The Galleria is located at Westheimer Road and Post Oak Boulevard just off I-610. The Fourth largest mall in the U.S., The Galleria is Houston’s #1 tourist attraction and shopping destination, welcoming more than 24 million visitors annually.
ORIGINALLY OPENED IN 1970, THE GALLERIA’S ARCHITECTURAL STYLE IS MODELED AFTER THE GALLERIA VITTORIO EMANUELE II IN MILAN. IT IS ANCHORED BY TWO FULL-LINE MACY’S, NEIMAN MARCUS, HOUSTON’S ONLY NORDSTROM, AND SAKS FIFTH AVENUE. THE GALLERIA FEATURES OVER 375 LUXURY AND SPECIALTY RETAILERS, RESTAURANTS, AND ENTERTAINMENT OPTIONS.
TENANT INFORMATION PACKAGE

• The **Tenant Information Package (TIP)** is intended to provide you with the project’s design and construction criteria and consists of several parts:

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<th>COMPONENT</th>
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<tr>
<td>TIP Index</td>
<td>Will provide a comprehensive list of topics to help locate information</td>
</tr>
<tr>
<td>Tenant Design Manual</td>
<td>Provide mall specific architectural, sign and engineering design criteria</td>
</tr>
<tr>
<td>Kiosk Design Manual</td>
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<tr>
<td>Architectural Criteria</td>
<td>Outline submission requirements and will provide necessary guidelines to design your store.</td>
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<td>MEP/FP Criteria</td>
<td>(same as Architectural Criteria)</td>
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TENANT INFORMATION PACKAGE

• The Tenant Information Package can be accessed from Simon’s website – simon.com.
  » Select the business header, search for the property name, click on the Tenant Info Package link on the right side of the page.
  » If you have any difficulties working with the website, please contact your Tenant Coordinator.

*For questions regarding the Landlord’s design and construction requirements, please contact your Tenant Coordinator or call 317-636-1600 and ask for Tenant Coordination.
### MALL BUILDING DATA

<table>
<thead>
<tr>
<th>Occupancy/ Use:</th>
<th>Group M</th>
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</table>
| Construction Classification: | Galleria I & II Type IB  
Galleria III Type I FR  
(Galleria IV Type IIB) |
| (Modified” per alternate methods letter dated 11/30/15) |
| Building Levels: | Galleria I 3 Retail Levels  
Galleria II 3 Retail Levels  
Galleria III 3 Levels  
Galleria IV 2 Retail Levels |
| Sprinkler System: | Fully Sprinkled |

Site and leasing plans can be downloaded at http://business.simon.com/leasing/the-galleria
STOREFRONT ZONE PLAN – ICE RINK LEVEL

USE THIS PLAN AS A GUIDE TO THE BUILDING STOREFRONT SIGN MODELS ON THE PAGES THAT FOLLOW.

This exhibit is provided for illustrative purposes only, and shall not be deemed to be a warranty, representation or approval by Landlord that the Center, Common Areas, buildings and/or stores will be as illustrated on this exhibit, or that any tenant which may be referenced on this exhibit will at any time be occupants of the Center. Landlord reserves the right to modify site, configuration and occupants of the Center at any time.
STOREFRONT ZONE PLAN – FIRST LEVEL

USE THIS PLAN AS A GUIDE TO THE BUILDING STOREFRONT SIGN MODELS ON THE PAGES THAT FOLLOW.
STOREFRONT ZONE PLAN – SECOND LEVEL

USE THIS PLAN AS A GUIDE TO THE BUILDING STOREFRONT SIGN MODELS ON THE PAGES THAT FOLLOW.
STOREFRONT ZONE PLAN – THIRD LEVELS

USE THIS PLAN AS A GUIDE TO THE BUILDING STOREFRONT SIGN MODELS ON THE PAGES THAT FOLLOW.
Tenants and Architects who design stores in The Galleria are expected to implement the highest quality designs, storefronts and finishes throughout the entire center. The styling should reflect a simple, modern sensibility that is both contemporary and luxurious for our customers. Beautiful materials and attention to subtle details should be employed to help preserve the high-end shoppers' expectation and desire for superior retail. The effect over time is a mall environment that reflects contemporary design techniques, innovative display techniques and excellence of finishes and details. The re-use of any previous Tenant’s storefront is prohibited, as all new and remodeling Tenants are encouraged to develop new concepts and select colors, finishes and materials that distinguish their premises.

