



Taubman  
**TEMPORARY IN-LINE  
STORE (TILS)  
DESIGN CRITERIA**

07.14.2022

# TABLE OF CONTENTS

<b>1.0 INTRODUCTION</b>	02
<b>2.0 RETAIL DESIGN CRITERIA</b>	03
TYP. MERCHANDISE PLAN	
FIXTURES & DISPLAYS	
WALL DISPLAY	
VISUAL MERCHANDISING	
CASH WARP	
FITTING ROOMS	
<b>3.0 FOOD USE DESIGN CRITERIA</b>	09
TYP. FOOD USE PLAN	
FOOD USE TENANTS & UTILITIES & EQUIPMENT	
MENU BOARDS	
<b>4.0 GENERAL DESIGN REQUIREMENTS</b>	12
MATERIALS & FINISHES	
FLOORING MATERIALS	
DIGITAL DISPLAYS & LIGHTING	
GENERAL UTILITIES & TELEPHONE/DATA	
DEMOLITION	
EGRESS & LIFE SAFETY	
PRE-CONSTRUCTION REQUIREMENTS	
PRE-CONSTRUCTION MEETING	
CONSTRUCTION GUIDELINES	
INSPECTIONS & BARRICADE REMOVAL	

<b>5.0 STOREFRONT, SIGNAGE &amp; GRAPHICS</b>	16
STOREFRONT DESIGN	
TYP. 3D VIEW	
SPECIFIC SIGN GUIDELINES	
TYP. SIGN SECTION EXAMPLES	
GENERAL SIGNAGE GUIDELINES	
<b>6.0 GENERAL INFORMATION &amp; SUBMISSION PROCEDURES</b>	19
LANDLORD RESERVED RIGHTS	
DISCLAIMERS	
USE OF PROFESSIONALS	
SUSTAINABILITY	
<b>7.0 SPECIALTY OPENING CHECKLIST (ADDENDUM)</b>	21



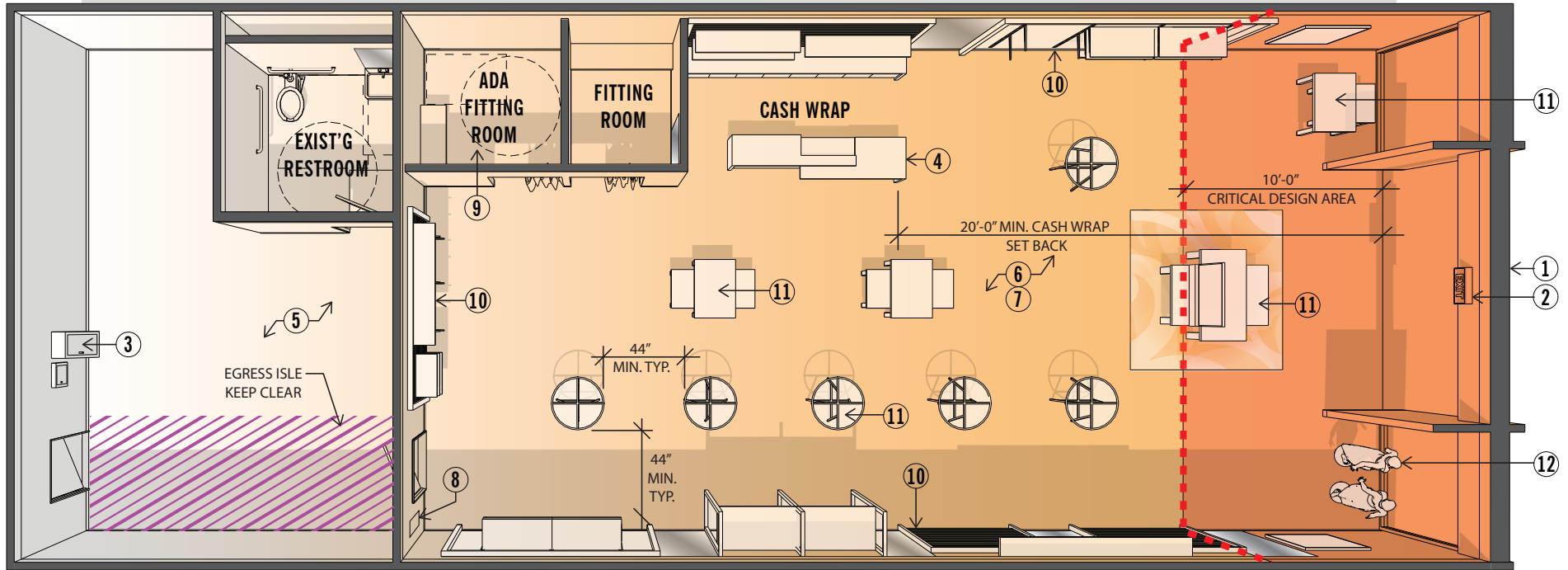
# 1.0 INTRODUCTION

This manual has been crafted to ensure that the individual Tenant's retail design optimizes potential and is in harmony with the Taubman retail collection. Through the application of the Temporary In-Line Store Criteria, the Tenant will produce a distinctly original store design unique to their brand and to the Taubman Property leasing location. This Criteria sets standards for quality, design, and construction. It also contains information pertaining to the Landlord's project team, governing agencies, and applicable codes.

We encourage each of our Tenants to be creative and innovative. Each component must convey the best expression of the Tenant brand to fully realize the "impulse buy" opportunity intrinsic to temporary in-line retail stores. Great attention will be requested from the Tenant in creating fresh, innovative retail environments that promote originality, creative design, and strong and exciting visual merchandising.










