

SAPIENT
RAZORFISH_

375 HUDSON
Handbook

OUR BUILDING

ABOUT

375 Hudson is a 19-story office building with a steel frame and curtain wall of precast gray spandrels and continuous ribbon windows. It has entrances on both Hudson Street and West Houston Street with 24-hour staffed security.

HOURS

375 Hudson is open to the public Monday through Friday, 7am-7pm. Individuals with building ID cards can access the building and floors 24 hours a day, 7 days a week.

The building is closed on the following holidays:

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

MAILING ADDRESS

375 Hudson Street
9th Floor
New York, NY 10014

ID CARDS

ENTRY & EXIT

Your SapientRazorfish ID card will be your key to the building and SapientRazorfish facilities, including any external doors and the turnstiles required to enter the elevator banks. This card provides you with 24/7 access.

REPLACEMENT

If you lose your SapientRazorfish ID card, please contact Office Services or Nathan Apland.

PET POLICY

Unfortunately, **no** personal pets are allowed in the 375 Hudson building or SapientRazorfish offices. No exceptions.

BUILDING AMENITIES

NEWSSTAND

A newsstand is located in the lobby of the building and is open from 7am - 6pm.

FITNESS CENTER

The Fitness Center is located on the 19th floor, and membership is open to any employees, freelancers, and contractors through membership fees. A one-tenth mile outdoor running track atop the roof of the building provides spectacular views of the Manhattan skyline and the Hudson River.

To sign up for the Fitness Center, go to the 18th floor, and walk up the stairwell to 19 (signs will guide you). For employees, fees for your membership will be deducted from your paychecks bi-weekly. Fees are based on your salary on a sliding scale. Freelancers and contractors can register for the Fitness Center, but must pay the fees directly.

The Fitness Center is open Monday - Thursday, 6:45am - 8:00pm, and Friday, 6:45am - 7:00pm.

CAFETERIA

Saatchi & Saatchi has a cafe on the 16th floor that serves a selection of coffee and food products. To access the 16th floor, take an elevator to the Lobby and transfer to the second bank of elevators.

Once on the 16th floor, enter the Saatchi & Saatchi office and turn right. Hours are from 8:00am - 4:30pm.

BIKE PARKING

Bike Parking is located in the Parking Garage and is on a first come first served basis.

Registration is available on Tuesday mornings at the Tishman Property Management office, located on the first floor. Bikes must be registered prior to bringing your bike to the office. No bikes, including foldable bikes, are allowed in the building lobby. Skateboards and scooters must be carried.

Tenants will be given a sticker that must be placed on a visible part of their bikes. They are not to be kept overnight and are subject to being clipped and removed from the garage if management feels they have been left over a long period of time.

OFFICE AMENITIES

CAFÉ & PANTRY

A café and pantry are located on the 9th floor, and a café is located on the 8th floor. The following items are provided at these locations:

- Coffee
- Tea
- Water
- Sugar
- Milk
- Cutlery

MOTHER'S ROOM

A great perk for new mothers! Please reach out to Julie Rappoport with any questions. This room can be booked with the following room code:

cr.usa.newyork.375HudsonSt.9thFloor.Carousel.WellnessRoom

NAP ROOM

Need a mid-day pick me up? Nap off that sleep coma in our dedicated nap room! Bookable with the following room code:

cr.usa.newyork.375HudsonSt.9thFloor.Waldorf.NapRoom

MAILROOM

OUTGOING MAIL

SapientRazorfish provides dropbox services in the production room for FedEx, UPS, and USPS packages and letters. These locations will be picked up daily. The last pickup for UPS is at 8:00pm, and the last pickup for FedEx is at 8:30pm.

Shipping services are available for packages needing postage. We provide services for USPS and FedEx, including, but not limited to, postage stamps and next day services. For direct delivery needs, we are able to arrange messengers. Shipping and postage services can be purchased in the mailroom.

INCOMING MAIL

Bert Brailsford will email you when your package has arrived. It can be picked up in the production room on the shelf. Also, your regular mail will be available in your mail slot in the production room (check your mail folder periodically).