The Galleria is divided into four different sections, commonly referred to as Galleria I, Galleria II, Galleria III and Galleria IV. Each section and every level of The Galleria may have different storefront heights and special conditions that are detailed in the Storefront Zone plans, Storefront Details and Information contained in this criteria.

All submittals to the Landlord must include material finish samples for the Landlord’s review and approval. Every Tenant shall design to the full extent of their storefront area – creating neutral bands at the top or sides of storefronts is not permitted. Careful consideration should be given to all storefront materials to ensure the highest quality finished product. Projecting or pop-out storefronts are not permitted in The Galleria. Hard surface ceilings (gypsum board or alternate material) are required in the entire sales area of all Tenant spaces. All security systems at the storefront shall be invisible - floor mounted, pedestal type and door frame mounted types of systems are not permitted.

Storefront entry/ openings may not exceed 8’-0” in overall width and shall be swinging glass doors. Sliding glass doors may only be used if the track is concealed in the ceiling. Rolling Grille type entries are not permitted to be utilized in The Galleria. All Tenants are required to utilize the mall tile to the center line of the storefront closure and storefront base. Use of Tenant tile outside of the doors/ closure line is not permitted in The Galleria. There are more than 10 different types of mall floor tile in The Galleria, so Tenants should coordinate directly with Mall Operations to ensure availability of the correct mall tile(s) and quantities during Tenant’s construction period.
Storefront signs should be an integral part of the overall storefront design. Tenants are encouraged to develop unique and contemporary signage in keeping with their individual store designs. Illuminated signage is not required, but when used must incorporate LED type lighting. Blade signage is only permitted for the Café Restaurants on the Ice Rink Level, and must comply with the specific criteria found in this manual. Blade signage is prohibited in ALL other areas of The Galleria.

Galleria I, II, and III are precast concrete “T” structure with concrete columns and beams. Structural columns in these sections of the Mall can vary, are commonly 16” square to 24” square and should be verified during the site survey. Demising walls in Galleria I and II were previously constructed with concrete block, and therefore some concrete block demising walls still exist in Tenant spaces in these areas. If a concrete block wall is found during demolition, it is not generally considered load bearing, however, Tenants/Architects are responsible to verify this prior to removal of the concrete block wall(s). Only the Café Restaurant Tenants are slab on grade. All other Tenants have elevated slab conditions, with parking below the retail areas and parking, office or hotel spaces above the retail areas.

Galleria IV is steel structure with post tension concrete slab. Mall columns tend to be 8” or 10” steel “I” beams and should be verified during the site survey. All Tenants are required to x-ray the slab before any floor coring, to insure the integrity of the slab system. See the Post Tension Slab Bulletin for further instruction. As with above, all Tenants have elevated slab conditions with parking below and/or above.

Tenants, Architects & General Contractors shall remember that The Galleria is a multi use facility, with direct adjacencies to Hotels, Office Buildings and seven parking garages. As such, deliveries, certain access and all construction activities must be undertaken with great care and consideration for The Galleria patrons.

