

MICHIGAN DESIGN CENTER

Building Manual and Rules & Regulations

MICHIGAN DESIGN CENTER

Management and Building Operations

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Resource Center:	248-649-2020

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Welcome to MDC

MISSION STATEMENT:

Michigan Design Center is a regional marketplace dedicated to providing an outstanding environment in which to do business for our showrooms catering to the interior furnishings industry.

Welcome to Michigan Design Center!

This **building manual** contains useful information about Michigan Design Center, including operations, regulations, and emergency procedures. Please take a few moments to familiarize yourself with its contents and be sure to keep it on hand as a reference.

Michigan Design Center prides itself on providing its tenants with a professionally managed and well-maintained facility.

We strive to continually meet the ever-changing needs of the industry and encourage you to contact us with any questions, comments, or suggestions regarding how we might improve our operations and / or services.

Thank you for choosing MDC. We are happy you are doing business with us.

Sincerely,

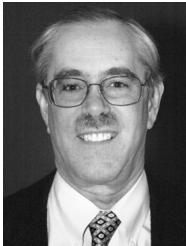


Susan Todebush
Executive Vice President
General Manager

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The MDC Management Team



James Danto
President



Jeffrey Aisen
Vice President, Chief
Financial Officer



Susan Todebush
Executive Vice
President, General
Manager



Daniel Sheridan
Operations Manager



Andrea Stahl
M.I.S. / Accounting
Manager



Debbie Homenik
Executive Assistant



Craig Argenti
Marketing Director



Barb Cameron
Art Director



Emily McDonald
Marketing Specialist



Patty Goldstein
Resource Center
Manager



Tanya Chisholm
Concierge
Marketing Specialist



Everett Thomas
Building Maintenance



Dianne Banks
Building Maintenance

Purchasing at MDC

Michigan Design Center was founded in 1977 as a resource for designers, architects, and builders. MDC opened its doors to the public in 2009, welcoming consumers to browse our showrooms and become familiar with the finest home furnishings and materials available. While many showrooms remain “to the trade” only, some showrooms sell directly to consumers. Each showroom sets its own operating criteria, determines all aspects concerning price of merchandise, and establishes its own procedures for allowing purchases.

Regardless of your showroom’s purchasing policy, we ask that you provide a gracious and welcoming environment to all who visit MDC. Trade-only showrooms are encouraged to direct consumers to the Management Office for a designer referral to help complete their transaction.

MDC Trade Membership

MDC Trade Membership is reserved exclusively for trade industry professionals, consisting of interior designers, decorators, builders, architects, contract specifiers, professional stagers, retail furniture store owners/designers or institutional purchasing agents. Trade Membership is complimentary.

Qualified applicants will be issued an MDC Membership Card / Name Badge and they are encouraged to wear it at all times in the building. The MDC Membership Card provides the holder recognition as a design professional by MDC showrooms.

Trade Membership requirements:

- Personal business card from the interior design or furnishings industry entity
- Current sales tax license (or a business license if out of state)
- Valid driver’s license or state ID card

Membership applications are available at the MDC Management office in Suite 25 or online at michigandesign.com.

General Information

COMMUNICATIONS / PUBLICATIONS

All promotions for Michigan Design Center and its events, both trade and consumer, are coordinated by MDC's Marketing Department. You are encouraged to submit showroom information and new product photos for publication in MDC newsletters and for use in various advertising media. It is always to your advantage to submit your most current showroom news and product introductions. Deadlines for submission are published each January and reminders are sent monthly via email.

CONSTRUCTION

The Operations Manager should be notified of any construction planned in any showroom prior to starting any work. Building management must review and approve any renovation plans. Any work requiring permits shall begin only once such permits have been secured and reviewed by the Operations Manager.

CONTRACTORS

Any contractor who works in any space must show proof of insurance coverage and must be approved by MDC's Operations Manager before any work begins. If required, the contractor must be licensed.

