

# Atlanta Galleria Mover's Rules and Regulations

The following requirements must be observed by the tenant and their moving company:

All moves or furniture/equipment deliveries or removals must be scheduled in advance with the Property Manager at (770) 859-1250. All furniture/equipment moves must be scheduled alter 6:00 p.m., Monday - Friday, or any time on the weekend. While exclusive use of the freight elevator (independent service) is not guaranteed, we will not schedule any other moves during your time frame. Our night cleaning crew will need to utilize the freight elevator for standard nightly cleaning. At least 24-hour notice must be given for all moves. All alter-hours moves will require a security officer to be scheduled during the time the movers are on property at a cost to the tenant of \$30.00/hour with a four hour minimum. Any deviations from this policy must be approved by the Property Manager.

Mover's General Liability Insurance shall include the following:

Commercial General Liability:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate - Per Location/Project

\$2,000,000 Products/Completed Operations

Prior to the date of the scheduled move, a representative of the moving company must fax a signed copy of these regulations to Property Management at (770) 859-1253. The move will not take place until the necessary paperwork is received by Property Management. Please direct any questions or comments to Property Management at (770) 859-1250.

By signing below, I have read and fully understand all the rules and regulations regarding movement of any furniture and/or equipment in the Galleria complex, including, but not limited to, the building noted below:

Name:

Company:

Date:

Regarding move to take place in the following building (circle one):

Galleria 100

Galleria 300

Galleria 400

Galleria 600

Galleria 700/INPO

Suite #:

Tenant Name:

Date of Move:

PLEASE RETURN 8Y FAX TO (770) 859-1253.