

FOUNDERS SQUARE

HISTORIC DESIGNATION

On July 27, 1914, a new company was organized in Dallas. Four gentlemen - R.W. and J.M. Higginbotham, A.H. Bailey and W.L. Logan - formed the Higginbotham – Bailey-Logan Company, a dry goods manufacturing and wholesale distribution firm. Later that year, the company built its own headquarters at the corner of Jackson and Lamar streets in downtown Dallas.

The building was designed by the noted Dallas architectural firm of Land and Witchell. In addition to the Higginbotham Bailey-Logan block, the firm's other works included the Cotton Exchange, Fair Park Auditorium, Adolphus Annex, Dallas Power and Light, and Lamar Street Sanger Brothers Department Store (El Centro College). They were also associate architects for the Mobil Building and the Majestic Theater.

Due to Higginbotham-Bailey Logan's tremendous growth, the company's original building was expanded with two additions constructed to the east of and connected to the original structure in 1917 and 1923.

With the second expansion in 1923, the Higginbotham-Bailey-Logan Building contained 325,000 square feet of floor space, nearly seven and one-half acres under one roof. That year, with the new space, the Higginbotham-Bailey-Logan Company had in use a total of 750 machines, and 800 of its total payroll of 1,100 employees were in its manufacturing departments.

The Higginbotham-Bailey Company (the Logan interest was sold in 1945) was continuously in operation for almost 69 years, from July 27, 1914, until its dissolution on April 27, 1983, when Woodbine Development Corporation and the law firm of Johnson & Gibbs (formerly Johnson & Gibbs) purchased the building. On April 1, 1994, Jackson Wood, Ltd. purchased the building and Fidelity Commercial Realty Management Company took over the management. Founders Square is situated in a two-acre landscaped park and is included in the National Register of Historic Places and designated a Recorded Texas Historic Landmark as well as a City of Dallas Historic Landmark.

FOUNDERS SQUARE

MAIL

Mailboxes are provided in the building's Mailroom (located in the basement). Mail requiring signatures may be picked up only during certain hours of the morning. Please refer to the sign on the mailroom door for times. All other mail may be picked up at any time from the Tenants assigned box. Large packages or over-flow mail that cannot fit into the Tenant's box will be placed in one of the special parcel lockers, with the key to that locker being placed in the Tenant's assigned box.

A letter drop is provided in the basement entry corridor near the Mailroom. All outgoing stamped, metered and express mail should be placed in properly designated U.S. Mail boxes. Mail is picked up by the postman each day at the time indicated on the mail drop boxes.

A drop box for Federal Express and other express/courier companies is located in the basement area for express mail pickups after office hours.

Incoming mail should be addressed to Tenants in the following manner.

Company Name
Founders Square
900 Jackson Street
Suite No. _____
Dallas, Texas 75202

(It is recommended by Post Office authorities not to use your assigned building mailbox number as part of your address, as this is often confused with a P.O. Box number that is assigned only by the U.S. Post Office.)

For information or service, contact the Post Office at 1-800-275-8777.

FOUNDERS SQUARE

DELIVERIES / MOVING

Single trip or hand carried deliveries of supplies, furniture, or office equipment will be made to the building loading docks on the south side of the building. Access is from Griffin Street. Tenants may use the loading docks for deliveries but cannot leave vehicles unattended. A Security Officer located near the loading dock will direct deliveries and truck traffic.

Notify Building Management in advance of LARGE deliveries or movement of large amounts of supplies, furniture, and office equipment. HOURS, METHOD OF MOVEMENT, and ROUTING OF MOVEMENT ARE RESTRICTED. Such deliveries must be received at the dock after 6:00 p.m. to avoid inconvenience to all Tenants. Saturday and Sunday deliveries can be scheduled at anytime.

Two-and four-wheel dollies, carts or other conveyances (with the exception of baby carriages and wheelchairs) will not be allowed into passenger elevators at any time. Packages, cartons or other items carried by hand may be transported on passenger elevators only when they will not disrupt other passenger traffic. Large items will not be allowed under any circumstances. Materials that can cause discomfort, inconvenience or damage (such as open paint cans) will not be allowed on passenger elevators, even if hand-carried.

Important: Ramps to loading docks cannot accommodate "over-the-road" trailers, semi-trucks, or large moving vans. City delivery trucks, medium-sized container trucks and bobtail trucks can negotiate the length of ramps to docks. The approach height is 13 feet.