BEER TAPS

SapientRazorfish New York provides rotating beer taps for the enjoyment of our employees. While much of our policy goes without saying, please be sure to adhere to the following guidelines:

- Unless at a company sponsored event, drink outside of working hours (after 5pm)
- Be respectful of your peers, and do not encourage drinking to excess
- Ensure your coworker can get home safely and arrange transportation if needed
- Alcohol is provided by Razorfish as a courtesy

CATERING

You can order catering by emailing the reception alias: reception.nyc.razorfish.us@publicisgroupe.net. 24-hour advance notice is required for all catering & event needs. All catering *must* come through the freight elevator located on King Street.

PRODUCTION

Supplies for production can be found next to the mailroom on the 9th floor. There will be a cutting/X-ACTO area, light box and binding machines available. All binding will be completed by Chris & Bert and must be requested with 24-hour advanced notice. Basic office supplies will be available in this production space.

DAVE CHANG LOUNGE

Xbox or Playstation - choose your weapon. Honor our champion and play with respect, love, and fairness. After 5pm, of course.

FACILITIES REQUESTS

All requests, for both IT and facilities related issues, must be submitted via the ticketing system, accessible at <http://ticketing>. Tickets must be properly routed as "Generic Service Request" for IT issues and "Facilities Request" for all facilities-related issues.