# 2.0 RETAIL DESIGN CRITERIA



## KEY NOTES

## TYPICAL MERCHANDISE PLAN SCALE: NTS (TENANT SPACES WILL VARY)

 <b>10' CRITICAL DESIGN AREA*</b>	VERIFY ALL REQUIREMENTS FOR BUSINESS LICENSING, OCCUPANCY PERMITS AND ALL LOCAL MANDATES.	6. ALL SALES AREA FINISHES, FLOORING, AND SURFACE MATERIALS TO BE IN LIKE-NEW CONDITION SEE PAGE 12.
 <b>BY TENANT</b>	CONFIRM ALL LIGHTING FUNCTIONS AND THAT IT IS PRODUCING EVEN, ADEQUATE ILLUMINATION. SOME FIXTURES MAY REQUIRE NEW LAMPS.	7. REPLACEMENT FINISH MATERIALS MUST BE APPROVED IN WRITING BY LANDLORD SEE PAGE 12.
 <b>EGRESS ISLE</b>		8. CONFIRM QUANTITY AND LOCATIONS OF FIRE EXTINGUISHERS.
 <b>ROUNDER</b>	1. LANDLORD APPROVAL REQUIRED ON ALL SIGNAGE. REFERENCE SIGN CRITERIA FOR MORE INFO SEE PAGES 18-19.	9. ADA FITTING ROOM PER CODE SEE PAGE 8 FOR ENLARGED PLAN AND INFO.
 <b>NESTING TABLE</b>	2. VERIFY OPERATION OF ALL EXISTING EMERGENCY AND EXIT LIGHTING.	10. WALL DISPLAYS SEE PAGE 5.
 <b>WALL STANDARDS/SHELVES WITH FRAME</b>	3. EXISTING ELECTRICAL SERVICE TO REMAIN.	11. FIXTURES AND DISPLAYS SUBJECT TO LANDLORDS APPROVAL SEE PAGE 4.
 <b>DECORATIVE RUG ADA COMPLIANT FIXED TO FLOOR W/TRANSITION STRIP</b>	4. CONFIRM THAT CASH WRAP DESIGN AND FIXTURES MEET ALL MINIMUM CLEARANCES AND REQUIREMENTS AND COMPLY WITH ADA. VERIFY EXIST ELECTRIC/DATA LOCATIONS AT CASH WRAP SEE PAGE 6.	12. VISUAL MERCHANDISING SEE PAGE 7.
	5. NO DEMOLITION, CONSTRUCTION, MECHANICAL, ELECTRICAL, OR PLUMBING WORK WITH OUT THE PROPER PERMITS AND LANDLORD APPROVALS.	*THE CRITICAL DESIGN AREA IS THE AREA OF THE STORE EXTENDING FROM THE STOREFRONT LEASE LINE INTO THE STORE AT A MINIMUM OF TEN FEET (10'-0") ACROSS THE ENTIRE WIDTH OF THE STORE. SINCE THE APPEARANCE OF THIS ZONE IS CRITICAL TO THE OVERALL STORE APPEARANCE, DESIGN SOLUTIONS AND MATERIALS ARE EXPECTED TO BE OF THE HIGHEST QUALITY AND WILL BE CLOSELY REVIEWED BY THE LANDLORD.

# 2.0 RETAIL DESIGN CRITERIA

## FIXTURES

Re-use of a prior Tenants fixtures is subject to the Landlord approval. Fixtures must be in good operating condition, cleaned, and free of visible defects. Fixturing materials such as slat wall, metal standards, outrigger systems, etc. are to be submitted to and approved by Landlord. All slatwall must have a laminate finish with inserts; 'unfinished' exposed edges are not permitted. Fixture layouts must be shown on the "Previous Tenant's Floor Plan" (if available) or on a new "Merchandise Floor Plan."



T display



Display case



Rounder

## DISPLAYS

Display materials should utilize high quality finishes such as hardwood, laminates, metals, and composite materials. Provide sample(s) or manufacturers product descriptions with photo(s) of new displays. New displays (wall mounted or freestanding) must be in good condition, of commercial quality, in compliance with governmental codes, and consistent with the design of the space and the merchandise being offered.

### PROHIBITED DISPLAYS

- ✘ Fixtures with pegboard, foamcore, barn board/crating, cardboard, wire grid etc.
- ✘ Metal or folding tables with fabric skirts



Nesting tables



Nesting tables and floating wall display



Nesting tables and shelving display

# 2.0 RETAIL DESIGN CRITERIA

## WALL DISPLAY

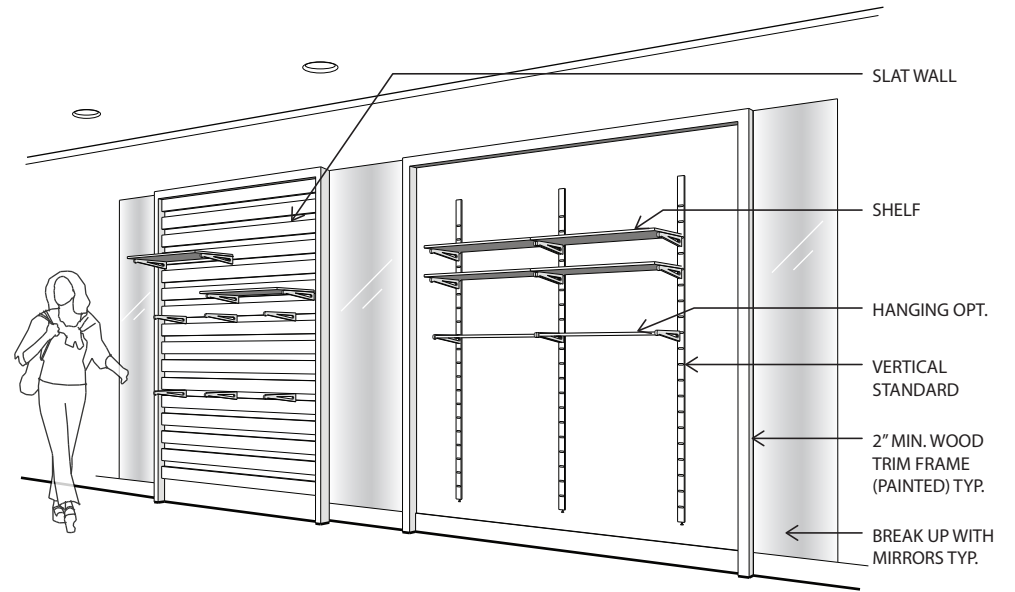
Slat walls and wall standards to be trimmed with wood 2" minimum framed edge and broken up by mirrors. Fixture cut sheets or pictures/images of fixtures must be submitted for Landlord approval as per submittal requirements.

### ACCEPTABLE WALL DISPLAYS

- ✓ Flush mounted wall standards, outrigger wall systems (pipe), and slat wall systems
- ✓ Panelized wall systems to visually break up space

### PROHIBITED WALL DISPLAYS

- ✗ Surface mounted wall standards without frame not permitted



### TYPICAL 3D VIEW

SCALE: NTS (TENANT SPACES WILL VARY)

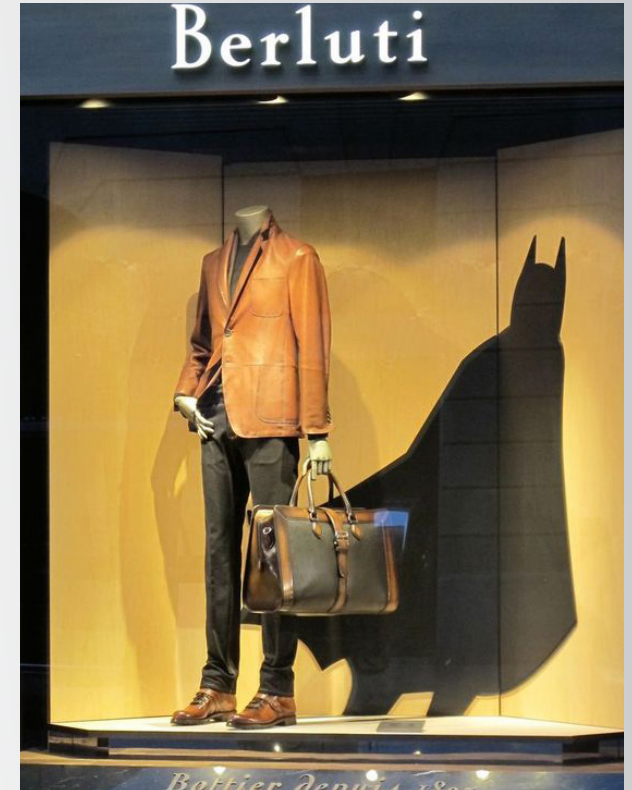


## 2.0 RETAIL DESIGN CRITERIA

### VISUAL MERCHANDISING

Merchandise Presentation refers to the type, arrangement, and maintenance of Tenant's goods or products. Visual Display refers to creating imagery and visual attraction that draws a shopper to the point of sale. These two basic components of Visual Merchandising are the foundation of well displayed merchandise.

