



Benson Tower Parking Guidelines & Helpful Hints

Benson Tower tenants should utilize the parking guidelines below to address any issues that may arise and to facilitate easy access into and out of the Mercedes-Benz Superdome parking garages:

- The Mercedes-Benz Superdome parking garages are owned by the State of Louisiana and managed by the Superdome Parking Office located in Garage 1 at street level along Sugar Bowl Drive. The Benson Tower Management Office acts as a liaison between Benson Tower tenants and the Superdome Parking Office to setup new parking access cards, arrange for tenant parking during specified Superdome events, and facilitate the resolution of any problems that may arise.
- All notices of applicable parking garage closures for Mercedes-Benz Superdome, New Orleans Arena, or Champions' Square events will be sent from the Benson Tower Management Office, not the Superdome Parking Office. All vehicles must be removed by the designated times or they will be towed. If a vehicle is broken down and cannot be removed, please immediately inform the Superdome Parking Office at (504) 587-3805.
- All individuals are assigned to park within a particular Mercedes-Benz Superdome parking garage by their corporate management. All spaces within each garage are available on a "first come, first served" basis, except for a few well-marked reserved spaces within Garage 1A.
- Benson Tower is accessible without going into the weather from all assigned parking garages, including Garage 6. Benson Tower Security is available upon request to show tenants the best route to avoid entering the elements.
- Benson Tower tenants are granted 24/7 access to park in the assigned parking garage; however such access is not intended for the purpose of attending Mercedes-Benz Superdome, New Orleans Arena, or Champions' Square events. Violators may face various consequences, including revocation of parking privileges.
- While Superdome Security regularly patrols the parking garages, the Benson Tower Management Office asks that all tenants observe common sense personal security measures by leaving the building in groups. If an individual must leave the building by themselves late at night and you wish to have an escort to your vehicle on weekdays prior to 11 p.m., please alert Benson Tower Security at (504) 493-6760 Ext. 0 10 to 15 minutes in advance. Escorts later at night or on weekends may be available from Superdome Security by contacting them at (504) 587-3900 at least 30 minutes in advance.

- In the event of an emergency in the Superdome parking garages, please contact 911 first and then call Superdome Security at (504) 587-3900. Please report all suspicious individuals or vehicle damage to Superdome Security at (504) 587-3900 and then Superdome Parking at (504) 587-3805.
- Garage Entry & Exit Procedures:
 - 1) Upon ENTRY, align the driver's side window with the reader, SCAN your PARKING ACCESS CARD.
 - 2) Make sure the green light appears and the beeping sound is heard.
 - 3) Pull forward to the gate arm.
 - 4) Upon EXITING, align driver window with reader, SCAN PARKING ACCESS CARD.
 - 5) Make sure the green light appears and beeping sound is heard.
 - 6) Pull forward to the gate arm.
 - 7) THE GATE ARM WILL AUTOMATICALLY GO UP UPON EXIT.
 - 8) YOU MUST SCAN OUT EACH TIME YOU EXIT THE GARAGE IN ORDER TO REGAIN ACCESS UPON RETURN.

HELPFUL HINTS:

- Tenants must use their Superdome parking garage access cards to enter the garages, as the building access cards will NOT work in the parking garages. The Superdome Parking Office encourages everyone to keep their access cards separate as the magnetic field from each card may cause them to not work. If you have both access cards on a lanyard, please be sure that you waive the correct card in front of the reader and it beeps and flashes a green light.
- Tenants should scan their parking garage access cards and immediately pull forward as close as safely possible to the gate. This is necessary for the magnetic and weight sensors in the ground directly in front of the gate to sense the presence of the car. Tenants should never put their vehicle in reverse after scanning their card as the access control system will think that their vehicle has already gone through the gate when they later pull forward.
- The parking garage access control system is equipped with pressure and magnetic sensors in the ground that inhibit the manipulation of the system. You will not be able to swipe your card for entry in your car, get out of your car and swipe your card on the exit reader, and then turn around and hand your access card to someone behind you for use to enter the garage.
- If you encounter any issues using your card to enter or exit the garages, please contact the Superdome Parking Office during regular business hours at (504) 587-3805. Superdome Security may be contacted at all other times at (504) 587-3900. Please note that those visiting the Superdome Parking Office should not park in the moving lanes of traffic on Sugar Bowl Dr., but instead should contact the Parking Office and request temporary access into the VIP East Lot - the

looped drive along Sugar Bowl Dr. that is between the Ticket Counter and the Parking Office.

- Please note that the parking garage ramps are designated as either up or down ramps and should be observed at all times for your safety and the safety of others.
- All Benson Tower tenants should observe all cones and/or barricades placed by the Superdome Parking Office in front of various garage entry or exit lanes and parking spaces as these denote hazards or broken equipment.
- Benson Tower visitors may park in Garage 1A Monday through Friday, 6 a.m. to 6 p.m. Visitor parking rates are posted at the entrance to the garage. If a tenant wishes to validate parking for your clients/guests, pre-validated parking vouchers may be purchased in advance in either 1-hour or 3-hour increments from the Management Office. Please request such validation vouchers in advance via the Service Request System accessible on Benson Tower's website (www.BensonTowerNOLA.com).
- All tenants who pull a visitor parking ticket in Garage 1A must pay the applicable visitor parking rate at the auto-pay machine upon leaving. If a tenant pulls a ticket and then tries to swipe their parking access card to leave, that will not work and it will cause a traffic jam. Individuals that cause traffic jams by not abiding by parking garage guidelines will have their parking privileges revoked. Tenants parking in Garage 1A must use their parking cards when entering the parking garage if they want to use them to exit. The parking garage access cards will not work to exit if you do not scan them to enter.