EATERIES

WESTVILLE

333 Hudson Street, New York, NY 10013

Cuisine: American Phone: (347) 508-2121

Known For: Award Winning Burger

www.westvillenyc.com

by CHLOE

185 Bleecker Street, New York, NY 10014

Cuisine: Vegan

Known For: Delicious Guac Burger

www.bychloe.com

En Japanese

435 Hudson Street, New York, NY 10014

Cuisine: Japanese Phone: (212) 647-9196

Known For: Sushi Rolls & Fresh Tofu

www.enjapanese.com

Ciccio

190 6th Ave, New York, NY 10012

Cuisine: Italian Phone: (646) 476-9498

Known For: Classic Meatballs, Veggie Lasagna

www.ciccio.com

Dig Inn

350 Hudson Street, New York, NY 10014

Cuisine: American (New) Phone: (917) 720-1205

Known For: Charred Chicken, Mac & Cheese

www.diginn.com

Essen

160 Varick Street, New York, NY 10013

Cuisine: Salad/Sandwich Phone: (212) 462-4500

Known For: Buffet Style Deli

www.essen.com

Gardenia

64 Downing Street, New York, NY 10014

Cuisine: Mediterranean Phone: (212) 604-0500

Known For: Fish Tacos, Grilled Salmon

www.gardenianyc.com

Jack's Wife Freda

50 Carmine St, New York, NY 10014

Cuisine: Mediterranean Phone: (646) 669-9888

Known For: Peri-Peri Chicken, Maya's Grain Bowl

www.jackswifefreda.com

The Grey Dog

49 Carmine Street, New York, NY 10014

Cuisine: American Phone: (212) 966-1060

Known For: Turkey Burger, Vegan Quinoa Bowl

www.thegreydog.com

La Loteria

29 7th Avenue, New York, NY 10014

Cuisine: Mexican Phone: (212) 858-9096

Known For: Chicken Tacos, Crunchy Bacon

www.laloterianyc.com

Icelandic Fish & Chips

28 7th Avenue, New York, NY 10014

Cuisine: Seafood Phone: (646) 922-8473

Known For: Atlantic Wolffish, Rosemary Potatoes

www.icelandicfishandchips.com

Cotenna

21 Bedford Street, New York, NY 10014

Cuisine: Italian Phone: (646) 861-0175

Known For: Fettuccine Tartufo, Octopus Salad

www.cotenna.com

Grand Sichuan

15 7th Avenue, New York, NY 10014

Cuisine: Chinese Phone: (212) 645-0222

Known For: Soup Dumplings, Chong Qing Chicken

www.grandsichuannyc.com

ROOMS & FEATURES

CONFERENCE ROOMS

ROOM NAME	BOOKING NAME	A/V FEATURES	CAPACITY
Morgan	cr.usa.newyork.375HudsonSt.9thFloor.Morgan	TV/Clickshare	8
Cooper	cr.usa.newyork.375HudsonSt.9thFloor.Cooper	TV/Clickshare	8
Modern	cr.usa.newyork.375HudsonSt.9thFloor.Modern	TV/Clickshare	8
Guggenheim	cr.usa.newyork.375HudsonSt.9thFloor.Guggenheim	TV/Clickshare	6
Metropolitan	cr.usa.newyork.375HudsonSt.9thFloor.Metropolitan	TV/Clickshare	8
Reservoir	cr.usa.newyork.375HudsonSt.9thFloor.Reservoir	TV/Clickshare	14
Gracie	cr.usa.newyork.375HudsonSt.9thFloor.Gracie	None	3
Tavern	cr.usa.newyork.375HudsonSt.9thFloor.Tavern	None	3
Bryant	cr.usa.newyork.375HudsonSt.9thFloor.Bryant	TV/Clickshare	16
PanAm	cr.usa.newyork.375HudsonSt.9thFloor.PanAm	TV/Clickshare	6
CBGB	cr.usa.newyork.375HudsonSt.9thFloor.CBGB	None	3
Webster	cr.usa.newyork.375HudsonSt.9thFloor.Webster	None	3
Birdland	cr.usa.newyork.375HudsonSt.9thFloor.Birdland	TV/Clickshare	8
Blue Note	cr.usa.newyork.375HudsonSt.9thFloor.BlueNote	TV/Clickshare	6
Vanguard	cr.usa.newyork.375HudsonSt.9thFloor.Vanguard	TV/Clickshare	6
Union	cr.usa.newyork.375HudsonSt.9thFloor.Union	TV/Clickshare	30
Promenade	cr.usa.newyork.375HudsonSt.8thFloor.Promenade	TV/Clickshare	6
Prospect	cr.usa.newyork.375HudsonSt.8thFloor.Prospect	Projector/HDMI	20
Academy	cr.usa.newyork.375HudsonSt.8thFloor.Academy	TV/Clickshare	8
Gowanus	cr.usa.newyork.375HudsonSt.8thFloor.Gowanus	TV/Clickshare	8

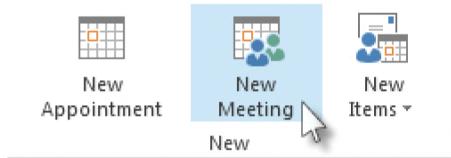
PHONE ROOMS

ROOM NAME	BOOKING NAME	A/V FEATURES	CAPACITY
GWB	cr.usa.newyork.375HudsonSt.9thFloor.GWB.PhoneRoom	None	1
Lincoln	cr.usa.newyork.375HudsonSt.9thFloor.Lincoln.PhoneRoom	None	1
Holland	cr.usa.newyork.375HudsonSt.9thFloor.Holland.PhoneRoom	None	1
Williamsburg	cr.usa.newyork.375HudsonSt.9thFloor.Williamsburg.PhoneRoom	None	2
Manhattan	cr.usa.newyork.375HudsonSt.9thFloor.Manhattan.PhoneRoom	None	2
Brooklyn	cr.usa.newyork.375HudsonSt.9thFloor.Brooklyn.PhoneRoom	None	2
Bedford	cr.usa.newyork.375HudsonSt.8thFloor.Bedford.PhoneRoom	None	1
BQE	cr.usa.newyork.375HudsonSt.8thFloor.BQE.PhoneRoom	None	1

Schedule a meeting with other people

Send a meeting request to set up a time to meet with others and to track who accepts the request.

1. In Calendar, click **New Meeting**.



2. In the **Subject** box, tell your recipients what the meeting is about.
3. In the **Location** box, tell your recipients where this meeting will be held. If you use a [Microsoft Exchange account](#), click **Rooms** to check availability and reserve rooms.
4. In the **Start time** and **End time** lists, click the meeting start and end times. If you check the **All day event** box, the event shows as a full 24-hour event, lasting from midnight to midnight.
5. In the meeting request, type any information you want to share with the recipients. You can also [attach files](#).
6. Click **Scheduling Assistant**. The Scheduling Assistant for Exchange accounts helps you find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms, are available.

If you're not using an Exchange account, click **Scheduling**.

7. Click **Add Attendees**, and then type the recipients' names, email addresses, or resource names (separated by semicolons) in the **Required**, **Optional**, or **Resources** boxes.

If you're not using an Exchange account, click **Add Others > Add from Address Book**.

