

**GALLERIA 400  
MOVER'S RULES AND REGULATIONS**

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

1. 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 after 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 after-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.**

2. 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

**Workers Compensation:**

Statutory Limits  
Employers Liability:  
\$1,000,000 Bodily Injury for Each Accident  
\$1,000,000 Bodily Injury Disease for Each Employee  
\$1,000,000 Bodily Injury Disease Aggregate  
Include Waiver of Subrogation in Favor of Additional Insureds shown below

**Automobile Liability:**

\$1,000,000 Combined Single Limit – Each Accident for owned, non-owned and hired autos

**Umbrella Liability:**

\$2,000,000 - \$5,000,000 per Occurrence/Aggregate

**Additional:**

Bailee's floater to the full replacement cost of property in care, custody and control of mover

A certificate of insurance must be faxed to the Property Manager before the move and must list each of the following as **ADDITIONAL INSUREDS**:

**Galleria 400, LLC  
CK Galleria Associates, LLC, a NC limited liability company  
Childress Klein Properties, Inc.**

The **CERTIFICATE HOLDER** shall be listed as follows:

**Childress Klein Properties  
300 Galleria Parkway, Suite 200  
Atlanta, GA 30339**

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3. All common hallway floors must be protected by a layer of material such as masonite or plywood.
4. All door jambs must be protected by a material such as cardboard or cotton padding.
5. The entry doors to the suite must be protected by covering them with a material such as a furniture pad or cardboard.
6. All vulnerable walls and/or corners must be protected by a material such as masonite.
7. All empty moving boxes must be removed by tenant's moving company.
8. All employees of the moving company should be readily identifiable.
9. No smoking inside the building.
10. No music allowed inside the building.
11. A Galleria security officer will conduct a pre- and post-inspection with the moving company supervisor to make note of any pre- or post-move damage.
12. **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 at the following location:

Building: **GALLERIA 400**

Suite #: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Date of Move: \_\_\_\_\_

**PLEASE RETURN BY FAX TO (770) 859-1253**