DELIVERIES

All deliveries and pick-ups must be made through the specified delivery entries. Entries marked B, C & D, which is our main lobby, are not to be used for deliveries unless prior written approval has been obtained from MDC to use these entries. **Uncrating and carton removal is not permitted in MDC corridors or public spaces, and no storage is allowed outside of your showroom.**

Showrooms using common area entry doors for deliveries must instruct delivery personnel to use floor tarps in inclement weather.

DIRECTORIES

The annual MDC Directory is a comprehensive guide to the building and is mailed to all designers, architects, and other buyers on MDC's mailing list. Advertising in the Directory is a great way to promote your showroom to our Trade Members each year. Use of vendor and co-op money can keep your ad costs to a minimum.

EMERGENCIES

If your showroom has an emergency, please notify the MDC Management Office immediately after you have called 911, if applicable. Any electrical or lighting issues are the showrooms' responsibility, although MDC operations staff may help you secure the situation until professional help arrives. Please report any roof leaks or water issues to the MDC Management Office immediately. In the case of a tornado warning, please instruct showroom staff to seek shelter in a secure area well away from glass windows.

EVENTS

MDC produces a number of events throughout the year for the trade and consumer. We encourage you to participate in these events and benefit from the increased traffic and exposure they bring. When planning an event, please check your date with Patty Goldstein to avoid conflicts. It is required that you notify the MDC management office of any event you hold on MDC premises, whether during business hours or not.

FIRE SAFETY

The City of Troy Fire Marshal requires each showroom to abide by the following:

- A minimum of one Type ABC 10 lb. fire extinguisher in each showroom, wall mounted and accessible. More extinguishers may be necessary based on the size and type of your showroom.
- All transformers and electrical panels are to be kept closed and free of storage and obstructions 36" in each direction.
- All Exit and Egress lights are to be installed and maintained per code with 90-minute battery backup.
- All storage rooms are to be kept neat and orderly.
- All combustibles are stored a minimum of 2' below ceilings or 18' below sprinkler heads.
- All drop-in ceiling tiles must remain in place.
- All flammable and combustible liquids are stored in proper containers.

FREIGHT DOLLIES

All showroom dollies must have **padded corners** and **rubber wheels**. Ramps must be used in lieu of steps when moving furniture and equipment between different levels.

HEATING, VENTILATING AND AIR CONDITIONING (HVAC) MAINTENANCE

It is required that your HVAC unit(s) be under a maintenance and inspection agreement, and that you have semi-annual inspections and provide the service report to MDC promptly after each semi-annual inspection. We recommend you use MDC's contractor, McQuade Heating & Cooling, for semi-annual inspections and servicing. Contact them at 888-436-2665. You are welcome to use any licensed HVAC contractor; however, we require a copy of the inspection reports be sent to the MDC office as proof of compliance with the Lease Agreement. For any major repairs done to HVAC units (over \$1,000), please provide a copy of the corrections for MDC records. (See also FILTER CHANGES).

HVAC FILTER CHANGES

Air filter changes are required semi-annually as part of HVAC maintenance. MDC and several showrooms are under contract with Aero Filter, Inc. (888) 837-4100 for this service, but you are welcome to use any licensed contractor. Please forward documentation of your filter changes and HVAC maintenance to our main office.

HOURS

Showrooms will be open and properly staffed from 9 AM until 5 PM, Monday through Friday, and other days as determined by MDC Management. In case of an emergency, a showroom may lock its doors during normal business hours upon notification to the MDC office. However, the showroom must keep its lights on for the remainder of the business day. To ensure the safety and security of your guests, any after-hours event or meeting must be reported in advance to the MDC management office.

HOUSEKEEPING AND APPEARANCE

Michigan Design Center provides housekeeping service in the common areas, Monday through Friday. You must maintain the appearance of your leased space in a manner that MDC determines meets its standards, including any glass window or door frontage. Showrooms are responsible to remove any debris in common areas (inside or outside) created by delivery personnel, contractors, or employees.

INSURANCE

Showrooms are required by Lease Agreement to meet certain insurance requirements and to provide the proper certificates to MDC. Please check with your insurance company to make certain you have met your requirements.

LOCK CHANGES

Any showroom planning to change its locks must contact MDC. The locksmith will include your showroom on our grand master key and charge a fee for this service. Your lease stipulates that MDC must have the current keys to each showroom. Please call the management office for more information.