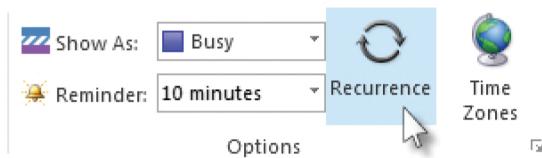
You can search for attendees by typing in the **Search** box, and then clicking **Go**. Click the name from the results list, and then click **Required**, **Optional**, or **Resources**.

Vertical lines represent the start and end times of the meeting. You can click and drag the lines to a new start and end time. For Exchange accounts, the free/busy grid shows the availability of attendees.

8. For Exchange accounts, the **Room Finder** pane contains suggested best times for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid.
9. After your attendees are added, to switch back to the meeting request, on the ribbon, click **Appointment**.
10. Unless you want to make this a recurring meeting, click **Send**.

Make it a recurring meeting

1. Click **Meeting > Recurrence**.



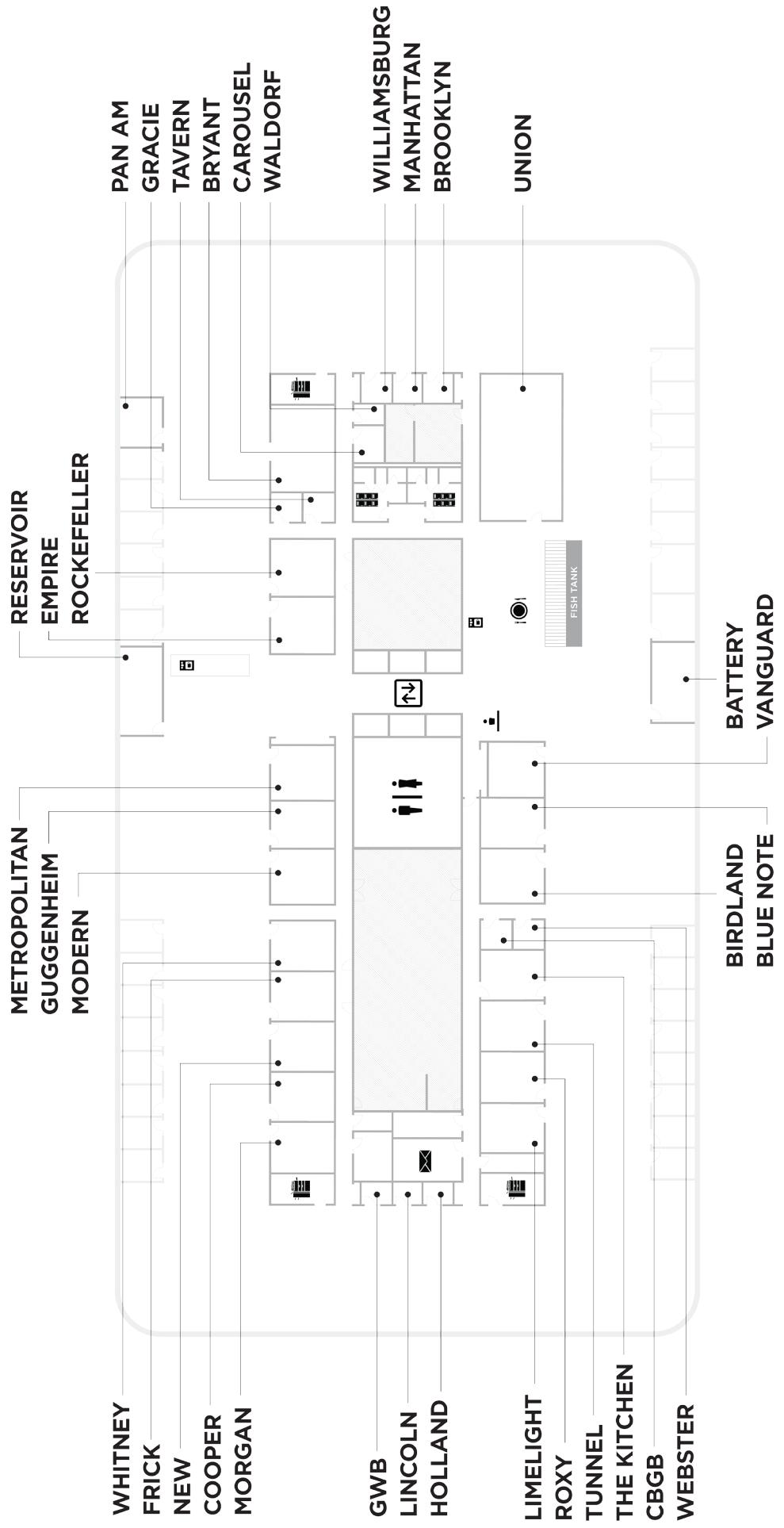
Keyboard shortcut To schedule the meeting to repeat regularly, click Ctrl+G.

