

**GETTING TO THE OFFICE FROM AROUND THE AREA**

Most folks have GPS to help get them to the building these days, but the following general guide may help you from the major highways.

**From I-30 Headed East from Fort Worth:** Take the exit for US 75, but peel off on the Commerce Street exit. Take Commerce to Ervay. Turn left on Ervay. Go two blocks and turn left on Elm Street. Our building will be on your right. Note, Commerce and Elm Street are one-way streets.

**From 75 Headed South:** Take the Live Oak **left exit** into downtown and head straight until you reach Elm Street. Turn right on Elm and head toward the building which will be on your right. Note, Elm Street is a one-way street.

**From the Toll Road Headed South:** Stay on the Toll Road into uptown and becomes Harry Hines Blvd. Turn on to St. Paul and then turn right on Elm Street. Note, Elm Street is a one-way street.

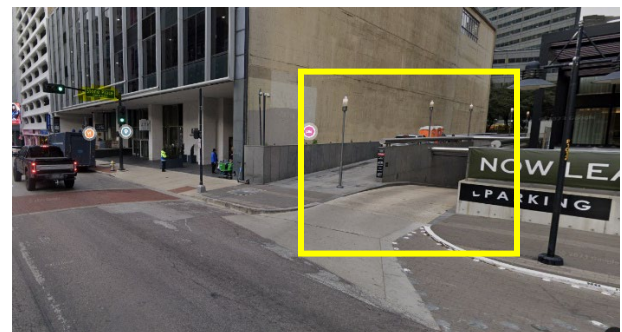
**From I-35 Headed South:** Stay on I-35 south to the Commerce Street exit. Take Commerce to Ervay. Turn left on Ervay. Go two blocks and turn left on Elm Street. Our building will be on your right. Note, Commerce and Elm Street are one-way streets.

**FINDING THE PARKING GARAGE ENTRANCE**

Note, our parking garage has a **height limit of 6 ft 9 in.** This will accommodate most vehicles without a lift system. People driving taller vehicles generally know it. If you drive a vehicle taller than this, you will need to locate alternative parking on a surface lot in the area.

There are **two parking garage entrances** to our building, one on Elm Street and another on Pacific. Most GPS systems will place you in front of the building on Elm Street.

**Elm Street Entrance:** The Elm Street parking garage entrance is a little hard to see. It is located at the **end of the building** and goes down **underneath the building**. There is a sign, but it is hard to see because there are two street parking spaces in front of it that are always filled. These pictures hopefully will help – a street level look at the Elm Street side of the building and the parking entrance:



**Pacific Entrance:** The Pacific entrance is much easier to see and much easier to prepare for because there is little traffic on the Pacific side. The Pacific entrance is at the **end of the building** and goes down **underneath the building**. These pictures hopefully will help – a street level look at the Pacific side of the building and the parking entrance:



### FINDING PARKING IN THE BUILDING

**Gray Reed Reserved Parking:** We have limited reserved parking on level B2 just around the corner from the exit booths. Look for the following sign:



If our reserved spots are all taken, move to General Parking.

**General Parking:** If our reserved parking spaces are all taken, you may park in any **unreserved** parking space. Often **B4 to B6** are your best bet for these spaces.

**Handicapped Parking:** Handicapped parking spaces are available adjacent to the elevators on floors **B3 to B6**.

**Please bring your parking ticket upstairs for validation. Without validation, parking is generally \$20 for the day.**

### GETTING UPSTAIRS

**Don't forget to bring your parking ticket upstairs for validation by our receptionist.**

**Our Elevators Are Different:** The elevators in our building are a new energy-efficient style that operates differently than the elevators of the past. In our building, you press the button for your floor on the wall outside the elevators before getting on the elevator. The elevator system will then assign you to one of the available elevators which are labeled with letters marked above the elevator doors. Your elevator label will light up when you are assigned to it.

**Garage to Building Lobby:** Follow the signs to the elevators which are located in an interior corner of the floor on which you have parked. The building lobby is on **floor 1**.

**Building Lobby to Gray Reed:** Once in the building lobby, stay in the elevator bank hall with the elevators to the parking garage. The remaining elevators on that hall go up to Gray Reed on the **46<sup>th</sup> Floor**. Look for an elevator button panel with floors 40 through 48. Press 46 and head to your assigned elevator.

### ARRIVING AT GRAY REED

**Arriving:** On arrival, check in with the receptionist. **Have your parking ticket validated.**

**Mediation:** We will be with you shortly to check in and start the mediation process.