u>	
Hyatt Regency – Two Fountain Plaza, Bflo, 14202.....856-1234		The Larkin District Salon – The Larkin at Exchange Building, suite 134.....852-1001	
Adam’s Mark Hotel – 120 Church Street, Bflo, 14202.....845-5100		Papillion Salon – 242 Delaware Ave, Bflo, 14202..... 849-2912	
Best Western – 110 Delaware Avenue, Bflo, 14202.....886-8333			
Holiday Inn – 620 Delaware Avenue, Bflo, 14206.....886-2121			
* The Holiday Inn is interested in providing discounts for tenants use. For all inquiries, call 896-2900			
<u>DRY CLEANERS</u>		<u>DRUG STORES</u>	
Corvette Cleaners... 819-2880 Larkin at Exchange - Located in The Larkin Store – 1 st Floor (Drop-off/Pick-up Service – Monday - Friday)		Walgreen Drug Store – 650 Delaware Ave, Bflo, 14202.....883-0422	
Bestway Cleaners Inc. – 2075 Seneca St, Bflo, 14210.....824-9892		Rite Aid – 476 William, Bflo, 14206.....847-0424	
<u>AUTOMOTIVE</u>			
Russo’s Auto Service – 198 Oak Street, Bflo, 14203.....855-0490		<u>JEWELERS</u>	
Hoffman Automotive & Collision – 235 Elm St, Bflo, 14203..... 856-7000		Crinzi & Gullo Jewelers, Inc. – 100 Ellicott Square Building, Bflo, 14203.....854-0500	

RULES OF CONSIDERATE CONDUCT
AT LARKIN at EXCHANGE

1. Keep your voice down, speak softly in the elevators and lobby
2. Acknowledge and Respect Others
3. Speak kindly and do not use profanity
4. Do not loiter/smoke at Lobby entrances or outdoor stairways
5. Be a considerate tenant/employee
6. Respect the environment you work in
7. Clean up your own mess
8. Don't hop/climb/jump over railings

MOST COMMONLY ASKED QUESTIONS

PARKING RAMP

Q. What options are available for ramp parking?

A. There are currently three options for ramp parking:

1. Premium Ramp Parking (PRP) is a premium located space that we place a numbered sign in. A PRP space is designated for you and only you. No one else can use it unless you give them permission. Cost for a PRP is \$995 + tax per year and billed on an annual basis only.
2. Covered Ramp Parking is available on a first come, first serve basis. This fills quickly, however if there is not space available, we would be glad to place your name on our waiting list. Cost for covered ramp is currently \$30 + tax per month.
3. Rooftop Ramp Parking is readily available at this time. Rooftop ramp spaces begin at the start of the third level incline and are available to anyone that is interested in purchasing. Cost for rooftop is currently \$15 + tax per month.

All parking can be purchased in Suite 100, Facilities Management.

Q. Can I use a credit card?

A. Yes, we accept Visa, MasterCard, and Amex, check payable to LCo Building, LLC or cash.

Q. How many ramp spots are there?

A. Over 700

Q. What if I drive my husband/wife's car?

A. For the parking ramp, a second vehicle requires a separate ramp sticker tag. The primary account holder can purchase up to 3 additional sticker tags for their vehicles at \$15 each.

Regular, open surface parking permits for second vehicles can be obtained from your office administrator or from Suite 100, Facilities Management.

Q. If I lose my job, can I have a parking tag refund?

A. No – We do not give refunds on ramp parking.

PRP Spaces:

Q. Can I pay monthly?

A. No

Q. Can I split the payment?

A. No

Q. What if someone parks in my space?

A. Contact Facilities Management Office at (716) 849-0077 ext. 204. We will have this vehicle moved as quickly as possible and provide an alternate space temporarily, if necessary.

Open Surface Lot Parking:

Q. Where can I park?

A. Lots A, B, D & E, – See Site Map

Q. What if I lose my permit?

A. See your office administrator or whomever originally issued the tag to you.

Q. What if there is no parking available in open lots?

A. Check lots D & E – there continues to be space in these lots. City of Buffalo approved street parking is available between Smith and Van Rensselaer Street – Use Pay Meter.

FITNESS CENTER

Q: How long is the orientation?

A: Roughly 15 minutes – May run longer depending on number of attendees.

Q: Do I really have to attend the orientation to become a member?

A: Yes! We are legally obligated to have every person attend the orientation.

SECURITY

Q. How does the guard know if I am allowed in after hours?

A. Security maintains a list of all 24/7 individuals. They will ask to see your license and check the name against their list.

Q. Is there always a guard on duty?

A. Yes – Security is staffed 24/7.

LOST & FOUND

Security maintains lost & found items at the Main Lobby Security Desk.

ACCESS CARDS:

Q. When can I get my card?

A. You can schedule a time with Facilities Coordinator before your move at tinac@LarkinDG.com. Otherwise, pictures will be taken and cards issued during the first week you move in.