Any questions regarding the design standards contained in this manual and how they should be applied to Tenant’s own store and storefront designs should be directed to the Landlord’s Tenant Coordinator.
Galleria I: Projecting black glass sign band as pictured above – some stores (all levels) still have the black glass sign band. If existing, it is REQUIRED to be removed during Tenant’s construction. This includes any Tenant who remodels their existing store. There is no exception to this policy.
Galleria II: Mirrored sign band as pictured above – some stores (all levels) still have the brown/bronze mirror sign band. If existing it is REQUIRED to be removed during Tenant’s construction. This includes any Tenant who remodeled their existing store. There is no exception to this policy.
Neutral Pier - All Sections, All Levels (except Food Court): The Neutral Pier condition for the entire Mall is a ¾” reveal installed at the center line of the demising wall. See the Detail provided in this manual. If the old neutral pier condition still exists, the Tenant is required to remove it during demolition and install the ¾” reveal. Tenants must extend their storefront finishes to the edge of this ¾” reveal. If the reveal did not already exist, Tenant’s GC must also finish out the opposite side of the new reveal to the edge of the adjacent Tenant’s storefront finishes. The Mall Operations Director or Construction Coordinator will coordinate the finish of this area with the GC on site.
Galleria I Level 1 typical storefront height is 11'-8" A.F.F.

Galleria I Level 2 typical storefront height is 10'-6" A.F.F.
Galleria II Level 1 typical storefront height is 12’-0” A.F.F.

Galleria III Level 1 typical storefront height is 12’-0” A.F.F.  Galleria III Level 2 typical storefront height is 14’-0” A.F.F.

See base building drawings for details.
Galleria IV Level 1 typical storefront height is 15’-0” A.F.F.

Galleria IV Level 2 typical storefront height is 15’-0” A.F.F.
Galleria I, Ice Rink Level, Retail (left): The Ice Rink Level Retail Storefronts are considered the same as other retail spaces throughout the center and shall follow all mall criteria for retail Tenants in Galleria I. This applies to any Tenant in this area, including food service Tenants or other restaurants in these areas.

Galleria II, Level 3 (below left and below): Tenants in Galleria II, Level 3 have a Landlord provided storefront glazing system which shall remain. Tenants provide all interior finish out including mechanical, electrical and plumbing. Tenants in this area only may also have banner signage in the atrium of the Galleria II office tower, at Tenant’s expense. This shall be coordinated with the Mall Management Office using the Mall’s signage company.
NEUTRAL PIER DETAIL

DEMISING WALL 5/8” GWB BY TENANT ON 6” METALSTUDS

LEASE LINE

7 1/4”

3/4”

5/8” DEEP x 3/4” WIDE ANODIZED ALUMINUM REVEAL (FRY REGLET DCS-625-75)

- TENANT STOREFRONT FINISHES TO EXTEND TO EDGE OF REVEAL
NOTE: DETAIL APPLIES TO GALLERIA SECTIONS I and II

PLATE 5" x 1/4" x 5"  

ZONE "C"  

6"  8"  6"  

2" THICK LIGHT WEIGHT CONCRETE FLANGE  

ZONE "C"  

6"  8"  6"  

FOR DRILLED-IN INSERTS ONLY (MAX IMBEDMENT = 2")

ZONE "A"  

ZONE "B"  

ZONE "A"  

LOAD CAPACITY  ZONE "A" 1,000#  ZONE "B" 1,500#  ZONE "C" 2,000#

NOTE: THE USE OF POWDER DRIVEN STUDS FOR FASTENING MEP EQUIPMENT IS ACCEPTABLE IN ZONE "A" AND "B". POWDER DRIVEN STUDS ARE NOT USED FOR FASTENING IN THE STEM OR LEG PORTION OF THE PRECAST TEES

NOTE: DRILLED INSERTS MUST BE USED WHEN ATTACHING TO THE STEM SECTION AND THEN ONLY IN THE UPPER 6" OF THE STEM USING A MAXIMUM PENETRATION OR EMBEDMENT OF 2".