- Successful Visual Merchandising will have a direct impact on the amount of business generated and will lend to the overall success of your operation.
- Tenants are encouraged to incorporate professional props and various display forms to bring clarity, express style, and help explain a products use or features.

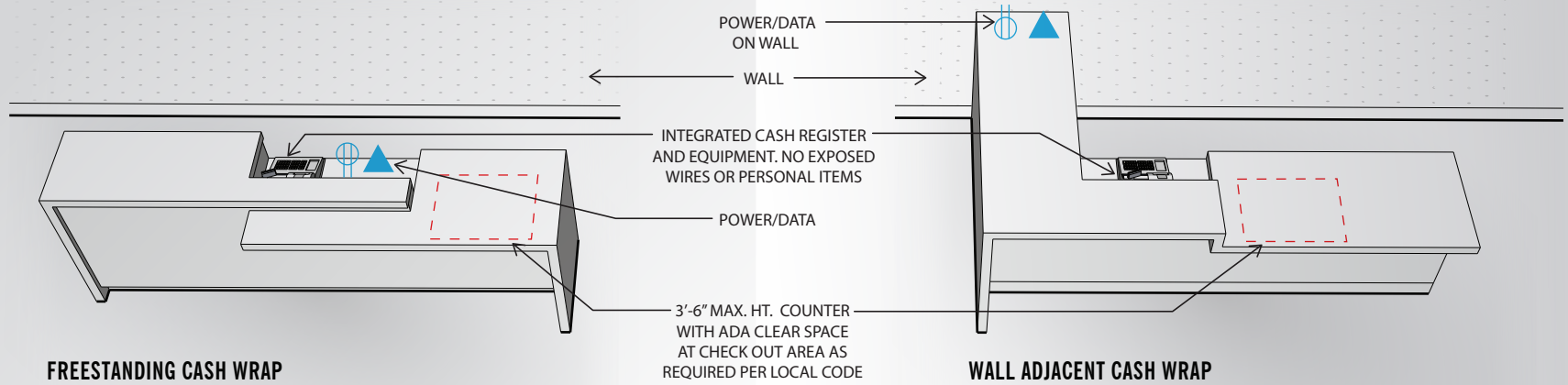


# 2.0 RETAIL DESIGN CRITERIA

## CASH WRAP

The existing cash wrap counter may be re-used provided that it is in good condition and free of visible defects. Every effort should be made to modify existing cash wrap when possible to accommodate ADA (Americans with Disabilities Act), i.e. add a check out shelf and ADA clear space at proper height to cash wrap to be compliant with code.

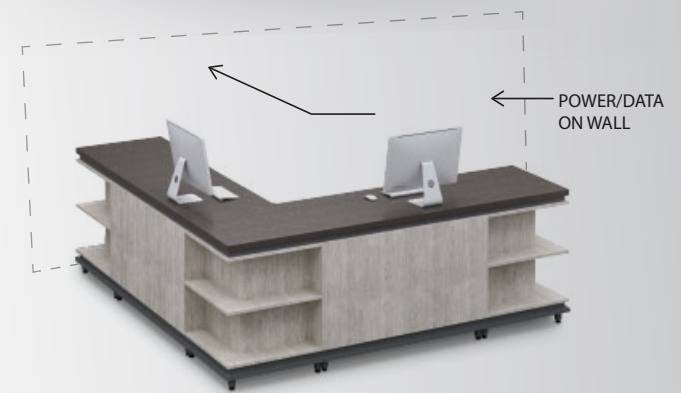
- Power, data and phone lines to cash wrap, and establishing service with utility company is the Tenant's responsibility. Cash wrap to be located where existing power/data lines exist in space.
- Cash wraps shall be placed a minimum of 20' back from the storefront Lease Line.
- Provide manufacturers product description and/or a photo of new cash wrap unit.



FREESTANDING CASH WRAP WITH BACK WRAP



FREESTANDING CASH WRAP



WALL ADJACENT CASH WRAP



# 2.0 RETAIL DESIGN CRITERIA

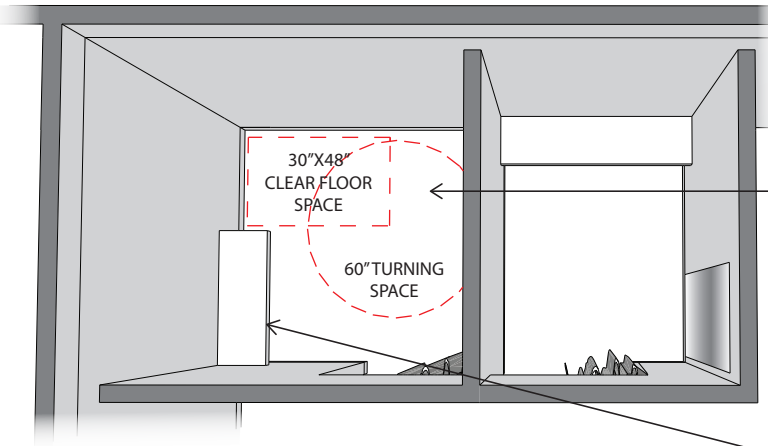
## FITTING ROOMS

When constructing new, fitting rooms must be accessible and comply with all ADA provisions. At least one fitting room must be ADA accessible.

There must be an accessible route through the door and to all elements required to be accessible in the room.

- Fitting room wall height to be 2'-0" below existing ceiling and light grid. To prevent fire.
- Fitting rooms shall have an open ceiling.
- Provide 24"x48" bench fixed to wall along long dimension, 17"-19" above finish floor in ADA fitting room as per code.

- Mirrors to be 18" wide, 54" tall, mounted with bottom edge 20" max. from floor. Mounted to provide view to person on bench as well as standing
- Minimum clear width of accessible doors to be 32" when door is open to 90 degrees.
- Solid doors and curtain options must meet ADA requirements. Curtains are to be commercial grade. And must meet local code and ordinances.



