



## Media Process

Below please find instructions on how to request various media to be used in the building, common areas such as the Conference Center, or your office. Please keep in mind that Building Rules and Regulations apply to all employees, agents, vendors, contractors, invitees and guests that enter the premises. Specific lease language may apply to all media, the building name, address and images. Please consult your office lease administrator for further clarification. The Landlord/Owner reserves the right to refuse any request.

	Photographer	Videographer	News
<b>Within Tenant Space</b>	<ul style="list-style-type: none"> <li>• COI is required from the vendor that is hired.</li> <li>• Photographer must only take pictures within the tenant space. Any building common area space, please refer to section below.</li> </ul>	<ul style="list-style-type: none"> <li>• COI is required from the vendor that is hired.</li> <li>• Videographer must only take video within tenant space. Any building common area space, please refer to the section below.</li> </ul>	<ul style="list-style-type: none"> <li>• COI is required from the news agency that will be coming to the tenant.</li> <li>• News agency photographer and/or videographer must only take video within tenant space. Any building common area space, please refer to the section below.</li> </ul>
<b>Building/ Building Common Area</b>	<ul style="list-style-type: none"> <li>• 1 week's notice prior to session is required to the Office of the Building.</li> <li>• Please include what areas you will be taking photographs for a where these pictures will be posted.</li> <li>• COI is required from the vendor that is hired</li> <li>• Photography/Video Release Form need to be filled out and fully executed prior to session.</li> <li>• If any building staff is to be included in the photography session – release forms with their approval to picture must be signed and copy provided to the Office of the Building.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 week's notice prior to session is required to the Office of the Building.</li> <li>• Please include what areas you will be taking photographs for a where these pictures will be posted.</li> <li>• COI is required from the vendor that is hired</li> <li>• Photography/Video Release Form need to be filled out and fully executed prior to session.</li> <li>• If any building staff is to be included in the video session – release forms with their approval to video must be signed and copy provided to the Office of the Building.</li> </ul>	<ul style="list-style-type: none"> <li>• 1 week's notice prior to session is required to the Office of the Building.</li> <li>• Please include what areas you will be taking photographs for a where these pictures will be posted.</li> <li>• COI is required from the vendor that is hired</li> <li>• Photography/Video Release Form need to be filled out and fully executed prior to session.</li> <li>• If any building staff is to be included in the news session – release forms with their approval to be included must be signed and copy provided to the Office of the Building.</li> </ul>

For any questions, please contact the Office of the Building at (312) 252-6300 or [111southwacker@am.jll.com](mailto:111southwacker@am.jll.com).

## General Rules and Regulations

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To the extent that there is any inconsistency between the provisions of the Lease and these Rules and Regulations, the provisions of the Lease shall control.

1. The sidewalks, walks, entries, corridors, concourses, ramps, staircases, escalators, and elevators shall not be obstructed or used by Tenant, or the employees, agents or servants of Tenant for any purpose other than ingress and egress to and from the Building and the Premises and/or moving Tenant's furniture, fixtures, and equipment into or out of the Building and the Premises.
2. No bicycle or motorcycle shall be brought into the Building or kept on the Premises without the consent of Landlord.
3. No freight, furniture or bulky matter of any description will be received into the Building or carried into the elevators except in such a manner and using such elevators and passageways as may be approved by Landlord acting reasonably. Any such activities outside normal business hours shall be conducted in accordance with all labor rules and requirements, at Tenant's sole cost and expense but otherwise in accordance with the Lease. Any hand trucks, carryalls, or similar appliances used for the delivery or receipt of merchandise or equipment shall be equipped with rubber tires, side guards and such other safeguards as Landlord shall reasonably require.
4. Tenant, or the employees, agents, servants, visitors or licensees of Tenant shall not at any time place, leave or discard any rubbish, paper, articles, or objects of any kind whatsoever outside the doors of the Premises or in the corridors or passageways of the Building except in receptacles designated by Landlord.
5. No animals or birds shall be brought or kept in or about the Building except service dogs.
6. Tenant shall not place, or cause or allow to be placed, any sign or lettering whatsoever, in the windows of the Premises.
7. Canvassing, soliciting or peddling in the Building is prohibited and Tenant shall cooperate to prevent its employees, agents, contractors, subcontractors and invitees from engaging in same.
8. All persons leaving or entering the Building shall be required to comply with the security policies of the Building.
9. Tenant shall keep doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss, or damage.
10. Tenant shall not do any cooking (except microwave, toaster or other similar appliance) or permit any portion of the Premises to be used as a restaurant, luncheonette, automat, or cafeteria for the sale of any food or beverage; provided that the foregoing shall not prohibit Tenant from installing vending machines dispensing food and beverages.
11. Tenant shall not without Landlord's prior written approval bring or permit to be brought or kept in or on the Premises any inflammable, combustible, corrosive, caustic, poisonous, or explosive substance except in quantities permitted by Laws that are customarily used in the operation and

maintenance of Comparable Buildings, or cause or permit any unreasonably offensive odors to permeate in or emanate from the Premises.