NOTE: DETAILS APPLY TO ATTACHMENT OF ALL EQUIPMENT. PARTICULAR ATTENTION SHOULD BE GIVEN TO THICKNESS AND TYPE OF CONCRETE WHEN SELECTION SIZE AND POWER OF INSERT POWDER CHARGE.
NOTE: DETAIL APPLIES TO GALLERIA SECTIONS I and II

DRILLED-IN INSERT SUCH AS KWIK-BOLT OR PARABOLT

NOTE: TYPICAL LOCATION FOR FIELD INSTALLED BOLTS IN EXISTING DOUBLE TEES

NOTE: DETAIL APPLIES TO GALLERIA SECTIONS I and II
NOTE: DETAIL APPLIES TO GALLERIA III

LOAD CAPACITY

ZONE "A" 1,500#
ZONE "B" 2,000#

NOTE: DETAILS APPLY TO ATTACHMENT OF EQUIPMENT. PARTICULAR ATTENTION SHOULD BE GIVEN TO THICKNESS AND TYPE OF CONCRETE WHEN SELECTION SIZE AND POWER OF INSERT POWDER CHARGE.
NOTE: DETAIL APPLIES TO GALLERIA III

DRILLED-IN INSERT SUCH AS KWIK-BOLT OR PARABOLT
HILTI KH-EZ

4" MINIMUM CLEAR ZONE

NOTE: TYPICAL LOCATION FOR FIELD INSTALLED BOLTS IN EXISTING PAN JOISTS
NOTE: DETAIL APPLIES TO GALLERIA SECTION IV

CONCRETE SLAB CONCRETE FLANGE

FOR DRILLED-IN INSERTS ONLY
(MAX IMBEDMENT = 2")

ZONE "A"

ZONE "A"

ZONE "A"

ZONE "A"

ZONE "B"

ZONE "B"

ZONE "B"

ZONE "B"

LOAD CAPACITY

ZONE "A" 2,000#

ZONE "B" 1,500#

NOTE: THE USE OF POWDER DRIVEN STUDS FOR FASTENING MEP EQUIPMENT IS ACCEPTABLE IN ZONE "B" POWDER DRIVEN STUDS ARE NOT USED FOR FASTENING IN THE JOIST PORTION OF THE PAN JOIST SYSTEM

NOTE: DRILLED INSERTS MUST BE USED WHEN ATTACHING TO THE JOIST SECTION AND THEN ONLY IN THE UPPER 6" OF THE JOIST USING A MAXIMUM PENETRATION OR IMBEDMENT OF 2".

NOTE: DETAILS APPLY TO ATTACHMENT OF ALL EQUIPMENT. PARTICULAR ATTENTION SHOULD BE GIVEN TO THICKNESS AND TYPE OF CONCRETE WHEN SELECTION SIZE AND POWER OF INSERT POWDER CHARGE.
FIRE HOSE CABINET DETAIL

- Fire hose cabinets are located throughout Galleria I, II, and III.
- They are to remain as part of the storefront construction and may not be relocated.
- The cabinet may be reclad with new materials to complement the storefront design, although stone, tile, or other heavy materials may not be used.
- New materials may not interfere with the operation of the door.
- New materials must be of neutral colors and are subject to landlord's approval.
- Any treatment to the fire hose cabinet shall be shown on tenants plans and elevations.
- Finish samples shall be submitted.

Areas that may be reclad at tenants option:

Riser from above
Fire hose cabinet
Drywall enclosure
Plastic laminate on plywood door panel
Lease line
STOREFRONT SIGNS, AWNINGS AND CANOPIES
The Food Court is located on the Ice Rink Level of Galleria I, with Landlord provided common seating adjacent to the Galleria Ice Rink.

The Landlord has provided half height partition walls finished with ceramic tile that divide the serving areas of the food court spaces. They are finished with a metal front and top cap and the neutral pier that all shall remain. Tenants should provide their front serving counter as shown on the detail provided in this manual.

Each Tenant’s counter type operation shall extend the full length between the 6” black metal channel neutral piers. The front leading edge of the serving counter top shall coincide exactly with the lease line. No part of the counter or tray rails may extend beyond the lease line.

Maximum counter height is 3'-0” and must be ADA and TAS compliant.

– Maximum height of equipment above the counter top is 12”.
– Equipment should be located a minimum of 8” from the front edge of the counter.
– Equipment should be located a minimum of 8” from the edge of the neutral pier.
– Serving counter to have a minimum 6” high, recessed, hard surface base on the public side of the counter.