MAILING LISTS

MDC's mailing list, which includes designers, architects, specifiers, retail stores, end-users, and other contract-related persons, is available for use by MDC showrooms free of charge. For information on how you can use this valuable promotional aid, contact the MDC office. The mailing list may not be used for any purpose other than that authorized in writing by MDC. To ensure that your clients receive all MDC mailings, it is important that you update us on clients' address changes and any additions or deletions to your client list.

MAINTENANCE PERSONNEL

MDC Maintenance Personnel are happy to lend ladders, dollies, and other equipment to showrooms when such equipment is reserved in advance; however, maintenance personnel are not permitted to perform showroom maintenance tasks.

MANUFACTURER / LINE CHANGES

Notify the MDC office immediately of any merchandise line additions or deletions so we may update our Directory database. This information will better enable us to answer phone inquiries about manufacturers / lines available at MDC.

MID-AMERICA ROOM

Our Mid-America Room is available for meetings, seminars, and events. Contact Patty Goldstein at 248-649-2020 for further details or to reserve a date.

MISCELLANEOUS

- Do not unlock the building lobby or corridor entrance doors at any time without MDC's approval.
- During non-business hours, no contractors or services, cleaning or otherwise, will be allowed in MDC, including your leased space, unless accompanied by you or your employee, or through prior written consent of MDC.
- You should immediately report to MDC, in writing, any defective condition known to you concerning your leased space. Failure to do so may make you liable to MDC for any expense or damage arising from the unreported defective condition.
- No smoking is permitted in the building. When smoking outdoors, please step away from the building and ensure any entry doors are closed.

PARKING

Parking in the front (west side) of the building is reserved for designers, architects, and other clients of the building. Showroom personnel are required by lease to park in the east, south,

and north parking lots, and the westerly fifth and sixth rows of the west lot, or other areas as determined by MDC.

PERMITS

A permit must be obtained from the City of Troy before any construction or renovation of any type begins in the showroom. (see CONSTRUCTION, p. 6)

PETS

Pets are not allowed at MDC at any time.

POSTAL BOXES

Contact the Troy Post Office at 248-619-1598 to receive your postal box assignment and keys for your mailbox. The mailroom is located near the R entrance, at the end of the corridor near the restrooms.

RENT PAYMENTS

Monthly rental payments are due on or before the first day of each month. A rental statement will be mailed or e-mailed to you in advance of each due date. The statements will show charges for your base rent, promotional, and any other charges. Should there be any question regarding your rental account, please contact the MDC office.

Remit your rental payment to:

Michigan Design Center
1700 Stutz Drive, Suite #25
Troy, Michigan 48084
Attention: Accounts Receivable

RIGHTS OF SHOWROOMS

No one should annoy or otherwise interfere with the rights of others in the building. The rules and regulations of the building have been established in the interest of protecting the majority and presenting a comfortable, convenient, and friendly atmosphere for your clients.

RUBBISH AND RECYCLING

In an effort to reduce the number of dumpster pick-ups, which also reduces CAM costs, we have instituted the following policy:

- The showroom is responsible for their staff's and delivery service's compliance with this policy.
- Our dumpsters are intended for operation of this building only, such as materials used for shipping of merchandise into the showrooms of the building. Shipping, crating, and packing materials for items purchased through the showrooms but delivered elsewhere are not permitted in MDC dumpsters.
- No storage of trash or materials in the hallways or on the ground outside the MDC building is permitted.
- No construction materials including carpeting, cabinetry, and drywall are permitted in the dumpsters at any time. It is your and your contractor's responsibility to dispose of these off site or to bring in your own construction dumpster.
- When a dumpster is full, no trash should be placed around the dumpster (this prohibits the truck from accessing it.) Please use another dumpster. Any trash left near a dumpster will be returned to the showroom that left it.

(Rubbish continued)

Following is a list of the appropriate dumpsters to be used for distribution of your showroom refuse. If any material is not shown on the list, contact the MDC office for advice on the appropriate action.