**TYPICAL PLAN VIEW**  
SCALE: NTS (TENANT SPACES WILL VARY)

FITTING ROOM WALL HEIGHT TO BE 2'-0" BELOW EXISTING CEILING, LIGHT GRID, HVAC, AND FIRE PROTECTION

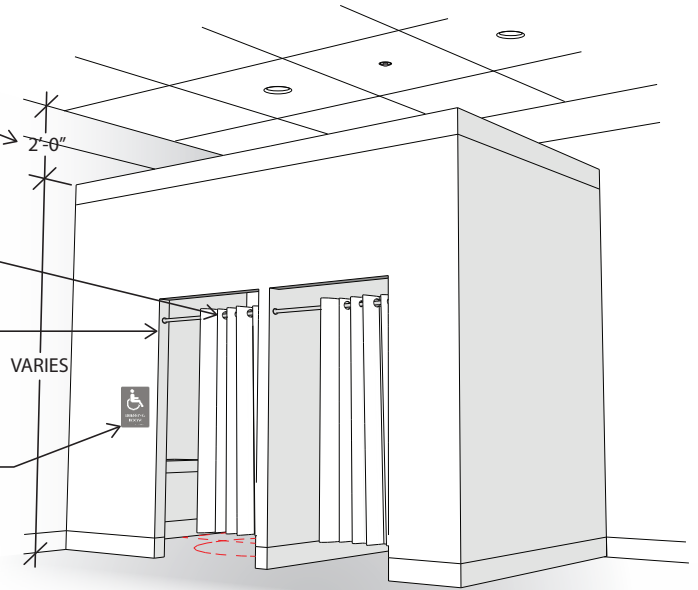
CURTAIN OR DOOR OPTION

ADA FITTING ROOM PER LOCAL CODE

ADA SIGNAGE AS REQUIRED PER LOCAL CODE

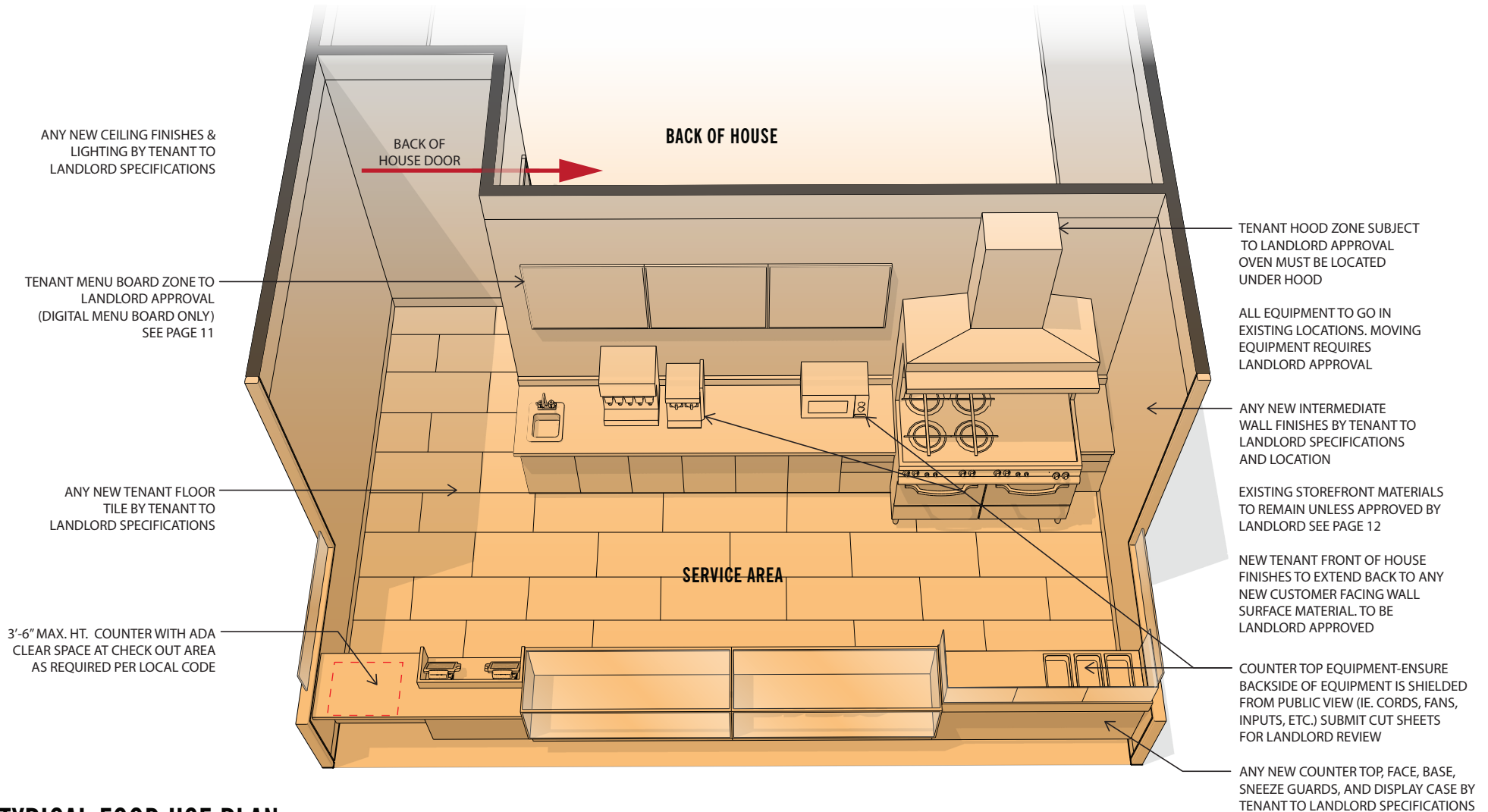
ADA BENCH 24"x48" AS PER LOCAL CODE

VARIES



**TYPICAL 3D VIEW**  
SCALE: NTS (TENANT SPACES WILL VARY)

# 3.0 FOOD USE DESIGN CRITERIA



**TYPICAL FOOD USE PLAN**  
SCALE: NTS (TENANT SPACES WILL VARY)

## KEY NOTES

 **BY TENANT**

\*EXISTING STOREFRONT MATERIALS TO REMAIN. FINISHES SUCH AS FLOOR TILE, CEILING TILES, WALLS, AND COUNTERS MAY NEED REPAIR/REFINISH, REPLACEMENT, OR AT MINIMUM A PROFESSIONAL CLEANING. UNEVEN FLOOR TILE, AND EXPOSED ELECTRICAL CHORDS/WIRES ARE PROHIBITED. IN THE EVENT OF TENANT WANTING TO REMOVE OR REPLACE ANY EXISTING MATERIALS, TENANT MUST SUBMIT ALL NEW MATERIAL SAMPLES TO LANDLORD FOR FINAL APPROVAL.

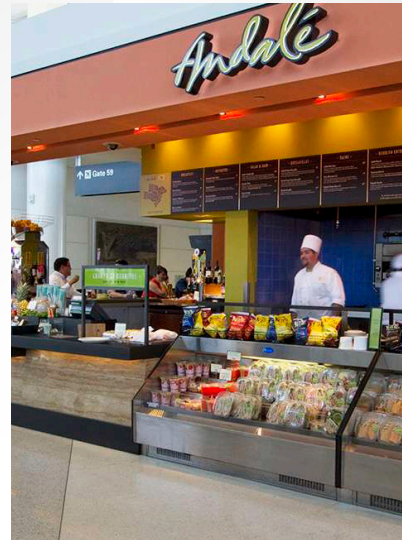
## 3.0 FOOD USE DESIGN CRITERIA

### FOOD USE TENANTS

- All condiment, flatware, napkin holders, loose menu brochures, etc., are to be designed and incorporated into countertop design.
- Menu boards must be incorporated into overall back wall design.
- Tenant is responsible for removing their own trash, cleaning, and hygiene products and must comply with local health department codes.
- Any new materials to be submitted and approved by Landlord.
- no exposed cords, wires, or advertising on front counter/sneeze guard.