The Food Court signage background grill has been provided by Landlord. Tenants shall provide their sign centered both vertically and horizontally on the signage background grill. Tenants must use a low profile metal raceway box mounted on the rear of the signage grill for the concealment of wiring and transformers. This raceway box shall be painted to match the signage background grill. All methods of attachment to the signage grill shall be as minimal as possible and be concealed from view.

The use of cabinet type signage is strictly prohibited in the Food Court area on the signage background grill. Cabinet type signage may be used for menu boards or other graphic representations if approved by the Landlord.
Signage background grill is 2'-0" high. Spacing of horizontal metal grill members is equidistant.

6" Mall Neutral Band

Equal spacing between vertical metal grill members, typical. Maximum spacing = 48"

12” to initial vertical metal grill member.

6” Black Metal Channel Neutral Pier

Maximum 3'-0"

Minimum 6” high recessed toe kick.

Half height partition wall provided by Landlord.
FOOD COURT – STOREFRONT SECTION

- SIGNAGE BY TENANT
- SIGNAGE BACKGROUND GRILL
- LEASE LINE
- W6 x 15 NEUTRAL PIER
- 2" METAL VERTICAL ENDCAP TO REMAIN
- COUNTER BY TENANT, FACE OF COUNTER 2" BEHIND LEASE LINE
- 10'-0" FROM TANGENT POINT OF LEASE LINE
- 12" WIDE PTD. GYP. BD. PERR DN. ABOVE HALF HIGH PARTITION
- 12" WIDE x 6" DEEP PTD. GYP. BD. ENCLOSURE
- CLOSURE LINE
- FULL HEIGHT DEMISING PARTITION
- EXISTING METAL TOP CAP TO REMAIN
- 3'-6"
- 3'-0"
- 2'-0"
- 2" METAL VERTICAL ENDCAP TO REMAIN
- EXISTING HALF HEIGHT CERAMIC TILE PARTITION WALL BY LANDLORD TO REMAIN

THE GALLERIA
A SIMON MALL
The Café Restaurants are located on the Ice Rink Level of Galleria I. They are designed to provide individual Tenants with a unique out-door patio seating area adjacent to the Galleria Ice Rink.

Neutral Piers in the Café Restaurant area are 2'-8" wide gypsum board with a painted finish, centered on the existing demising partition. Tenants are permitted to either leave the Landlord finish as existing or may extend their own storefront finishes to the centerline of the existing Neutral Pier and install a ¾" black reveal centered on the demising partition at their option.

Each Tenant is required to design and maintain a patio seating area enclosed by a decorative railing separating them from the mall common area and the adjacent Tenant seating areas. The patio seating area is the leased dimension width and is 17'-4" in depth, measured from the face of the existing Neutral Pier. Decorative railings shall be metal, no glass or other materials will be permitted, and the design should be in keeping with the Tenants store design. Railing entrance opening may be 4'-0" wide and may be recessed at Tenant’s option. Railing height may be 36” maximum A.F.F. Café Restaurant Tenants are also permitted interior seating within their leased space, at their own option.

Flooring in the patio seating area must be a high quality stone or other tile with a stone like finish. It must be in a neutral color, but still be in keeping with the Tenants overall store design. Samples must be submitted to the Landlord for review and approval. Metal transition strips shall be utilized at all flooring transitions between Landlord, Tenant and adjacent Tenant flooring. The furnishings and amenities within the patio seating area shall be designed by the Tenant and must be consistent within the seating area. No signage is permitted to be displayed within the patio seating area. Hostess stands or menu displays will be reviewed by the Landlord on a case by case basis, and shall be designed to be consistent with the other furnishings in the patio seating area.