2. Choose the options for the recurrence pattern you want, and then click **OK**.

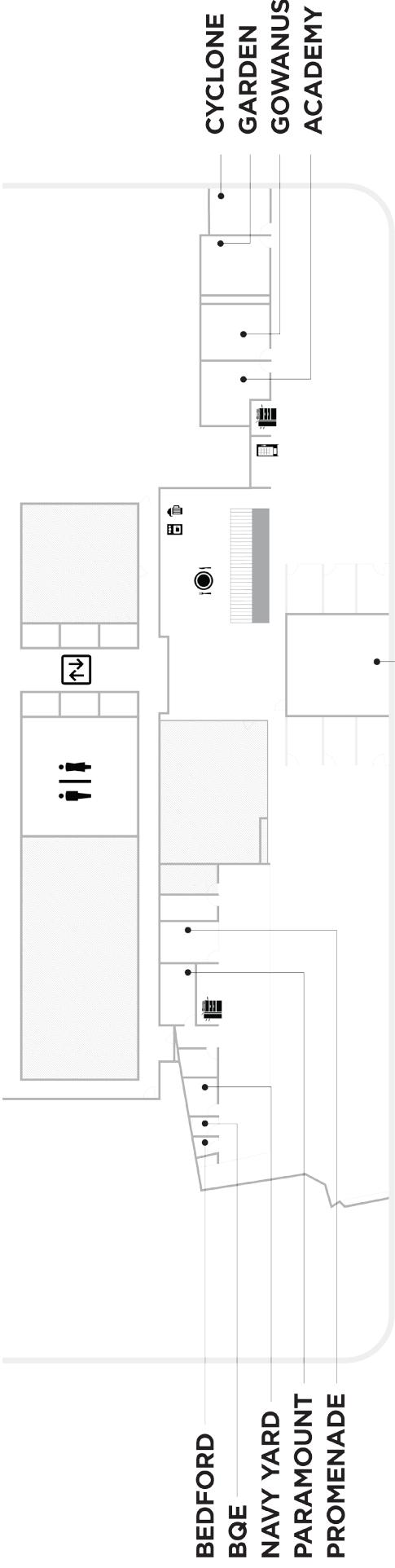
When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Meeting Series**.

3. To send the meeting request, click **Send**.

9TH



RECEPTION RESTROOM CAFE COFFEE BEER VENDING MACHINE COPY MAILROOM LOCKER



PROSPECT

8TH

CLICKSHARE

375 Hudson Conference and War Rooms will utilize the advanced Clickshare presentation system. This system permits wireless streaming of desktop computers and mobile devices with the Clickshare App. Monitors can be mirrored, or the Clickshare device can function as a virtual second screen, extending your desktop and allowing you to continue use of your local screen. Transmitting audio through the Clickshare system is only a few clicks away.

NAVIGATING IT

PUBLICIS GROUPE SOLUTION CENTER

Re:Sources provides IT services for the Publicis Groupe in North America.

We understand that technology is sometimes confusing, and even frustrating.
We are here to support you. We want to let you know what to expect when you contact IT.

CONTACT

Urgent Items:

Call 1 866-222-4440

Non-Urgent Items:

SolutionCenter.publicisgroupe.net

SolutionCenter@us-resources.net

If using Self-Service, your ticket will be reviewed and processed within one business day. Be as detailed as possible. You will receive a confirmation number right away.

Weekend and Holiday Support:

For urgent issues affecting client deliverables, call the Solution Center and leave a voice mail. An on-call IT representative will contact you and the appropriate IT team.

Non-urgent issues reported after hours are processed the following business day.

