



bex

BRANDYWINE EXPERIENCE

Use and Guidelines



555 East Lancaster Avenue, Suite 100
Radnor, PA 19087

BEX, short for Brandywine Experience, offers first-class touchdown spaces for our tenants to work, recharge, and connect like never before. Conveniently located in Radnor at 555 E. Lancaster Avenue, Suite 100, BEX provides over 4,500 square feet of space that includes a large open lounge area with seating, large offices, individual work stations, small call room, two flat-screen monitors with cable TV, free Wi-Fi and printer access.



Hours

Monday – Friday
8:00 a.m. to 6:00 p.m.
The facility may be reserved for after-hours events; see details under Exclusive-Use Areas for Reservations.



Location

555 E. Lancaster Avenue, Suite 100,
across from the main lobby entrance.
May be accessed via the Paoli –
Thorndale line (Radnor stop).



Parking

Limited surface parking is available,
accessed off of Lancaster Avenue.



Access

We are in the process of implementing a blue-tooth application for smart phones that will allow easy access.

Until then, please follow these temporary guidelines:

Tenants who are located at 555 E. Lancaster Avenue may access the space with their building access cards. For all tenants who are located at other Brandywine locations, please coordinate access to the space through your property management contact.



Contact:

Heidi Mellon
(610) 325-5607
Heidi.Mellon@bdnreit.com



Internet

Complimentary wireless is available:
Brandywine Public or **bdn_guest**
Password: brandywine

Exclusive-Use Areas for Reservation

How to Reserve Spaces

For offices A, B, C, D and Individual Work Stations:

- ▶ Go to www.bdnbex.com and set up an account. Click the link for the online booking system and set up your username and password. Please note that you must have a valid email address linked to a tenant at a Brandywine location.
- ▶ Once you set up your account and get to the online booking system, select the date and +CREATE MEETING. The next screen allows you to select which room you want to reserve and when.
- ▶ Review and approve the Terms/Conditions for using the Facility.
- ▶ Click “Check out” in the upper righthand corner, confirm the booking, and click “Complete booking.”
- ▶ You should receive a confirmation email from bexbooking@bdnreit.com shortly thereafter.

Offices

- ▶ **Office 1** is the largest office space at 19' X 15' and includes a meeting table and sliding glass doors for privacy.
- ▶ **Offices 2, 3, 4, and 5** are 14' X 10' with sliding glass doors for privacy.
- ▶ **Call room** seats 2
- ▶ **21 cubicles**

Conference Rooms

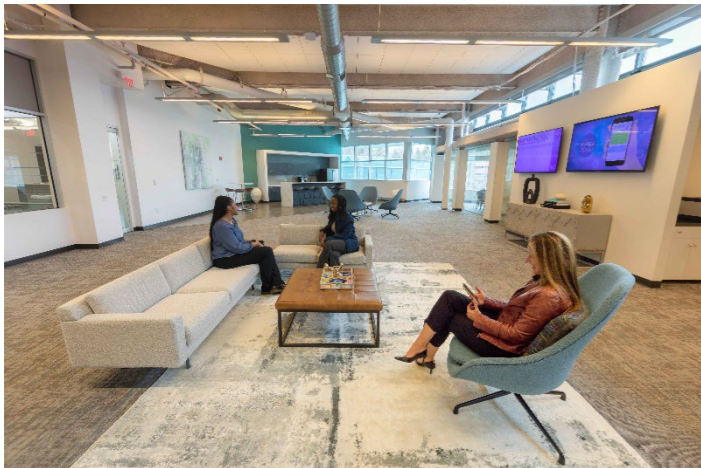
- ▶ **Small Conference Room**
Seats 8
- ▶ **Large Conference Room**
Seats 14

After-hour events

The entire BEX suite may be reserved exclusively for after-hour functions:

- ▶ Reservations must be made ten (10) days in advance, on a first come, first basis.
- ▶ Please contact Heidi Mellon Heidi.Mellon@bdnreit.com
- ▶ A Facility Use Agreement must be executed prior to the scheduled event (see attached link)
- ▶ **Overtime HVAC:** \$75/hour
- ▶ **Cleaning Fee:** \$250 for standard trash removal, vacuuming/sweeping floors and counter cleaning. If furniture or carpet cleaning is required, additional costs will be billed to the tenant.

General Terms & Conditions



- ▶ Must be 18 years of age or older to access or use the space.
- ▶ Reviewed and agree to the BEX Use, Waiver & Release Agreement.
- ▶ Must comply with all 555 E. Lancaster Avenue Building Rules & Regulations.
- ▶ All personal belongings must be removed when leaving the space.
- ▶ Alcoholic beverages are not permitted at any time for any purpose unless it is pre-arranged upon the execution of a Facility Use Agreement, which includes a host liquor liability endorsement through the tenant's insurance carrier in advance of the event.
- ▶ No bicycles, mopeds, skateboards or other vehicles may be brought into the BEX space.
- ▶ No animals may be brought into the space (excluding service animals).
- ▶ No smoking of any kind, including but not limited to cigarettes, cigars, and e-cigarettes.
- ▶ No multi-level, pyramid, network marketing, and referral marketing permitted; examples of this would be cosmetic, jewelry, clothing, Tupperware, etc.
- ▶ Furniture must be left in its original condition and position.