The ceiling and lighting in the patio seating area is part of the Tenant’s leased area. The 2x2 ceiling grid and tile, if still existing, shall be removed to the center line of the demising partition as part of Tenant’s demolition. It is not permitted to be re-used or re-furbished, no exceptions will be permitted. Tenants shall utilize a hard ceiling design in this area, consistent with the criteria for the remainder of the center.
CRITERIA – CAFÉ RESTAURANT

• Storefront closure may occur at the face of the Neutral Pier or may be recessed behind that point if appropriate to the Tenant’s design and particular operation. Storefront closure may never occur in front of the face of the Neutral Pier. Vertical rolling, overhead, or horizontal grilles are not permitted.

• Café Restaurant Tenants have several options regarding the sign band area at the storefront. Reuse of the sign band area is permitted, if it is refinished using appropriate storefront materials. Painted gypsum board is no longer permitted in this area. Tenants choosing to reuse the sign band should detail its finish on their plans and provide a sample of the new material for the Landlord’s review and approval. Tenants may also recess the sign band behind the face of the Neutral Pier, or it may be entirely removed. If the sign band area is removed entirely, the Landlord’s ceiling design and finish should be replicated in the Neutral Pier area. This option shall be coordinated directly with Mall Management on site.

• Tenants who operate a walk up counter type operation in the Café Restaurant zone shall place the counter a minimum of 10'-0" behind the face of the Neutral Pier. Service or queuing may not occur in the patio seating area. Menu boards shall not be visible from the Mall common area and also must be installed a minimum of 10'-0" behind the face of the Neutral Pier.

• Tenants with separate “pick-up” or “to-go” type windows or operations will be permitted small identification type signage to designate the appropriate areas/ functions. Such signage shall be informative, but unobtrusive in design, and is subject to Landlord’s review and approval for size, design and placement at or on the storefront.
The Café Restaurant Tenants are permitted the use of one blade sign in addition to their storefront identification signage. Regardless of any existing condition in the Mall, the blade sign shall be installed ONLY on the right side of the storefront, as you face the storefront from the Mall common area.

Blade signs are limited to Tenant’s DBA name or logo. They must be low profile type signs with LED type lighting as shown in the example at left. The maximum overall width (thickness) of the sign is 1 1/2". Maximum projection beyond the face of the Neutral Pier is 3'-0", inclusive of mounting bracket and/or frame. Bottom of the blade sign must be 8'-0" A.F.F. minimum.

Blade signs may be mounted on the Neutral Pier, if the Tenant has opted to extend their storefront finishes to the center line of the Neutral Pier as detailed earlier in this criteria.
2x2 Ceiling and lighting to be removed by Tenant. New Tenant ceiling design to meet mall criteria standards.

Landlord's ceiling design and lighting to remain.

Tenant's sign band area may be refinished, recessed or removed at Tenant's option.

Neutral Pier

Railing height is 36” A.F.F. maximum.

11’-9” to bottom of Landlord's ceiling. (Verify in field.)

17’-4” from face of the Neutral Pier to the center line of the decorative railing.
If 4” curb still exists at Tenant’s Patio Seating Area, it is to be entirely removed during Tenant’s Demolition. No exceptions will be permitted.

Recess areas at the decorative railing are no longer permitted, and must be removed by the Tenant during demolition. No exceptions will be permitted.

Café Restaurant Tenants are limited to one storefront identification sign which shall be the DBA name only. Tenants at corner locations may have one sign per storefront elevation. The length of the sign may not exceed 70% of the sign band or storefront opening width. Stores utilizing the sign band type storefront design shall center their sign vertically and horizontally on the sign band and install the sign a minimum of 6” below the Mall ceiling. (As pictured at left.) Height of the sign is limited to 16” letters if all upper case letters are used. Signs utilizing both upper & lower case letters are limited to 18” maximum on ascending or descending letters and 12” for lower case letters. In any case the sign may not descend below the bottom of the sign band. Overall sign shall not exceed 15 square feet.
Tenant’s Engineer shall use their own form for HVAC Load Calculations:

- Appliance Heat Gain
- Electrical Load Summary
- Kitchen Exhaust Fan Specifications
- Kitchen Make-up Air Unit Specification
- RTU/Split System Specification
- Maintenance