

Exhibit D: Moving Regulations

This Exhibit sets rules and regulations governing transfer of furniture, heavy equipment and supplies in and out of **Madison Plaza**:

- All moves (delivery and removal of furniture, construction supplies, etc.) must be done after 3:00 PM Monday through Friday and on Weekends. Mail, UPS, express mail, small office supplies, and other minor deliveries are exempted.
- The tenant must coordinate the move with our office before the actual move. This will allow us to install pads in the north elevator and supply the tenant with an elevator key.
- The tenant must contact Ariana Properties to obtain an elevator key for use during the move for loading and unloading. The mover must only use the padded elevator for the move and must unlock the elevator while not in use.
- The moving company must provide a certificate of insurance and name **Ariana 3, LLC** as additional insured, prior to the move. This will not cost you or the moving company any additional fees.
- No objects can be left in the common areas at any time.
- The tenant and its moving company are responsible for all damages.
- The tenant must borrow the elevator key from us to stop the elevator during loading and unloading.
- The moving path through the lobby must be covered with Masonite or a similar product to protect the floor.
- The cleaning crew (who are employees of another company) should not be contacted to help with the move in any way.

These rules have been adopted to ensure that you and your clients are well served and to protect the building, especially the elevators. We appreciate your support in observing these rules.

As always, we are available to answer any questions you may have.