30-yard Dumpsters: *Packaging Materials Only* (Located behind Suites 15, 82, and the northwest area of the back parking lot)

- Cardboard boxes – broken down by the showroom
- Pallets and wood crates – broken down by the showroom
- Packaging materials like Styrofoam, and peanuts – boxed-up in cardboard, closed, and sealed before thrown away
- Note: The above materials are to be recycled, if possible.

6-yard Dumpsters: *General Non-Recycled Rubbish* (Located behind Suites 38 & the northwest area of the back parking lot)

- Food Items like coffee grounds, pizza boxes, lunchroom garbage
- Pre-packaged food boxes
- Glass items
- Any other non-recyclable rubbish
- All small trash should be sealed in plastic bags prior to disposal.

6-yard Recycling Bin: **Recyclable Waste** (Located behind Suite 86 – No longer a dumpster)

- Recycling of paper, plastics, and metal cans is available at MDC. The procedure is: Each tenant is responsible for supplying their own unlined recycling bin, inside their suite. (Your bin must be a plastic container with no bag. No leaky or smelly containers will be accepted.) On Tuesday and Thursday morning at 8 a.m., a member of the MDC team will come and empty your bin. Please place your recycling bin outside your front door before you close on Monday and/or Wednesday evening. (Help us keep our hallways looking good with nice and neat containers, please.) Please place your emptied bin back into your showroom as soon as possible. We will take the materials to the locked recycling bin behind Suite 86. Why have it locked? In order to keep costs down, the recycled material must not be contaminated; therefore, we are keeping it locked in order to manage the recycled materials. If your bin becomes full before the scheduled pick-up dates, please call the Management Office and we will schedule a special pickup for you. Acceptable materials are:

- Paper products like newspapers, paper, notebook paper, cereal boxes
- Plastics (milk jugs, shampoo bottles, detergent bottles, vitamin bottles, plastic soda and water containers, etc.) We will accept only those plastics labeled with the PETE 1 and HDPE 2 symbols. These can generally be found embossed on the bottom of the containers. If you can't identify the type of plastic, don't include it. (Please note labels to the right)



- Aluminum and steel cans (Soup, vegetable, or fruit steel cans and soda beverage cans)
- NOTE: Any of the above mentioned must not contain any liquids or be contaminated or soiled with oils, food, etc. Please rinse any food containers before recycling.

(Rubbish continued)

Failure to break down boxes, pallets, and crates will result in their return to your showroom to be broken down by you or your staff. If continued violations occur, you will be charged a fee to have the MDC maintenance staff break down the boxes for you. Our goal is to ensure that each dumpster leaving the property has as little air space as possible, thereby reducing the number of pickups and, ultimately, reducing costs for all showrooms.

SHOWCASE WINDOWS

Showcase display areas are available on a one-year agreement at two different price points based on location. Contact the MDC office for availability.

SIGNS

All storefront signage must be **pre-approved in writing** by MDC prior to installation. No sign, picture, lettering, notice, or advertisement of any kind shall be painted or displayed on or from windows, doors, roof, or outside walls of the building in which your leased space is located without building management approval. All display and sale window signs are limited to a maximum of 12" x 18" and may not be placed within 24 inches of the window line.

SOLICITORS & UNAUTHORIZED PERSONS

Solicitation is not permitted at MDC. If such persons enter your showroom, please notify the Operations Manager at 248-649-4772. If suspicious or undesirable persons are seen loitering in or around your showroom, the building, or MDC grounds, please report this to the Operations Manager.

UTILITIES

Showrooms are required to arrange their individual utility services. Please contact:

GAS	Consumers Energy	1-800-477-5050
ELECTRIC	DTE Energy	1-800-477-4747
TELEPHONE/INTERNET	Comcast	1-866-647-6516
TELEPHONE/INTERNET	ATT	1-888-944-0447