INFORMATION THE SOLUTION CENTER NEEDS

To create a ticket and send it to the right team this information includes:

- Full name
- Your agency
- Phone number
- Email address
- Address, floor & desk location
- Description of your problem

HELPFUL WEBSITES

computer-ed.publicisgroupe.com
SolutionCenter.publicisgroupe.net

INCIDENTS vs REQUEST

Tickets are processed at different urgency levels based on their impact and how they affect work product.

Understanding the differences helps us prioritize our tasks.

Incident Ticket:

An Incident should be opened when something is not functioning as it is supposed to. Examples include:

- My File Share is down
- Outlook won't open
- I can't get a network connection

Request Ticket:

A Request is opened when you want a new service added. Things are working fine, but you want something new. Examples are:

- Please install standard software
- Access to a folder (Requested by your Brand Approver)

TICKET NUMBERS

If you need to check the status or escalate a ticket, we ask for your ticket number.

ESCALATIONS or EMERGENCIES

Call the Solution Center and explain the situation. The Solution Center will create a ticket, attempt to assist if applicable, and assign the ticket to the appropriate team. They will also contact the Incident Management Team, which is in place to handle emergencies.

BRAND APPROVERS

Brand approvers are people at your agency responsible for approving certain requests that have financial or security impacts. The Solution Center may direct you to contact a brand approver to enter a request on your behalf.

MAY I STILL CALL MY LOCAL TECHS?

Always start by contacting the Solution Center. They will attempt to assist you remotely if possible, or will assign your issue to the appropriate team.

We understand problems sometimes happen at the worst possible time. The Solution Center will work to make sure your problem will be dealt with quickly, and by the appropriate person.

SAFETY

IMPORTANT PHONE NUMBERS

Nathan Apland, Senior Facilities Manager, 212-798-7337

Milly Bach, Concierge, 212-798-6629

Bert Brailsford, Mailroom, 917-237-3194

Reception, 212-798-6600

Robert Giglio, Fire Safety & Security Director, 212-337-3159

Katie Sorenson, Assistant Property Manager, 212-337-3150

ALARM ACTIVATION DEVICES

Various alarm and detection devices are located throughout the building. They include smoke detectors, heat detectors, and water flow detectors – all monitored 24-hours a day. Activated smoke detectors and water flow detectors will result in the following:

- The alarm sounds on the affected floor and floor above. At this time everyone on the affected floors will gather by a fire stair and wait for further instructions while Fire Warden Teams commence fire safety procedures.
- Elevators automatically return to the lobby and doors will open for the Fire Department to gain access (upon the activation of an elevator lobby or water flow detector).
- Stairwell doors unlock.
- Fire Department is notified automatically via central station.

EMERGENCY PUBLIC ADDRESS

Emergency instructions are given over the emergency public address system throughout the building. Instructions may be given to the entire building or to individual floors. Initially, a standardized announcement will instruct tenants on the affected floors to relocate to a lower floor if there is a presence of smoke. An all floor message will be relayed over the public address system once the investigation is complete and the alarm is cleared.

MEDICAL

First Aid Kits are located near printers

IF SOMEONE NEEDS IMMEDIATE ATTENTION

- **Do not move the person.** If necessary, administer first aid.
- **Call Paramedics.** Dial 911. Tell them your floor and suite number and direct the medical team to the 375 Hudson or 299 West Houston Street entrance.
- **Call Property Management.** Dial 212 337-3150. We will hold an elevator ready for the paramedic team. If a private physician has been called, let us know and we will escort the doctor to your office.
- **Post one person at the elevator** to lead the medical team to the person in distress

SAFETY

FIRE

IF YOU DISCOVER A FIRE

1. **Pull the Manual Station** and contact the Fire Safety Director via the Warden Phone.
2. **Call the Fire Department.** Dial 911. Tell the address and the floor location of the fire, its severity and type. This information will be relayed to firefighters en route
 - **Class A Fire** – Wood, paper, textiles, and ordinary combustibles
 - **Class B Fire** – Flammable liquids, oils, solvents, paints, grease, etc.
 - **Class C Fire** – Electrical: Live or energized electric wires or equipment
 - **Class D Fire** – Combustible metals (magnesium, titanium, potassium, etc.)
3. **Call the Building Office.** Outside regular business hours, your phone call will be rerouted automatically to the lobby guard station. Our Fire Brigade will take initial action and help firefighters when they arrive.
4. **Alert your Fire Warden.** Tenant Fire Wardens have been trained in emergency response. Follow his or her instructions.