### UTILITIES & EQUIPMENT

- All equipment cut sheets must be included in the drawing submittal, and should include all equipment to be located above and below the counters.
- Food Use Tenants must verify all existing utilities and engineer to coordinate the proper extensions to the leased area.
- Food Use Tenants are required to have grease traps within their space and concealed from view (If applicable by code Tenant required to verify).
- All work for Food Use Tenant space related modification shall be done by hand.
- Three compartment sink, mop sink, and prep sink may be required per local code.
- Tenant shall obtain engineering services from licensed and approved contractors.



# 3.0 FOOD USE DESIGN CRITERIA

## MENU BOARDS

In order to maintain a pleasant and high quality food service ambiance, Tenants are encouraged to use well designed, menu boards in their space. Menu board designs must be reviewed and approved by the Landlord before construction. Below is a list of requirements:

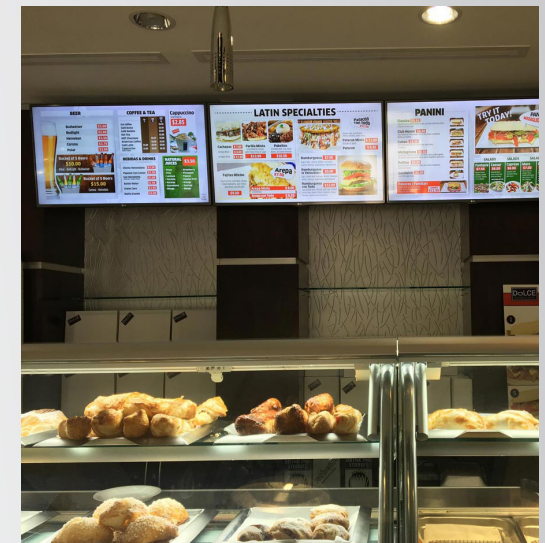
- All digital screen menu's will be integrated into the back wall design and are a part of the overall design concept.
- Digital screen frames will be concealed in a unique and innovative way.

### ACCEPTABLE MENU BOARDS

- ✓ Maximum Height: 36"
- ✓ Menu Boards to be mounted to back wall a maximum of 4 digital menu boards allowed
- ✓ Digital, framed, and light box type menu boards
- ✓ Final graphics to be approved by Landlord

### PROHIBITED MENU BOARDS

- ✗ No printed menu boards
- ✗ No mechanical attachments or electrical facilities can be visible
- ✗ No more than an area of 50% illustrations will be permitted on the menu boards
- ✗ No gratuitous advertising panels or illustrations other than Menu boards will be permitted.



# 4.0 GENERAL DESIGN REQUIREMENTS

## MATERIALS & FINISHES

Existing storefront materials to remain unless approved by Landlord. 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 in walls patched, etc.). Floor transition strips (T-strips), uneven floor tile, and exposed electrical chords/wires are prohibited. In the event of Tenant wanting to remove or replace any existing materials, Tenant must submit all new material samples to Landlord for final approval.

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 Landlord. Sample(s), or photo(s) of finishes are acceptable.

Several considerations will need to be made with regards to both interior and exterior material and finish selections for your store. In general, select durable, code compliant materials such as metals, glass, veneers, and certain treated woods.

### ACCEPTABLE MATERIALS & FINISHES\*

- ✓ Powder-coated or mill-finished metals
  - ✓ Natural stone or porcelain
  - ✓ Solid surface laminates
  - ✓ Certain stained or natural-finish (hard) woods and laminates
  - ✓ Certain materials with (multi) coat lacquered finishes (7 coat min.)
  - ✓ Tempered / Decorative glass
- \*Alternate finish materials and treatments will be considered based on the overall design of the store. It should be noted that all finish materials must be submitted and approved by the Landlord prior to commencing with fabrication

### PROHIBITED MATERIALS & FINISHES

- ✗ High gloss laminates
- ✗ Drywall/painted surfaces in Landlord Control Zone
- ✗ Certain fabrics or any materials that would be considered non-durable or not easily maintained and vinyl wrap

## FLOORING MATERIALS

Flooring to be replaced only with Landlords approval.



Wood



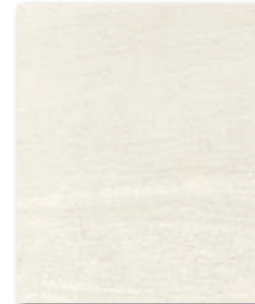
Carpet



Luxury Vinyl Tile



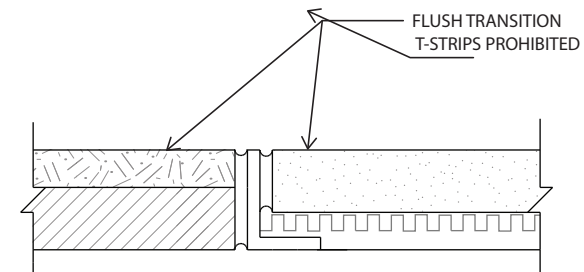
Ceramic Tile



Porcelain Tile



Stone



### TYPICAL FLUSH TRANSITION

SCALE: NTS (TENANT SPACES WILL VARY)

# 4.0 GENERAL DESIGN REQUIREMENTS

## DIGITAL DISPLAYS

Digital displays can be a good way to attract, entertain, or educate customers about certain products or services. However, these types of displays are not often appropriate and in some cases can have a detrimental effect, therefore specific landlord approval is required.

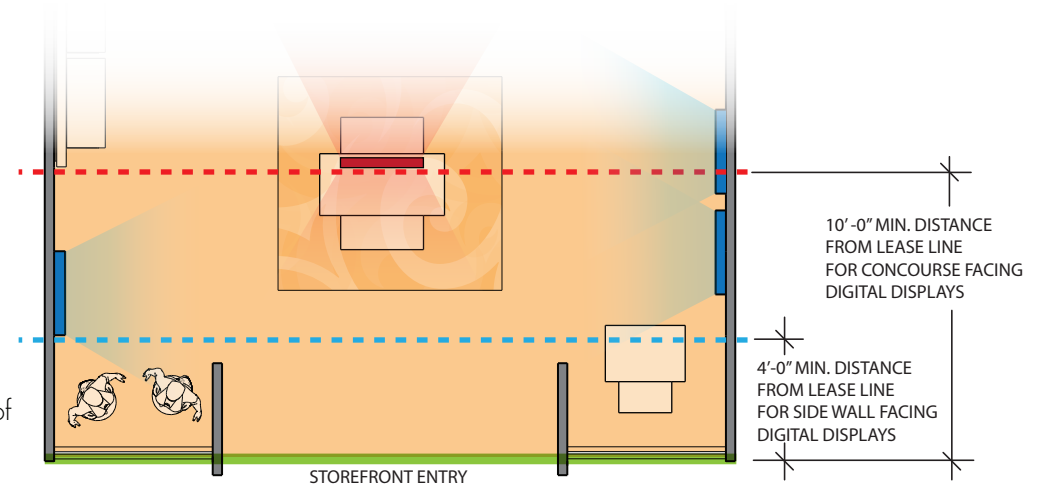
- When permitted, digital electronics should be subtle and act to reinforce a products appeal or features. Only lightboxes permitted in storefront windows.
- Digital systems must be integrated into the design of the storefront and be free of exposed cords, wires; or connectors.
- No sound is allowed. Static images only. No promotional messages.
- Digital displays not to exceed 32 sq.ft.