12. No additional locks or bolts of any kind shall be placed on any door in the Building or the Premises and no lock on any door therein shall be changed or altered in any respect without the consent of Landlord unless Tenant shall furnish Landlord with the keys and/or combinations to such locks. Landlord may at all times keep a pass key to the Premises. All entrance doors to the Premises shall be left closed at all times, and left locked when the Premises are not in use. Tenant may from time to time designate certain areas within a portion or portions of the Premises to which Landlord shall not receive a duplicate key and shall have access only in the event of an emergency and at all other times only upon prior notice to Tenant from Landlord and in the company of Tenant's representative.
13. Tenant shall give prompt notice (which may be verbal) to Landlord in case of theft or any required repair of any Building System that becomes known to Tenant's office manager.
14. Employees of Landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from Landlord.
15. No awnings, draperies, shutters, or other interior or exterior window coverings that are visible from the exterior of the Building or from the exterior of the Premises within the Building may be installed by Tenant except as otherwise provided in the Lease.
16. No portion of the Premises or any other part of the Building shall at any time be used or occupied as sleeping or lodging quarters.
17. Tenant shall not make excessive noises, cause disturbances or vibrations or use or operate any electrical or mechanical devices that emit excessive sound or other waves or disturbances or create obnoxious odors, any of which are unreasonably offensive to the other tenants and occupants of the Building, and shall not place or install any projections, antennas, aerials or similar devices inside or outside of the Premises or on the Building other than pursuant to the terms of the Lease.
18. The water and wash closets, drinking fountains and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, coffee grounds or other substances shall be thrown therein. No person shall waste water by interfering or tampering with the faucets or otherwise.
19. Tenant, its servants, employees, customers, invitees and guests shall, when using the parking facilities in and around the Building for parking purposes, observe and obey all signs regarding fire lanes and no parking zones, and park all vehicles between the designated lines. Landlord reserves the right to tow away any vehicle which is improperly parked or parked in a no parking zone at the expense of the owner of such vehicle (which expense shall not exceed Landlord's reasonable costs to tow such vehicle). All vehicles shall be parked at the sole risk of the owner of such vehicle, and Landlord assumes no responsibility for any damage to or loss of any vehicles.
20. Landlord shall have the right to prohibit any advertising by Tenant that identifies the Building and which, in Landlord's reasonable opinion, tends to impair the reputation of the Building or its

desirability for office use, and, upon written notice from Landlord, Tenant will refrain from or discontinue such advertising. In no event shall Tenant, without the prior written consent of Landlord, use the name of the Building or use pictures or illustrations of the Building in connection with any advertising, except when providing the address of the Premises.

21. No coring, boring, driving of nails or screws, or cutting or stringing of wires shall be permitted except with the prior written consent of Landlord, which shall not be unreasonably withheld, conditioned or delayed.
22. Tenant shall not use the Premises or permit the Premises to be used for photographic, multilith or multigraph reproductions, except in connection with the conduct of Tenant's own business and not as a service for others (other than permitted occupants of the Premises), without Landlord's prior permission, which shall not be unreasonably withheld, conditioned or delayed.
23. Tenant shall not use or permit any portion of the Premises to be used as an office for a public stenographer or typist, offset printing, the sale of liquor or tobacco, a barber or manicure shop, an employment bureau, a labor union office, a doctor's or dentist's office, government office, a dance or music studio, any type of school (other than for training of Tenant's employees or its clients) or for any use other than those specifically granted in this Lease.
24. Tenant shall not advertise for day-laborers giving the Premises as an address, nor pay such day-laborers at a location in the Premises. The foregoing shall not preclude Tenant from advertising for, hiring or paying any temporary office or professional personnel.
25. Tenant shall at all times keep the Premises neat and orderly.
26. All of Tenant's vendors and service providers shall perform the tasks for which they are retained in a good, workerlike manner so as to maintain harmonious labor relations in the Building and not create any work stoppage, picketing or labor dispute.
27. Tenant shall not enter or permit any of its employees or contractors to enter any portions of the roof of the Building or any portions of the riser space within the Building unless Tenant has provided prior written notice to Landlord and presented Landlord with such information as Landlord shall reasonably request establishing Tenant's need to access any such area or as otherwise permitted pursuant to Landlord's riser maintenance agreement.
28. No smoking is allowed at the Property except in designated locations specified by Landlord.
29. Landlord shall have the right to control and operate the public portions of the Property and the facilities furnished for common use of the tenants, in such manner as Landlord deems best for the benefit of the tenants generally. Tenant shall not permit the use of Building amenities in such numbers or in such a manner as to unreasonably interfere with the use and enjoyment of such amenities by other tenants.
30. It is Landlord's intention that the Property be operated in a manner which is consistent with the highest standards of cleanliness, decency and morals in the community which it serves. Toward that end, Tenant shall not use the Premises or common areas of the Property (including amenity spaces) for any immoral or illegal purpose. Tenant shall cooperate with Building employees in keeping the Property neat and clean.

