



ALLEN
PREMIUM OUTLETS®
A SIMON CENTER

ALLEN PREMIUM OUTLETS

TENANT HANDBOOK

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- Sign Criteria– see the separate ‘Tenant Sign Criteria’ document available on simon.com website.
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You can review the center's Tenant Handbook and Construction Rules, Tenant Sign Criteria and Storefront Criteria by logging onto www.simon.com.

PROJECT FACT SHEET

Allen Premium Outlets

LANDLORD:

CPG Partners, L.P.
60 Columbia Road
Building B, 3rd Floor
Morristown, NJ 07960 USA
PHONE: (973) 228-6111
FAX: (973) 228-4746

CENTER:

MANAGEMENT OFFICE:

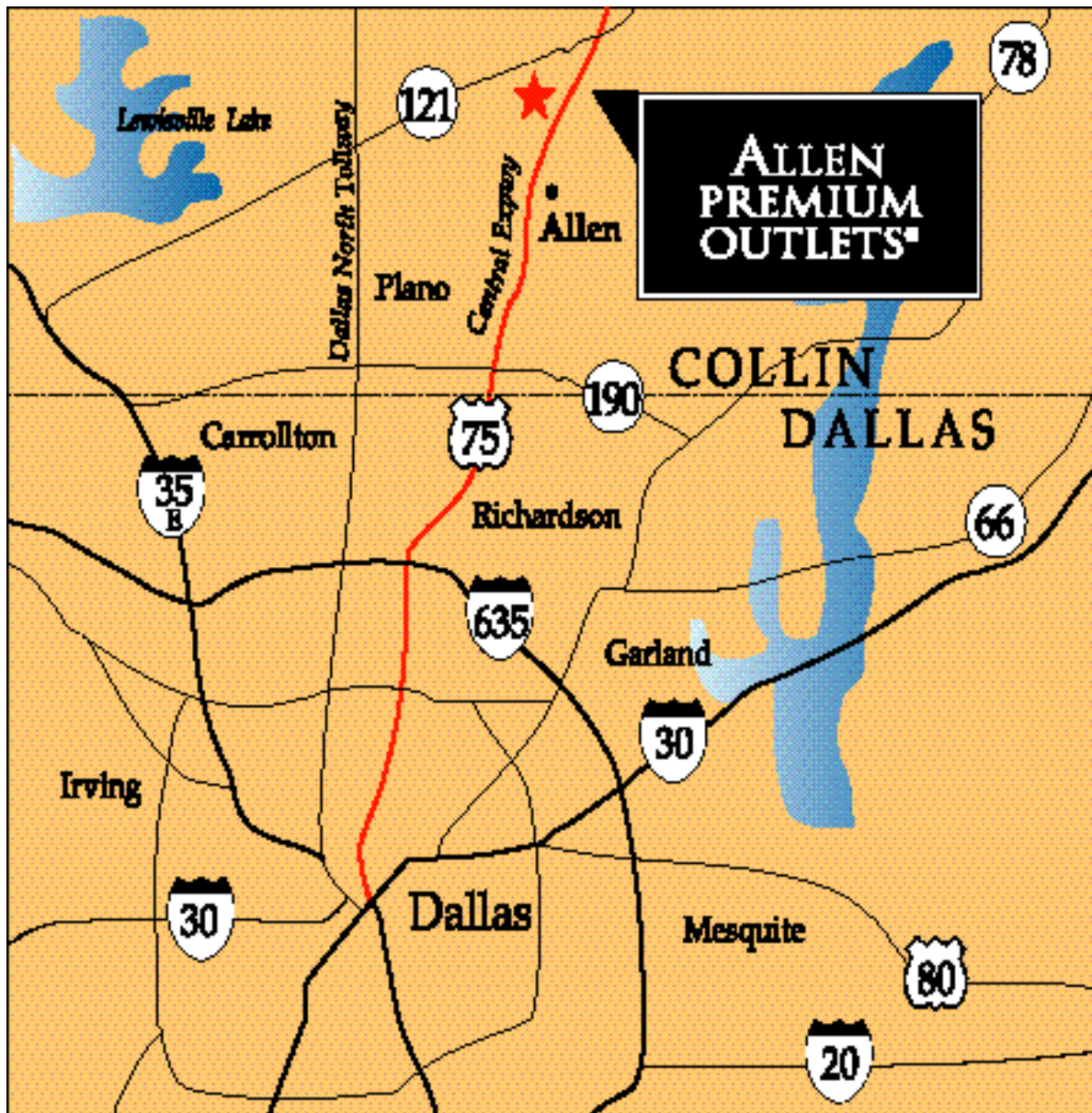
Allen Premium Outlets, LLC
820 W. Stacy Road, Suite 163
Allen, TX 75013
PHONE: (972) 678-7001
FAX: (972) 678-7011