## LIGHTING

- Proper lighting is essential to showcase your merchandise and should be carefully considered.
- Light sources are to be shielded and should always be directed downward towards the merchandise.
- Tenants are encouraged to explore the use of LED lighting in an effort to reduce energy consumption and heat gain.
- The Kelvin (color temperature) range should not be above 3500K.
- All light fixtures within the Landlord Control Zone to be recessed.
- Landlord approval is required for all hanging or decorative lighting.

### PROHIBITED LIGHTING

- ✗ Exposed wires, circuits, ballasts or conductors
- ✗ Task lighting or florescent lighting



**TYPICAL DIGITAL DISPLAY ZONE**  
SCALE: NTS (TENANT SPACES WILL VARY)

### KEY NOTES

- BY TENANT
- SIDE WALL FACING DIGITAL DISPLAYS
- CONCOURSE FACING DIGITAL DISPLAYS
- LEASE LINE



# 4.0 GENERAL DESIGN REQUIREMENTS

## GENERAL UTILITIES

- Any installation or upgrades to the power and data serving the store must be coordinated by the Tenant. All utility upgrades to an existing location are the sole responsibility of the Tenant. In addition, Tenant is responsible for establishing service accounts where utilities are not metered locally.
- The mall common areas have existing fire sprinklers/fire-protection above. Tenant must not obstruct the operation of the mall's fire protection in any way.
- Any modifications to the Landlord's utilities will be by the Tenant at Tenant's sole cost and subject to Landlord approval.
- Tenant to field verify/conduct site visits as needed to confirm all existing utilities.

## TELEPHONE/DATA

### Granite Telecommunications

Phone: (855) GRT-GRID / (855) 478-4743

This is the general number that directs callers to the Network Operations Center where they handle everything from prospective clients (calls/leads forwarded to sales) to customers with general inquires, speed change requests, and repair requests.

Phone: (866) 847-5500

This is Granite's general 24/7 customer service line. They handle all inquiries and repairs throughout Granite.

## DEMOLITION

Demolition of any sort is prohibited with the exception of removing previous Tenant's sign and unless approved in writing by Landlord. 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.

## EGRESS & LIFE SAFETY

Tenant shall maintain store in a manner that will comply with code and not block egress in the event of an emergency. Fire aisles (nominally 44") are to be kept clear of stock/fixtures or debris/trash. Existing Life Safety Systems (sprinklers, exit signs, emergency lights, smoke detectors, etc.) shall not be altered unless approved in writing by Landlord. Batteries for emergency exit signs or lights may have to be replaced.

Refer to the Sample Merchandising Plan included in your Design Package.

# 4.0 GENERAL DESIGN REQUIREMENTS

## PRE-CONSTRUCTION REQUIREMENTS

It is the Licensor's (Landlord's) intent to assist in expediting the construction and opening Tenant's store. Tenant's are reminded that the space is taken in an "as-is" condition and repairs may be necessary. Any defective items not delineated on the Landlord approved drawings shall be the Licensee's (Tenant's) sole responsibility for repair.

No construction shall begin until the Tenant completes the following:

- Fully Executed License Agreement (signed by both Licensee and Licensor).
- Landlord Issuance/Tenant Receipt of Premise Availability (PA) letter.
- Landlord approval of Tenant's drawings and building permit (as required by local Municipality Building Department).
- Completion of Pre-Construction Meeting with Facility Director and review of Center specific 'Rules and Regulations' with Facility Director.

## PRE-CONSTRUCTION MEETING

Please bring copies of the following to the Pre-Construction Meeting:

- Landlord approved drawings (per Articles 15 & 16 of the License Agreement).
- Certificate of Insurance (per Article 15 of License Agreement).
- Construction deposit (per License Agreement).
- Building permit (if applicable).

## CONSTRUCTION GUIDELINES

Build-out work shall comply with the following guidelines:

- **Supervision** - Supervisor shall be available at all times during construction. Failure to provide on-site supervision will likely result in work stoppage.
- **Deliveries** - Public entry doors and mall concourse are not permitted for deliveries. Deliveries and trash removal shall occur through the mall corridor system. Mall operations/staff hours are from 7:00am until 4:00pm. Coordinate with specific center as hours may vary.
- **Noise, Dust and Odors** - All noise, dust, and odors 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 Facilities Director.

## INSPECTIONS

Once all work has been completed as per Landlord approved drawings, the Facility Director will inspect the premise (prior to the store opening). Verify/obtain with local municipality if a Certificate of Occupancy and Business License are required, and provide a copy to the Facility Director.

## BARRICADE REMOVAL

Once all work has been inspected and a Certificate of Occupancy is granted, the Facility Director will authorize the barricade be removed by facilities personnel for store opening.

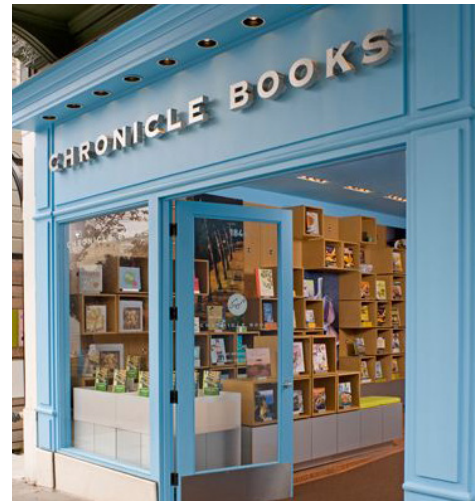


# 5.0 RETAIL DESIGN CRITERIA

## STOREFRONT DESIGN

Shoppers will respond positively to clean, uncluttered stores with displays/show windows that provide a view of the product(s). It is essential to use props, mannequins, furniture and fixtures to promote a professional business statement and successfully showcase merchandise.