Landlord shall not be liable for injury or damage to any person or property involved as a result of Tenant deliveries or move-ins.

All movers are required to submit a current certificate of insurance meeting required liability limits prior to any move.

FOUNDERS SQUARE

SECURITY OFFICERS

BUILDING SECURITY PATROL

Founders Square Security Officers are on duty 24 hours a day, seven days a week. A Security Officer is stationed at the console in the basement of the Building, adjacent to the parking garage and loading docks. An additional Security Officer patrols the Building (interior and exterior), loading dock and parking garage.

The telephone number for the Security Console is 214-748-1900. You may call this number day or night for assistance or information.

AFTER HOURS OFFICE ACCESS

Following normal business hours (7:00 a.m. – 6:30 p.m., Monday through Friday, and 7:30 a.m. to 1:30 p.m. on Saturday), access is limited to and from the building. After hours, the only entrance to the building is from the garage and these entrance doors can only be opened with access cards.

This Access Control System has the capability of programming access for an employee to enter the building, as desired by the company authorizing the use of the card (cards will be issued only to employees and principals of Tenant companies). Changes in access authorization need to be requested in writing by an authorized representative of the Tenant's company.

FOUNDERS SQUARE

MOVING ASSISTANCE

If you need assistance with small moves, such as moving desks or filing cabinets within your office, contact Building Management. An employee may be available to assist in this type of move. Assistance will be at Tenant's expense at the then prevailing rate.

TELEPHONE SYSTEMS

Contact AT&T or a private system company to arrange for installation of the type of telephone system you will be using. Costs for special conduit, special electrical outlets, holes in floor slabs, or other special work are to be paid by Tenant with approval of Building Management.

FOUNDERS SQUARE

16. No portion of any Tenant's leased premises shall at any time be used or occupied for sleeping or lodging quarters.
17. The following holidays or those specifically stated in the Lease will be observed at Founders Square, with air conditioning and heating provided only at Tenant's request and expense:

New Year's Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Normal Building operating hours are from 7:00 a.m. to 6:30 p.m., Monday through Friday, and 7:30 a.m. to 1:30 p.m. on Saturday. During these times air conditioning and heating is provided.

18. Landlord observes the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its judgment shall from time to time be needed for the safety, protection, care, and cleanliness of the building, the operation thereof, the preservation of good order therein and the protection and comfort of the Tenant and their agents, employees and invites, which rules and regulations, when made and written notice thereof is given to a Tenant, shall be binding upon it in like manner as if originally herein prescribed.

FOUNDERS SQUARE

PARKING

An underground parking structure adjacent to Founders Square offers 350 parking spaces for Tenant and visitor use. This garage includes a card system, accessible by authorized Tenants.

Specific card assignments will be handled by Building Management. For information, please call 214-748-1904.

GENERAL INFORMATION AND RULES FOR GARAGE PARKING

1. The garage is primarily for the convenience of Tenants at Founders Square. Spaces are assigned by Building Management.
2. The garage is solely for the purpose of parking cars and absolutely can not be used for storing vehicles.
3. Landlord is not responsible for theft, loss or damage to vehicles or their contents. Parking is the responsibility of the Tenant.
4. Close adherence must be made to parking spaces as assigned, including handicapped spaces and visitor parking.
5. The garage provides a designated parking area for visitors to Founders Square. Visitors will be issued tickets at the entrance to the garage. Parking fees or validations should be taken to the Security console (in the entryway to the Building from the garage) and a token will be given to the visitors so that he/she may exit the garage.

The Tenant has the ability to validate by stamping the back of the ticket with Tenant's name and suite number. If this isn't done, visitor pays prior to getting a token.

IMPORTANT: Since there is not an attendant located at the exit of the parking garage, it is important that Tenants advise their visitors and guests that tokens are necessary in order to exit from the garage.

FOUNDERS SQUARE

GENERAL POLICIES

TELEPHONE NUMBERS

As a central reference, the following telephone numbers are listed for your convenience.

BUILDING MANAGEMENT (Engineering) 214-748-1904

BUILDING SECURITY OFFICERS 214-748-1900

POLICE, FIRE, AMBULANCE
(Dallas Emergency Services) 911

HOSPITAL 214-590-8000
(Dallas County – Parkland)

TEXAS DEPT. OF PUBLIC SAFETY 214-861-2000

F.B.I. 214-720-2200

POISON CONTROL CENTER 1-800-764-7661

POST OFFICE 1-800-275-8777
(Downtown 400 North Ervay)