31. Landlord shall have the right to regulate, control, and restrict the use of Building amenity spaces for the common good and welfare of all Building tenants. Landlord shall have the right to reserve Building amenity spaces for private events from time to time. The amenity spaces shall continue to be considered Building common area notwithstanding such treatment.
32. Persons under the influence are strictly prohibited in outdoor deck/patio areas.
33. Organized events in any amenity space that are anticipated to have more than 15 people in attendance must be scheduled in advance with Landlord and are subject to Landlord's prior written approval.
34. Tenant assumes all responsibility for injury to persons and damage to property from the use of Building amenities including conference centers, meeting rooms, roof decks, tenant lounge and other amenity spaces in the Building by Tenant and its employees, agents, contractors, invitees and guests including any such injury or damage resulting from the use of intoxicants in such areas. Tenant and its employees, agents, contractors, invitees and guests shall comply with all posted signs and other rules for the use of the Building amenity spaces.

Subject to the provisions of the Lease, Tenant shall not enter or permit any of its employees or contractors to enter any portions of the roof of the Building or any portions of the riser space within the Building unless Tenant has provided prior written notice to Landlord and presented Landlord with such information as Landlord shall reasonably request establishing Tenant's need to access any such area or as otherwise permitted pursuant to Landlord's riser maintenance agreement.



**MEDIA REQUEST AND RELEASE FORM**

**Date**(mm/dd/yy) \_\_\_\_\_

**Company Name:** ("Company") \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Photographer Name:** ("Photographer") \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Subject and Purpose of Photographs:** ("Permitted Subject" and "Permitted Purpose")  
\_\_\_\_\_

**Photographs Will be Included in the Following Media in the Following Formats:** ("Permitted Media")  
\_\_\_\_\_

**Photography Session Will Occur:** \_\_\_\_\_

**Photography Session Requires Access to:** \_\_\_\_\_

**Requested Dates and Times and Duration of Photography Session:** \_\_\_\_\_

**Nature/Quantity of Photographic Equipment Required (e.g., lights, tripods, etc.) and Amount of Space Required:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

111 South Wacker LLC, a Delaware limited liability company ("Owner"), the owner of the building at 111 South Wacker Drive, Chicago, Illinois, 60606 (the "Building"), grants Company permission to take photographs of the Permitted Subject of the Building, and to use and publish such photographs only for the Permitted Purpose in the Permitted Media, subject to the conditions set forth herein.

Company and Photographer, for good and valuable consideration and as an inducement to Owner's agreement to allow Company and Photographer to photograph the Building and to use such photographs as set forth herein:

(a) hereby release and forever discharge Owner, 111 South Wacker LLC, Union Investment Real Estate GmbH, Metzler Realty Advisors, Inc., Jones Lang LaSalle Americas (Illinois), L.P. and their respective officers, directors, employees, agents, representatives, shareholders, partners, joint venturers, affiliates, subsidiaries, successors and assigns (collectively, the "Released Parties") from any and all claims and causes of action that Company, Photographer, or any person or entity claiming by, through or under Company or Photographer, may have relating to or arising from the photography in or of the Building or premises, including but not limited to, claims for any and all damage to property or for personal injury sustained by Company or Photographer, or any officer, agent, employee, representative, affiliate, subsidiary or assign of Company or Photographer, or any person in the Building or on the real property adjacent thereto on behalf of or at the request of Company or Photographer, including any subcontractors or independent contractors; and

(b) hereby agree to publicly acknowledge in any media in which the photographs are printed or re-printed that the photographs are of the Building (with copyright acknowledgment), and that such photographs are published or reprinted only with the permission of Owner. Any description of the Building to be published by, for, or on behalf of Company, must be approved, in writing, by Owner prior to such publication.

Company acknowledges and agrees that any use of the photographs not specifically set forth above must be approved, in writing, by Owner prior to such use. Furthermore, should any photograph or composite form thereof taken by, for, or on behalf of Company or Photographer be manipulated to alter, distort or to create any illusionary effect upon any image of the Building, such effect shall be specifically described to Owner in writing and such photograph(s), together with the aforementioned description, shall be submitted to and approved, in writing, by Owner prior to any use, publication, duplication or distribution of same. Company acknowledges and agrees that Owner's approval hereunder may be withheld in its sole discretion.

Neither Company nor Photographer shall have the right to use, publish, modify, alter or copy the photographs in any way other than as approved by Owner.

Each of Company and Photographer represents that this release does not conflict with any respective existing commitment.

Company and Photographer shall comply with the rules and regulations of the Building and the directives of Building management personnel while in the Building or on the land adjacent thereto.

**EACH OF COMPANY AND PHOTOGRAPHER HEREBY CERTIFIES** that it has read the foregoing and fully understands it and each agrees to and acknowledges each and every term and condition of the limited grant of permission set forth herein.

COMPANY:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

PHOTOGRAPHER: (if different from Company)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

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**ACCEPTED AND AGREED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

OWNER:

111 South Wacker LLC, a Delaware limited liability company

By: 111 South Wacker LLC, a Delaware limited liability company, its authorized agent

By: Jones Lang LaSalle Americas (Illinois), L.P., an Illinois limited partnership, its authorized agent

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_