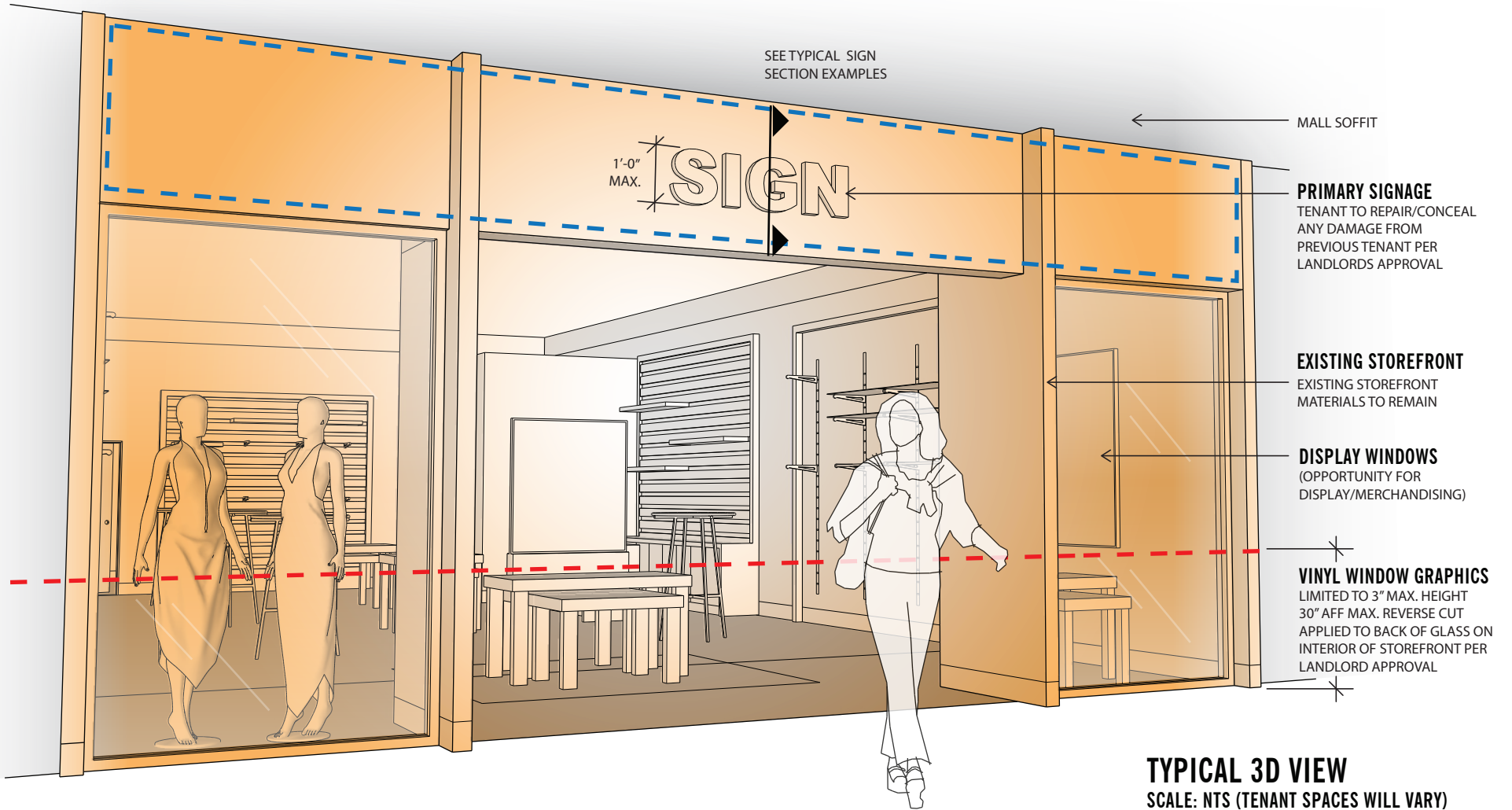
Mass merchandise (otherwise known as merchandise overload) and extraneous signage usually creates a 'negative' image for customers. It is required to utilize a visual merchandiser to assist with successfully showcasing your store.



# 5.0 STOREFRONT, SIGNAGE AND GRAPHICS

## KEY NOTES

	BY TENANT
	BY LANDLORD



**TYPICAL 3D VIEW**  
SCALE: NTS (TENANT SPACES WILL VARY)

# 5.0 STOREFRONT, SIGNAGE AND GRAPHICS



## SPECIFIC SIGN GUIDELINES

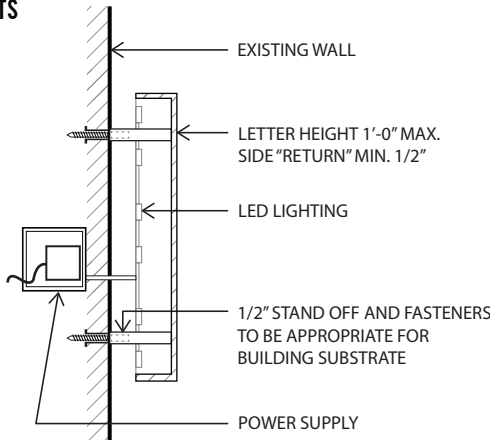
Tenant storefront signage will differ from district to district; refer to the Design Package and coordinate with Landlord's Tenant Coordinator.

Tenant storefronts using traditional (over the storefront entrance) signs must plan the following:

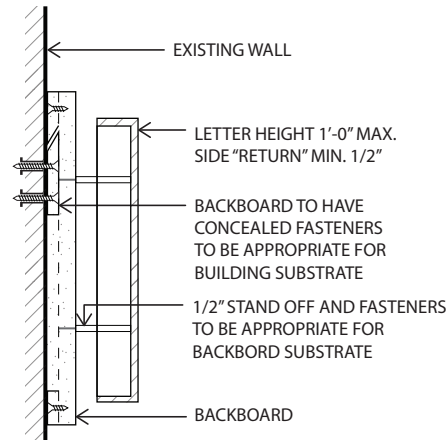
- Tenant must patch and repair the existing facade finish material prior to installing new signage. Or provide a design integrated sign backboard to cover all of damaged facade area as per Landlord approval.
- Tenant must specify individual letters or letter with backboard. Letters should have a minimum thickness of 1/2" or greater and be of an accepted material such as Sintra (PVC) or metal and utilize concealed mounting methods.
- Max. height of sign letters or components shall not exceed 12" maximum height. All signage is subject to Landlord review and approval.
- Tenants and sign vendors must utilize colors and stylized fonts when designing signage; avoid block fonts and black/white signs.
- One font style with various heights, weights, and one color is strongly recommended in order to provide an economical and timely sign installation.

### TYPICAL SIGN SECTION EXAMPLES

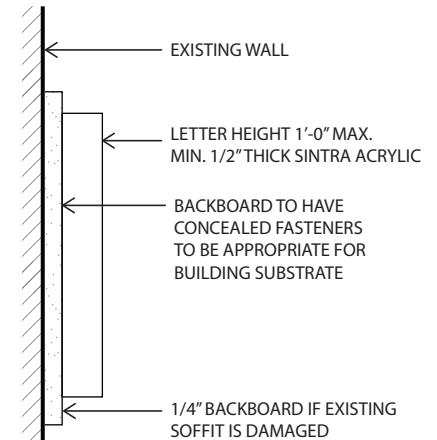
SCALE: NTS



**ILLUMINATED PIN MOUNT**



**PIN MOUNT**



**NON ILLUMINATED SURFACE MOUNT**

# 5.0 STOREFRONT, SIGNAGE AND GRAPHICS

## GENERAL SIGNAGE GUIDELINES

Storefront signage is limited to the Tenant's 'Trade Name' as outlined in the License Agreement.

Submit sign shop drawing(s) indicating materials, overall sign size (length and width), individual letter(s) size (height, width and thickness), finishes, colors, and attachment method to storefront to Landlord for review and written approval prior to fabrication.

Taglines and/or other descriptive verbiage is subject to Landlord's discretion and approval. Window vinyl and logo's are permitted in most cases and subject to Landlord's approval. It is recommended to duplicate storefront sign within the store where appropriate, subject to Landlord approval.