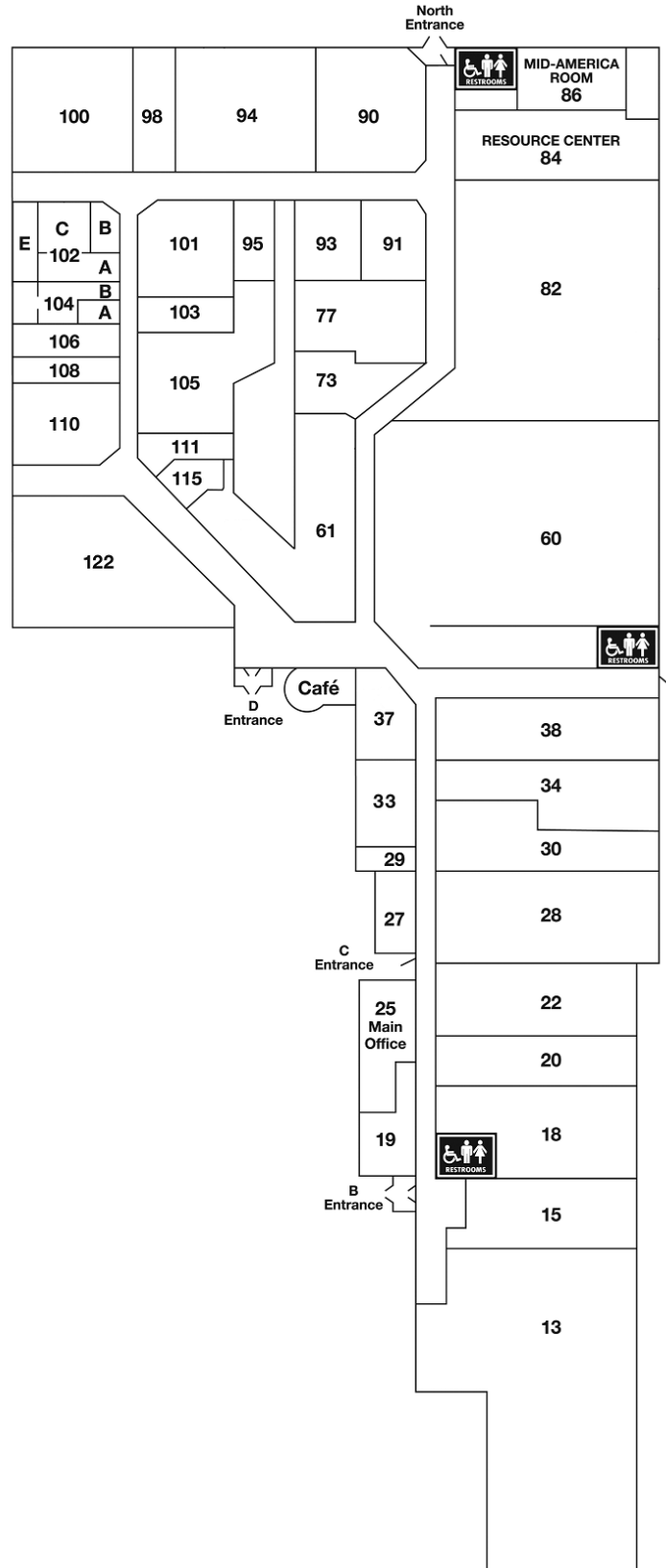
(You are welcome to use any telephone service provider that services copper pairs)

WATER

Water closets and other toilet fixtures shall not be used for any purpose other than for what they were intended. Any damage resulting from misuse by the tenant, its employees, or contractors will be repaired by MDC and paid for by the tenant. Do not waste water by interfering or tampering with faucets or other fixtures. Each restroom area contains a slop-sink. Please dispose of any coffee or cleaning solutions, or fill any containers, in the slop-sink. No paint, drywall, or wallpaper paste, or other construction materials shall be washed down any sink or toilet.