IF YOU HEAR THE FIRE ALARM

1. **Remain Calm.** Listen for instructions over the public address system
2. **Close doors but do not lock them.** Take only essential belongings with you
3. **Follow instructions from Fire Wardens.** You may be asked to inspect the area or to help others
4. **Proceed down the stairs** as directed to the nearest re-entry floor. Look for the "Re-entry Floor" signs located on the stairwell side of exit doors. Keep to the right while descending the stairs to avoid firefighters who may be ascending on your left.
5. **Do not use the elevators.** Elevators will automatically return to the lobby to await firefighters
6. **Feel doors before opening them.** Do not open any that feel hot.
7. **If you are a person with a disability,** await help from your assigned Aide, or wait near the stairwell doors.

FIRE DRILLS

1. All occupants of the building are required to participate in fire drills. However, occupants other than building service employees are not required to leave the floor or use exits during the drill. A written record of fire drills will be kept in the Fire Safety Plan for the building and maintained for three years. The Fire Warden in charge will be required to sign these records at the end of each scheduled drill.
2. Fire drills will be announced via the public address system. The announcement will consist of a statement by the Fire Safety Director followed by the appropriate tone signals. The tenant contact in charge will be informed of the drill two weeks in advance.
3. Upon hearing the signal, all Deputy Fire Wardens will alert their area occupants that a fire drill is in progress and advise them to proceed to their exit stairwells. Searchers will report to their Fire Warden when their areas are clear.
4. Male and female Searchers will proceed immediately to various restrooms and other isolated areas to assure that everyone had heard, understands, and responds to the signal. When all areas are clear, Searchers will report to their Fire Warden. Aides to the Physically Challenged will assist physically challenged employees to the exit stairways and also report.
5. The Fire Safety Director will observe the exercise and point out deficiencies. The drill will end after the Fire Safety Director completes his/her safety orientation.

SAFETY

EVACUATION

GUIDELINES

If it becomes necessary to relocate due to a fire or other emergency:

1. **Follow instructions from Property Management personnel** or the Fire Department which you will hear over the loud speakers.
2. **Walk; do not run to the nearest exit stair.** Close Doors as you leave the work area – do not lock them
3. **Take your cell phone** but leave your laptop, briefcase, etc.
4. **Check exit door stairwell for smoke or heat before entering.** If smoke/heat is present, use an alternate stairwell. Do not use the elevators.
5. **Use handrails in stairwells.** Stay to the right. Assist staff members with disabilities.
6. If you have instructed to remain in the building, but to evacuate your floor, you should proceed down two or more floors below the incident floor until you reach a designated re-entry floor. Call The Fire Command Station via the Fire warden telephone for further instructions
7. If you have been instructed to evacuate the building, take the fire stairs to the lobby level and proceed to the nearest exit. Building personnel will be available to provide direction from the building to your designated relocation area. When exiting the building, watch for falling glass and debris.

GUIDELINES

Stairwells are for emergency use and are not intended to accommodate daily travel between floors. Stairwells are marked with photo-luminescent material according to New York Local Law 26. As a security measure, stairwells are equipped with door hardware which can be opened from the hallway but not from the stairwell side. Please do not hold or block stairwell doors open. Doing so upsets the balance of the air control and defeats a major security and fire protection system. During a fire alarm or other emergency, stairwell doors on every fourth floor will be unlocked automatically to provide a safe relocation route. The re-entry floors are: 18, 14, 10, 6, 2, and lobby.

NATURAL DISASTERS

SEVERE WEATHER & EARTHQUAKES

If inside:

1. **Get under heavy furniture**, such as a desk or table. If it moves about, hold on and move with it. Door frames in commercial office buildings DO NOT provide extra safety.
2. **Move away from windows and glass partitions**, tall file cabinets, and other things that could fall on you. Protect yourself from falling pictures, light fixtures, etc.
3. **If there is no desk or table to hide beneath**, sit with your back against a wall in the interior of the building and cover your head with your hands.

If outside:

1. **Move away from buildings** to avoid falling objects.