General guidelines to consider when designing your storefront signage:

- Tenant (Licensee) will be required to use Landlord's recommended sign vendor.
- Written approval by the Landlord (Licensor) is required prior to the fabrication and installation of any sign.
- All letters must be three-dimensional and of 1/2" thickness or greater.
- Sign backboards or panels are typically not recommended unless they are being used to cover existing holes from previous Tenant signage. If backboards are used, these must match the color of the storefront. Creative backboard shapes are encouraged. Use individual letters mounted to backboard.
- Lit signs are encouraged (internal or external).
- Interior signage (such as behind cash wrap) is recommended to complete store branding image.
- Vinyl window graphics are recommended as supplemental store identity. These graphics are limited to 3" height 30" AFF max. in most cases and must be reverse-cut and applied to the back of the glass on interior of storefront.

Average letter heights or components are limited to 12", typically. Certain designs, fonts, or existing storefront conditions may permit otherwise, subject to Landlord review and approval. Logos must be no larger than 18".

Please reference the additional 'Specific Sign Guidelines' and verify all existing conditions in-field prior to design or fabrication of Tenant signage.

### ACCEPTABLE SIGN TYPES

- ✓ Pre-finished metal or perforated metal panels
- ✓ Surface-applied dimensional metal letters (solid or hollow) or routed forms (PVC / Sintra, Plexi, and Acrylic) are acceptable materials with a minimum thickness of 1/2"
- ✓ Light-conductive or edge-lit signs with dimensional or carved letters
- ✓ Integrated cabinet signs with routed (opaque) faces and pushed-through letters
- ✓ Carved dimensional signs of certain materials with integrated external light source

### PROHIBITED SIGN TYPES

- ✗ Banners or flat two dimensional signs
- ✗ Short-term banners
- ✗ Exposed fasteners
- ✗ Hand written or computer generated
- ✗ Credit card signs or other business logos
- ✗ Foamcore and gator board

# 6.0 GENERAL INFORMATION & SUBMISSION PROCEDURES

## LANDLORD RESERVED RIGHTS

The Landlord reserves the right to modify, add to and/or delete from the contents of the Design Criteria document at any given time, and the Tenant will be required to conform to these amendments. This entire Design Criteria document is provided as a general and typical guideline to Tenants. Terms and Conditions of the Lease shall prevail as outlined in the Lease.

## DISCLAIMERS

- All drawings and details in this document are schematic, typical, and are issued as a reference only. The Tenant is responsible at all times and at their own expense to have the leased premises surveyed in field.
- The utilization of the terms, Landlord, Tenant, or Lease herein shall not define the relationships between the parties. Rather, the relevant legal document, whether it be a Lease Agreement or License Agreement, shall govern.

## USE OF PROFESSIONALS

Tenant will hire qualified professionals in the field of Architecture, Interior Design, and Engineering, licensed by the state of leased location. Tenants will prepare suitable architectural, design, mechanical, and electrical documents for the review process and will utilize registered contractors to complete and oversee the construction work done at Taubman Retail Centers.

## SUSTAINABILITY

We encourage every retailer, architect, and contractor to create a environment using the latest sustainable design and construction practices. For more information on sustainable design and construction practices please visit the U.S. Building Council's **website: [usgbc.org](http://usgbc.org)**.

# 7.0 SPECIALTY OPENING CHECKLIST (ADDENDUM)

## 1 SITE VISIT AND LICENSE AGREEMENT EXECUTION

- ❑ **Site Visit:** Licensee visits the space with the Specialty Leasing Agent (SLA) and the Facilities Director (FD) to discuss space condition, amount of work needed and targeted opening date.
- ❑ **Timing:** Anticipate 6-8 weeks to open the store to account for fixture and product shipping delays.
- ❑ **Store Design and Signage Criteria:** sent to Licensee for review.
- ❑ **License Agreement:** sent to Licensee and returned by Licensee with required payments.
- ❑ **Sales Platform:** Licensee accepts GUESST Sales Platform invitation and connects Point of Sale System (POS) to GUESST Sales Platform.
- ❑ **Telecom Services:** Licensee calls Granite Communications ASAP to set up telecommunication services: (855)GRT-GRID/(855)478-4743

## 2 STORE & SIGN DESIGN - VISUAL MERCHANDISING PROCESS:

- ❑ **Introduction:** Specialty Leasing Agent (SLA) introduces Licensee to Visual Merchandiser (VM).
- ❑ **Store & Sign Design:** Visual Merchandiser (VM) works with Licensee on retail design, merchandising plan and storefront signage.
- ❑ **Sign Vendor Drawings:** Visual Merchandiser (VM) and Licensee work with sign vendor to create storefront sign shop drawings.
- ❑ **Store & Sign Approvals:** Visual Merchandiser (VM) obtains approvals of retail design, merchandising plan and storefront signage.
- ❑ **Sign Permit:** Licensee applies for sign permit if illuminated sign (3-6 Weeks).

## 3 LICENSEE TASKS

- ❑ **Certificate of Insurance:** Licensee provides Certificate of Insurance (COI) to the Specialty Leasing Coordinator (SLC).
- ❑ **Business License Permit:** Licensee applies for a Business License Permit. [See attached page 2 for Business License Permit Details.](#)

## 4 PRE-CONSTRUCTION MEETING AND POSSESSION (RECEIVE KEYS)

- ❑ **Pre-Construction & Possession:** the following tasks are completed, Licensee contacts the Specialty Leasing Coordinator (SLC) to schedule a **Pre-Construction (space possession) Meeting** with the Facilities Director (FD):
  - **Sign & Design Approval:** Licensee receives Taubman signage approval and store design alignment.
  - **Certificate(s) of Insurance:** Licensee has Certificates of Insurance on file for the Licensee and for each individual contractor who will be performing work in the space. [See attached page 2 for Pre-Construction Details.](#)
  - **Licensee Immediately Re-Keys Space.**
- ❑ **NOTE:** Facilities Director (FD) and Tenant Coordination (TC) "may" choose to have pre-con prior to receipt of signage approval at their sole and exclusive discretion. However, no store shall open with out approved storefront signage.

## 5 SPACE SET-UP & SIGNAGE

- ❑ **Licensee/Visual Merchandiser (VM), prepares the space:** store to be prepared in accordance with the agreed-upon store design.
- ❑ **Sign Company Insurance:** Licensee obtains Certificate of Insurance from the sign company and sends it to the Specialty Leasing Coordinator (SLC).
- ❑ **Sign Installation:** Sign company and Licensee coordinate store sign installation with Facilities Director (FD).

## 6 FINAL INSPECTIONS & STORE OPENING

- ❑ **Final Inspection:** Once all work in the space is complete and signage is installed, Licensee schedules final inspections with the required governing agencies. [See attached page 2 for Final Inspection Details.](#)
- ❑ **Certificate of Occupancy:** Licensee provides copies of the Certificate of Occupancy (COO), or equivalent documents required for occupancy, to the Specialty Leasing Agent (SLA) and Facilities Director (FD).
- ❑ **FD/SLA/VM Final Inspection:** Licensee may only open after the following have been completed:
  - GUESST Sales Platform is active.
  - Specialty Leasing Agent (SLA), Facilities Director (FD) and Visual Merchandiser (VM) complete a final walk through to ensure the store is executed in accordance with the approved signage and agreed-upon store design.
  - Barricade will be removed by Facilities team after the space has been reviewed by Taubman and confirmed as ready to open.

**OPEN STORE!**