(Project is in City of Allen
within the County of Collin)

IMPORTANT TELEPHONE NUMBERS

Allen Premium Outlets

BUSINESS LICENSE, City of Allen	(214) 509-4100
CHAMBER OF COMMERCE	(972) 727-5585
COUNTY CLERK, COLLIN COUNTY	(972) 548-4185
EMERGENCY/SHERIFF/AMBULANCE/POLICE	911
CITY HALL, City of Allen	(214) 509-4100
CITY OF ALLEN, BUILDING DEPARTMENT	(214) 509-4131
CITY OF ALLEN, DEPT. ENVIRONMENTAL HEALTH	(214) 509-4145
FEDERAL EXPRESS	(800) 238-5355
FIRE CHIEF	(214) 509-4400
FIRE & RESCUE (NON-EMERGENCY)	(214) 509-4321
HEALTH DEPARTMENT	(214) 509-4160
HOSPITAL – Texas Health Allen	(972) 747-1000
INTERNAL REVENUE SERVICE	(800) 829-3676
POST OFFICE	(972) 727-3181
POLICE	(214) 509-4321
UNITED PARCEL SERVICE	(800) 742-5877



DIRECTIONS to Allen Premium Outlets

32 miles from ...Dallas Fort Worth Airport, Exit Airport to the North, take 635 East to US 75 (Central Expressway) North, Exit Stacy Road, West to northwest corner of site.

24 miles from...Love Field Airport...

24 miles from...Dallas

48 miles from...Fort Worth

LODGING IN DALLAS AREA

Allen Premium Outlets

COMFORT INN – PLANO

(972) 424-5568

621 Central Parkway East

COURTYARD BY MARRIOTT – DALLAS/ALLEN

(214) 383-1151

210 E. Stacy Road, Allen, Texas

DAYS INN - PLANO

(972) 633-8200

2101 N. Central Expressway

HAMPTON INN & SUITES- Allen (adjacent to property)

(214) 495-7667

830 W. Stacy Road, Allen, Texas

HILTON GARDEN INN- DALLAS/ALLEN

(214) 547-1700

705 Central Expressway, Allen, Texas

HOLIDAY INN - PLANO

(972) 881-1881

700 Central Parkway East

HOLIDAY INN EXPRESS- ALLEN

(972) 727-2000

205 n. Central Expressway, Allen, Texas

LA QUINTA INN & Suites- ALLEN

(214) 667-6772

1200 N. Central Expressway, Allen, Texas

MARRIOTT RESIDENCE INN - PLANO

(972) 473-6761

5001 Whitestone Lane

PYRAMIDS HOTEL

(800) 434-5800 or (972) 396-9494

407 Central Expressway South, Allen, Texas

SOUTHFORK HOTEL

(972) 578-8555

1600 N. Central Expressway, Plano, Texas

Tenant Improvement Construction Information

ALLEN PREMIUM OUTLETS

1. All Tenants are required to provide Landlord with one (1) set of prints and an electronic file for the plan review/ approval process. Adobe Acrobat (PDF) or TIF files are preferred, and you can email these files directly to the Tenant Manager, or send on a cd with the print set. Your tenant improvement drawings must be approved by Landlord prior to your commencing work. Please allow 5-10 working days for Landlord review.
2. **Please note that Tenant is required to provide Landlord with its as-built tenant improvement drawings (including any plan check corrections or engineered plans): send as pdf electronic files upon completion of the store construction.**
3. **All Tenant contractors must provide Landlord with an original signed copy of the Construction Rules (see following). The Tenant contractor obtaining the tenant improvement permit is the contractor responsible for submitting all required information and certificates of insurance to the Landlord.**
4. Contractors may only attach to the roof trusses per directive memo included in this section from Architects Orange, revised September 5, 2000 and work must be approved by Landlord.
5. The address for Allen Premium Outlets is as follows:

820 W. Stacy Road, Suite #____, Allen, Texas 75013

Please use your individual suite number for deliveries. DO NOT have deliveries of store supplies or your tenant improvement construction materials made prior to your store turnover date. A representative of your company must be onsite to receive any deliveries for your store. The Landlord cannot accept any deliveries for your store.
6. The Tenant and their contractors will be responsible for removal of all construction and store set up debris generated during tenant improvement construction. This includes all debris from store fixtures and initial merchandise deliveries. A trash bin must be ordered from landlord required waste hauler (Please see Utilities), and location of the trash bin must be approved by the General Manager prior to drop-off.
7. Tenants are to order their utility services (gas and telephone) to begin on their turnover date, or their constructions start date, whichever is the earlier. See utility company listing in this handbook.

Temporary Tenants that will be in possession of their suite for **less than a year** are not required to change utilities over to their name, this includes gas and electric only.

Allen Premium Outlets Tenant Improvement Construction Information

8. Tenant shall contact Landlord regarding electrical service prior to start of Tenant's work. If permanent electrical meters are not installed prior to start of tenant improvement construction, Tenant's electrical contractor shall be responsible to provide temporary power and lighting for the Demised Premises, per code, with ground fault protection. Upon completion of the permanent system of electrical power furnished by the Landlord, Tenant's contractor may utilize the permanent power from the Tenant's panelboard. **Electrical usage charges are the responsibility of the Tenant starting on the day the keys are picked up or work is started in the Demised Premises by Tenant.**
9. All Tenants must provide regular maintenance of their heating / ventilation / air conditioning system (HVAC). Each Tenant is to provide a copy of their maintenance contract to the General Manager within one month of their turnover date.
10. Protection for the HVAC unit(s) (an additional filter installed on the surface of the return air grille) must be in place prior to the start of Tenant's construction. The HVAC unit must also be cleaned when tenant construction is complete. This is the responsibility of Tenant, NOT the Landlord. If contractor is painting the ceiling, all HVAC units must be turned off – cannot be left running.
11. Relocation of thermostat controls shall be at the Tenant's expense and any repairs or failed installations resulting from incomplete or inadequate relocation shall be the Tenant's responsibility.
12. An exit corridor is typically required per current State of Texas and Building Codes depending on the size of store and the occupancy load. The width of corridor must be adequate to meet ADA code requirements. Tenants are advised to consult with their Texas licensed architect on this and all building code issues.
13. The City of Allen requires a building permit for all tenant improvement construction. Information from the City of Allen is included in this handbook. Your architect or contractor will need to submit three (3) complete sets of tenant improvement plans, or (4) sets for food use, along with the Application for Building Permit and Certificate of Occupancy (included in this section). **You will need to allow at least 4 weeks for the plan check and permit issuance of your tenant improvement plans.**
14. **Your tenant improvement plans must be stamped and signed by an architect licensed in the State of Texas if your suite is over 5,000 s.f., prior to applying for a building permit.** If you or your architect has any questions, please contact the City of Allen Building Department at One Butler Circle, Allen, TX 75013 (972) 727-0130, Inspections (972) 727-0138. The City of Allen web site <http://www.ci.allen.tx.us/> is a valuable source for information regarding all phases of construction and inspections. A list of architects is included in this section.
15. **All contractors and their sub-contractors performing work within your store must have a valid State of Texas Contractors License.** Applications for said license can be obtained from the State of Texas Contractors License Board. A list of several tenant improvement contractors is included in this section.