If you are in a crowd:

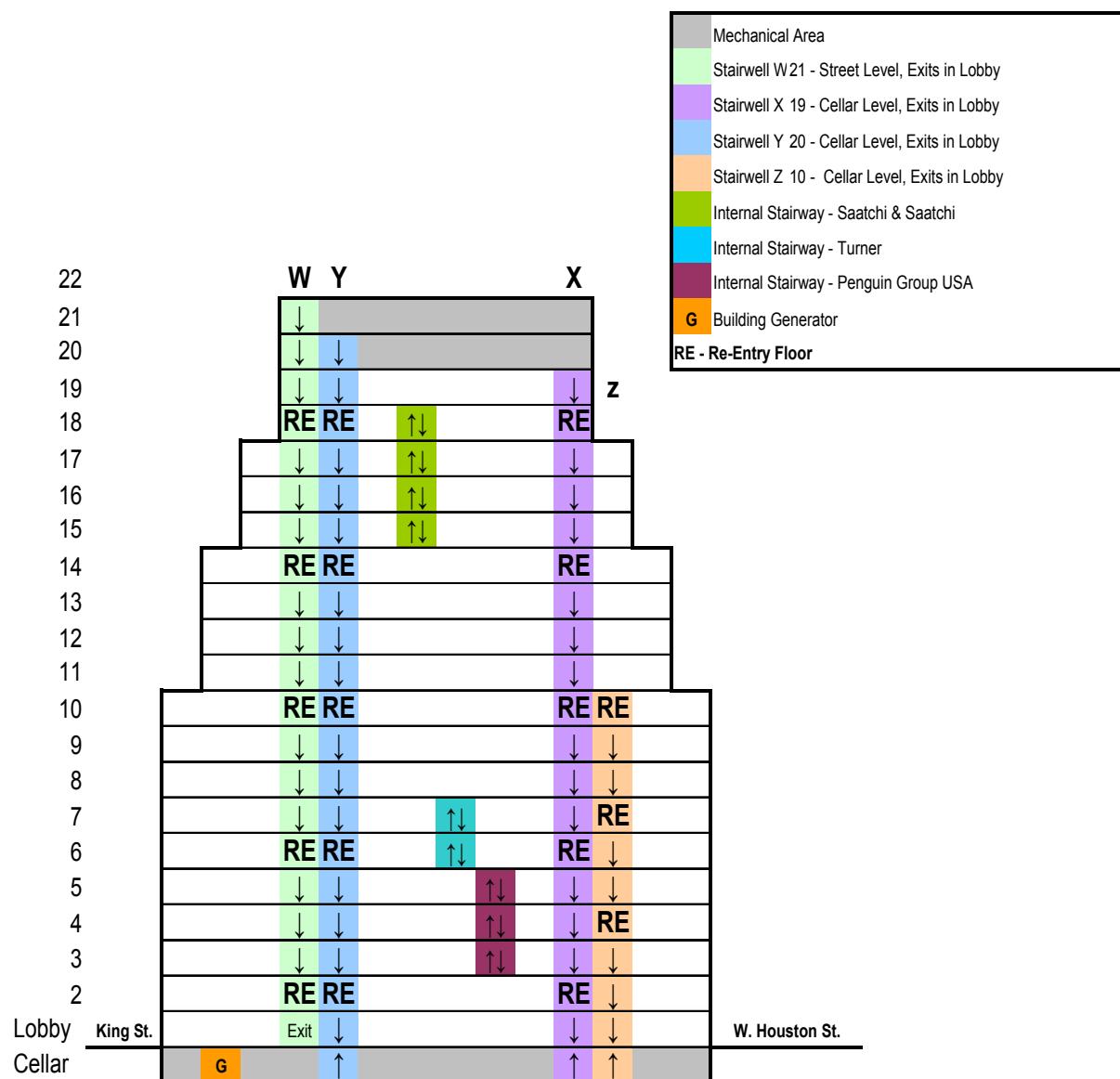
1. **Stay calm** and urge others to stay calm.
2. **Immediately seek shelter** under tables, chairs, or other heavy furniture or crouch against a wall to minimize the risk of flying objects. Do not take time to move to exits.



TISHMAN SPEYER

Stairwell Layout

Building Stairwells



YOUR **NOTES**