Floor Plan:

- 18 Lighting Resource Studio
- 19 Decoroom
- 22 Designer Furniture Services
- 25 Danto Investment Company
- 27 Chatham House
- 29 TRA Design Group
- 30 Italcasa Design
- 33 Verce Design
- 34 Designer Group Collection
- 37 Scavolini Store Detroit
- 60 Baker | McGuire
- 60 Rozmallin
- 61 Tennant & Associates
- 73 Flooring Design
- 77 Nicolette Martin Furniture
- 82 CAI Designs
- 84 Resource Center
- 86 Mid-America Room
- 90 The Ghiordes Knot
- 91 Ann Sacks
- 93 E.W. Kitchens
- 95 California Closets
- 97 Bruce White Gallery
- 98 City Lights Detroit
- 100 Alexandra June
- 101 Beaver Tile and Stone
- 102-A Gunnar Olivier Design
- 102-B KIA Interior Design
- 102-C Fifi & Coco Interiors
- 102-D Joanne Ledbetter Design
- 102-E Ruth Casper Design Studio
- 103 Pindler
- 104-A Room Service Interior Design
- 104-B Craighall Interiors
- 105 Kravet / Lee Jofa /
Brunschwig & Fils
- 106 Gardner Builders
- 110 Schumacher
- 111 Rita O'Brien Interiors
- 122 Cercan Tile



Showroom Phone and Fax Numbers

Kosch Café tel: (248) 649-1540	D Lobby	Gardner Builders tel: (248) 258-5885	Suite 106 fax: (248) 258-9683
Alexandra June tel: (248) 792-7828	Suite 100	The Ghiordes Knot tel: (248) 643-0333	Suite 90 fax: (248) 643-9360
Ann Sacks tel: (248) 643-3393	Suite 91	Italcasa Design tel: (248) 885-8782	Suite 30
Baker McGuire tel: (248) 649-6730	Suite 60 fax: (248) 643-1914	Joanne Ledbetter Designs tel: 714.336.0942	Suite 102-D
Beaver Tile and Stone tel: (248) 649-5552	Suite 101	KIA Interior Design tel: (313) 610-3643	Suite 102-B
Bruce White Gallery tel: (248) 435-5020	Suite 97	Kravet/Lee Jofa/Brunschwig & Fils tel: (248) 649-3020	Suite 105 fax: (248) 649-3512
CAI Designs tel: (248) 822-1300	Suite 82 fax: (248) 822-6300	Lighting Resource Studio tel: (248) 649-9311	Suites 18 fax: (248) 649-2643
California Closets tel: (248) 624-1234	Suite 95 fax: (888) 235-3494	Nicolette Martin Furniture tel: 248.924.2681	Suite 77
Cercan Tile, Inc. tel: (248) 643-6520	Suites 94 & 108 fax: (248) 643-6523	Pindler tel: (248) 649-6030	Suite 103
Chatham House Lifestyle Gallery tel: (248) 620-9000	Suite 27 fax: (248) 620-9820	Resource Center tel: (248) 649-2020	Suite 84 fax: (248) 649-1224
City Lights Detroit tel: (248) 792-7828	Suite 98 fax: (844) 274-3918	Rita O'Brien Interiors tel: (248) 828-5950	Suite 111
Craighall Interiors tel: 313.445.6380	Suite 104-B	Room Service Interior Design tel: (248) 637-3270	Suite 104-A fax: (248) 637-3271
Danto Investment Company tel: (248) 649-4770	Suite 25 fax: (248) 940-5931	Rozmallin tel: (248) 643-8828	Suite 60 fax: (248) 643-1914
Decoroom tel: (248) 643-4300	Suite 19 fax: (248) 643-4301	Ruth Casper Design Studio tel: (248) 321-7000	Suite 102-E
Designer Furniture Services tel: (248) 332-7260	Suite 22	Scavolini Store Detroit tel: (248) 792-2285	Suite 37
Designer Group Collection tel: (248) 649-4960	Suite 34 fax: (248) 649-5940	Schumacher tel: (248) 649-4941	Suite 110 fax: (248) 575-4132
E.W. Kitchens tel: (248) 649-0500	Suite 93 fax: (248) 649-5200	Tennant & Associates tel: (248) 643-6140	Suite 61 fax: (248) 643-6780
Fifi & Coco Interiors tel: (248) 607-3484	Suite 102-C	TRA Art Group tel: 248.404.7337	Suite 29
Flooring Design tel: (248) 649-6663	Suite 73 fax: (248) 649-0354	Verce Design tel: 248.792.9610	Suite 33