Allen Premium Outlets Tenant Improvement Construction Information

16. All contractors and their sub-contractors are required to register with the City of Allen **prior to obtaining their building permit.** In addition, certain sub-contractors must submit a “voucher” form (included in this section), with payment as follows: Electrical...\$100.00, Plumbing...\$50.00, HVAC...\$50.00. The City of Allen WILL NOT complete their plan review for permit issuance until they receive the above items – **NO EXCEPTIONS.**

Note: If fire sprinkler modifications are required, work must be done by Landlord’s fire sprinkler contractor or licensed contractor approved by Landlord. Fire sprinkler contractor must obtain permit from City Fire Marshall and get inspected prior to receiving City of Allen’s final inspection.

17. All Tenants will be required to provide the City of Allen with an “Affidavit” stating that the tenant understands separate toilet rooms shall be provided before the number of employees exceeds four. This Affidavit is included in this section. Tenant’s signature must be notarized on this Affidavit prior to submitting to the city and is required prior to permit issuance.
18. Burglar Alarms/Perimeter Intrusion Security Devices – All such devices must be approved by the Landlord prior to installation, including application of “riot glass” or any type of film to doors and/or windows. No exterior alarms, strobe lights or other enunciator devices may be mounted on storefronts. Due to potential interference with the Center’s fire alarm system, “Smoke Cloak” or similar systems which generate smoke, are prohibited. Application of any decals to storefronts referencing security protection must be done in compliance with Premium Outlet’s Storefront Criteria.
19. Visitor Name Badges - No contractor is allowed on our property without wearing a visitor badge. A contractor may pick up badges for his entire crew at the mall office. These badges self destruct within 24 hours, thus every day you must get new ones. Everyone working in the suite must wear a badge. If security sees an expired badge, you will be asked to obtain a new one at the office before any other work can be performed.
20. **City of Allen Building Dept. requires an asbestos survey for each suite as part of its building permit submittal package.** Per the City of Allen, permits for demolition and/or tenant improvement construction cannot be issued until an asbestos survey for that suite has been submitted to City of Allen. As this asbestos survey is a requirement for Tenant to obtain its TI permit, said survey is Tenant’s responsibility. Tenant should contact Tenant Manager immediately if asbestos material is discovered during its survey.
21. **City of Allen Building Dept. / TDLR requires evidence of an accessibility service provider review of Tenant plans as part of its building permit submittal package. Access By Design is Landlord’s preferred provider as they are familiar with the entire center.** Contact Jimmy Bell at Access by Design, 12720 Hillcrest Road Ste 580, Dallas, Texas 75230. Phone 214-348-7758 and email www.abyd.com

AFFIDAVIT

I, _____, owner of _____,
understand that separate toilet rooms shall be provided before the number of employees
exceeds four.

Company address: _____

DATE

OWNER'S SIGNATURE

ATTEST:

THE STATE OF TEXAS

COUNTY OF COLLIN

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this
day personally appeared _____, known to me to be the person
whose name is subscribed to the foregoing instrument, and acknowledged to me that he or she
executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF
OFFICE THIS THE _____ DAY OF
_____, _____.

(Seal)

Notary Public in and for Collin
County, Texas

ALLEN PREMIUM OUTLETS

City Building Information

You can download pdf formatted applications and forms from the City of Allen website by clicking on <http://www.ci.allen.tx.us/>. You will find permit information, contractor's registration forms and building ordinances when you choose Building & Code Compliance under the Departments and Divisions drop down menu.

Food Tenant Design Requirements

Below is the minimum design requirements that must be used by ALL Food and Food Court Tenants for all kitchen prep area's.

This requirement is to prevent any moisture or dampness penetrating the demising wall(s) that can lead to damage to the food space and/or adjoining spaces.

Demising and/or concrete walls:

1. Demising walls must be moisture resistant gypsum board w/ Sporgard™ (National Gypsum) on metal studs. Other wall options acceptable by landlord would be Hardibacker prior to installing wall finishes or Ultracode drywall, by USG.
All concrete walls, rear or demising, must be furred out with the above specs, no exceptions.
2. Install water proof membrane a minimum of 24" above floor.
3. FRP applied to all walls to a minimum height of 48" above wall base tile, and caulked with a silicone sealant.
4. Metal or PVC corner guard must be applied to all corners and caulked with a silicone sealant.

