



bex

BRANDYWINE EXPERIENCE

Use and Guidelines



One Commerce Square
2005 Market Street, Suite 160 | Philadelphia, PA

BEX, short for Brandywine Experience, offers first-class touchdown spaces for our tenants to work, recharge, and connect like never before. Conveniently located in Philadelphia at 2005 Market Street, Suite 160, BEX provides over 4,500 square feet of space that includes stadium seating and an open lounge area, individual work stations with adjusting standing desks, small and large conference rooms, full-size kitchen with refrigerator, coffee, sink, and dishwasher, three 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

One Commerce Square
2005 Market Street, Suite 160
located in the courtyard.

May be accessed via 30th Street Station, Suburban Station or Trolley Lines



Parking

Located in the building, entrance is on 21st street between Arch and Market.

Rates are as follows:

Hours	Rate
½	\$6
1	\$13
1 ½	\$20
2	\$26
2 – 12	\$30
12-24	\$32

Evening Rate: In after 6 Pm/Out before 6 AM — \$10

Weekends: Saturday/Sunday up to 12 hours — \$10



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 2005 Market Street 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, listed below for easy reference.



Contact:

Candice Alvarez | (215) 851.6009
Candice.Alvarez@bdnreit.com



Internet

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

Exclusive-Use Areas for Reservation

How to Reserve Spaces

For the Conference Room, Huddle Room A and B, Call Room A and B and Desks:

- ▶ Go to www.bdnbex.com and set up an account. Click the link for the online booking system and set up your user name 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 right hand corner, confirm the booking, and click “Complete booking.”
- ▶ You should receive a confirmation email from bexbooking@bdnreit.com shortly thereafter.

Space

- ▶ **Conference Room A** is 24' x 15' and seats up to 20 people. This room has a 90" monitor, conference phone, and click share capability.
- ▶ **Huddle Room A** is 10 ½ ' X 8 ' and can seat four people.
- ▶ **Huddle Room B** is 8' X 8' and can seat four people.
- ▶ **Call Room A** (Immediately located to right of entrance) is 8' X 8' and can seat two people.
- ▶ **Call Room B** is 8' X 8' and can seat two people.
- ▶ **8 Individual Work Stations** with adjusting standing desk top.



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 serve basis.
- ▶ Please contact Candice Alvarez | (215) 851.6008 Candice.Alvarez@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 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 2005 Market Street Building Rules & Regulations.
- ▶ All personal belongings must be removed when leaving the space, including items in the refrigerator.
- ▶ 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.