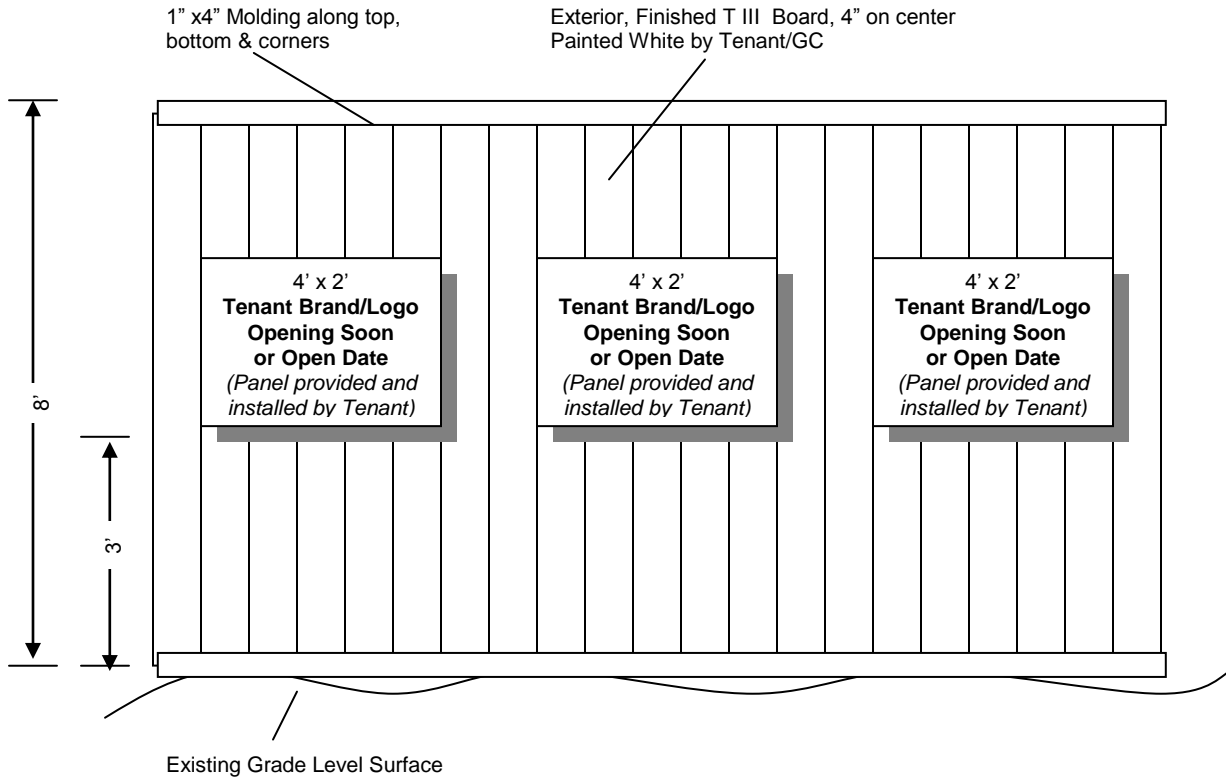
Flooring area:

1. Floor tile and flooring base installed must be sealed. This application should be re-applied semi-annually.
2. Floor drains must be installed in any food preparation area that require cleaning methods of hosing or washing walls. It is the tenant responsibility to make certain that all flooring is sloped for proper drainage to the floor drain(s).

Tile/Grout: Must have Durock and /or equal applied to studs.

Allen Premium Outlets

Barricade Specifications



Barricades must be erected if there is any construction that goes beyond or on the front wall of the tenant space. These barricades must be painted with 3 coats of white paint. Tenant contractor must maintain a safe environment for customers and employees during construction period. All work areas must be inaccessible or blocked off from customer/employee flow.

Barricade Construction Notes:

1. No openings are permitted.
2. All supporting must be concealed behind the barricade
3. Placement & design must be approved in writing by LL PRIOR to installation.
4. Signage: 2mm black pvc, 2'x4' with white optima bold lettering.

*** Food Court Barricades MUST go to top of ceiling to prevent dust in food court area.**

Architects Orange
144 North Orange Street
Orange, California 92866

Ph 714.639.9860
Fax 714.639-5286

Memorandum



Project: **Allen Premium Outlets- Phase 1**

Job No.: 98032

Memo No.: 26R

Prepared by: Darrel Hebenstreit

Revised
9/5/00

The following information is being provided as requested by PREMIUM OUTLETS to provide additional information to project tenants;

Regarding floor slab cutting;

1. Tenants should be aware that the floor slab assembly note on the construction documents has been modified the actual field conditions tenants will encounter is a 5" slab with #3 bars at 12" O.C. both ways chaired to the center of slab. Slab is place directly over 6 mil visqueen over compacted select fill.

2. Slab cutting will basically occur in 2 anticipated methods;

A. Slab cut and chipped out full or partial depth but exiting slab rebar left in place. This slab cut is assumed to b 4"-6" maximum width. Under this condition for as full depth removal or any damage to the visqueen moisture barrier shall be repaired. Slab shall be patched back in with 2500 psi concrete. At conditions where less than a full depth removal occurs, slab shall be replaced with cementitious patching material such as Ardex SD-T or K-15 or equal.

B. Slab and rebar cut out full depth

This slab cut must be wide enough to allow edge drilling for doweled rebar insertion, typically 18" – 24" Under this condition all rebar removed shall be re-installed with a 6" minimum embedment into the existing slab edge. Embedment rebar shall be epoxy set with "Simpson Set" Epoxy or equal. Rebar shall be #3 bars at 12 " O.C. both ways to match bars removed. Any damage to the subgrade shall be repaired and re-compacted to 95% of optimum. Any damage to the visqueen moisture barrier shall be replaced and patched.

C. Subgrade Replacement

Any trenching within the compacted subgrade shall be replaced and compacted to match existing conditions and materials as follows;

1. Top 12" below slab;

This area is a 12" thick layer of "select fill" soils placed on top of compacted native material. When possible during trenching this layer of soil should be saved for future trench backfill and not mixed with the underlying native material. If additional "select fill" material is required it can be obtained from BLT Sand and Gravel Co., Aubry Texas – pits PT 4

thru 12. This is the same source for the select fill material used on the original project. If select fill is not obtained from this location, see PREMIUM OUTLETS field representative for fill requirements per the projects soils report. The select fill material should be reinstalled by compacting to a minimum of 95 percent of ASTM D698 at -2 to +2 percent of the soil's optimum moisture content.

***2. Subgrade below the select fill layer;
This material is moisture conditioned, compacted native material. The materials removed from the trench excavation are reusable for trench backfill. The trench should be backfilled in lifts not exceeding 9", with each lift compacted to 92 percent of ASTM D698 at a minimum of +3 percent above the soil's optimum moisture content. Select fill per item 1 above, should be installed within 48 hours maximum of the native material backfill and compaction.***

3. Prior to trenching, you must obtain Landlord's "Hot Work" permit at the mall office. Once obtained, you may proceed with your work.

Regarding Hanging items from Trusses;

1. Tenants can use the following rules for hanging any items from the steel trusses;

- A. A point load of 50 lbs. or less may be hung from any point along a truss from either the top or bottom chord. Combined additive loading along the entire length of the truss cannot exceed maximums listed in item C below.***
- B. A point load greater than 50 lbs. must be hung off the truss at a "panel point", and may be hung off of the top or bottom chord. (A panel point in the truss is where the 2 diagonal or diagonal and vertical truss members occur within the truss). Combined additive loading along the entire length of the truss cannot exceed maximums listed in item C below.***
- C. Combined additive loading to any truss, including tributary loads from HVAC equipment and any additional tenant hung items cannot exceed 450 lbs. at any bay without mechanical equipment (typical front bay) and 900 lbs. at any bay with mechanical equipment (typical rear bay).***

Regarding Heating and Cooling System Design Criteria;

- A. Statement regarding design should be modified ---- design criteria for worst conditions are for maintaining 70 degrees heating and 78 degrees cooling.***



Project: **Allen Premium Outlets**

Job 98032

Memo 32

Prepared by: Darrel Hebenstreit

a 6/14/00

RE: Second exit requirements for Allen Premium Outlets
Given U.B.C. 1997 Edition
Occupancy = M/Retail
Construction Type = VN Fire Sprinklered

The intent of this memo is to assist the PREMIUM OUTLETS project team in understanding the 1997 U.B.C. and City of Allen requirements regarding exit corridors in retail spaces. This information was reviewed and the general opinion about "hallways" as part of the exit route was agreed with by Arne Johnson in a telephone conversation with Arne on this date.

A. Exits Required from the retail space are as follows:

1. One exit is required for the retail space when the occupant load varies from 1 thru 49 occupants within the suite, or the suite has less than 1,500 S.F.
2. Two exits are required for retail space when the occupant load occurs from 50 to 499 occupants, or the suite has 1,500 – 24,999 S.F.
3. Three exits are required for retail space when 500 occupants or more occur within the suite, or the suite has 25,000 S.F. or more.

B. Minimum Required Separation Distance Between Two Means of Egress/Exits:

½ the longest diagonal of the retail space in the suite must separate the two exits. It is measured in a straight line, and measured to the center lines of the exit width.

C. Required Exit Widths:

0 – 49 occupants = 3' – 0" width

50–220 occupants = 3' – 8" width

221 and more occupants = 0.2 x number of occupants = exit width in inches

D. Hallway or Corridor

The second exit/egress path can not pass through restrooms, stockrooms, closets or similar spaces. Second exits can be through hallways or corridors. This is an area where the 1997 code has changed and created a new exit method through a "hallway".

A "hallway" is basically a non rated exit corridor. A "hallway" looks like a typical exit corridor and can have doors off of it into toilets, offices, stock room, etc. The hallway must have full height walls and go to the roof structure or have a ceiling.

A hallway is non-rated and is the equivalent to passing through an intervening room as allowed by code. The final determination as to when a hallway exists is left to the building official.

The following is an excerpt from our code interpretive manual:

For the purpose of the code, however, a hallway is essentially a space where the building occupant usually bordered by other occupied use spaces. As a consequence, it is potentially exposed to fires that might occur in those enclosed spaces unknown to anyone in the egress system. Generally speaking, in a building space of this type, the occupant has only two choices as far as directions of travel through the egress system are concerned. For that reason, it is sometimes necessary for the building official to evaluate the plan layout of an area and determine whether the space presents the potential fire-hazard exposure to building occupants as any regular, well-defined hallway might. If the determination is that the fire-exposure potential is the same, the building space should be made to comply with the requirements for hallways.

Corridor – Construction of one hour materials over each side and be of combustible or non-combustible interior materials. The building official determines whether the exit is a hallway or a corridor.

Based upon conversations with Arne Johnson at the City of Allen Building Department we will typically have a "hallway" as the exit method in our retail stores as long as the exit path is approximately a straight line path.

Please verify with the building department as codes may have changed.

ALLEN PREMIUM OUTLETS

Temporary Tenants

IF CONSTRUCTION WILL BE PERFORMED:

- Submittal of plans to Landlord required.
- Submittal of plans to Building Department.
- Signage & Permit required.
- Construction Permit required.
- Length of time to acquire construction permit: 2 to 3 weeks.

ASSUMING NO CONSTRUCTION:

- Signage & Permit required.
- Construction Permit required.
- Length of time to acquire construction permit: approximately 1 week.
- Inspection needed to get Certificate of Occupancy.

COMMENTS:

City of Allen requires Tenant to apply to city for a permit for Certificate of Occupancy even if temporary Tenant performs no construction. Tenant should indicate type of use (retail) and pay city fee. The city will not process this over the counter, and it could take up to one week for issuance. Contact the city at 972-727-0131.

When Tenant vacates or installs permanent sign, Tenant is responsible for restoring the fascia of the building back to its previous condition, i.e.: removal of any silicone residue, patching holes, stucco repair, re-painting etc. Final approval and acceptance of any such repairs shall be solely at the discretion of a representative of Landlord. Inspection of completed repair must be performed by Tenant and inspected and accepted by a representative of the Premium Outlet Center.

Additional Center Visibility

Any additional visibility of a sale including flyers, etc. must be coordinated with the on-site Center Management and approved by the Premium Outlet's Marketing Department.