

# THE SUMMIT®

## 2018 Holiday



# The Summit Birmingham Retailers

## 2018 Holiday Season Hours

### November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18 12-6p	19 10a-9p	20 10a-9p	21 10a-9p	22 <b>CLOSED</b> <i>Thanksgiving</i>	23 <b>9a-9p</b>	24 10a-9p
25 12-6p	26 10a-9p	27 10a-9p	28 10a-9p	29 10a-9p	30 10a-9p	

### December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 10a-9p
2 12-6p	3 10a-9p	4 10a-9p	5 10a-9p	6 10a-9p	7 10a-9p	8 10a-9p
9 <b>11a-7p</b>	10 10a-9p	11 10a-9p	12 10a-9p	13 10a-9p	14 <b>9a-9p</b>	15 <b>9a-9p</b>
16 <b>11a-7p</b>	17 <b>9a-9p</b>	18 <b>9a-9p</b>	19 <b>9a-9p</b>	20 <b>9a-9p</b>	21 <b>9a-9p</b>	22 <b>9a-9p</b>
23 <b>11a-7p</b>	24 <b>9a-6p</b>	25 <b>CLOSED</b> <i>Christmas</i>	26 10a-9p	27 10a-9p	28 10a-9p	29 10a-9p
30 12-6p	31 NYE <b>10a-6p</b>	Jan. 1, 2019 <b>10a-6p</b>				

# THE SUMMIT<sup>®</sup>

## HOLIDAY EMPLOYEE PARKING INSTRUCTIONS

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In an effort to provide a first-class shopping experience for our guests at The Summit, it is imperative that The Summit's guest be given the courtesy of parking in prime parking spaces. Constant vehicle turnover in prime parking spaces results in increased sales productivity for all retailers and restaurants. Therefore, The Summit employees are required to park in designated employee parking areas

**Phase 1** employee parking is located behind the buildings of Phase 1.

**Phase 2** employee parking is the perimeter of the parking lot (facing Summit Blvd.) and the spaces striped in the rear of the building.

**Phase 3** employee parking is the perimeter of the parking lot (facing Hwy 280 & I-459).

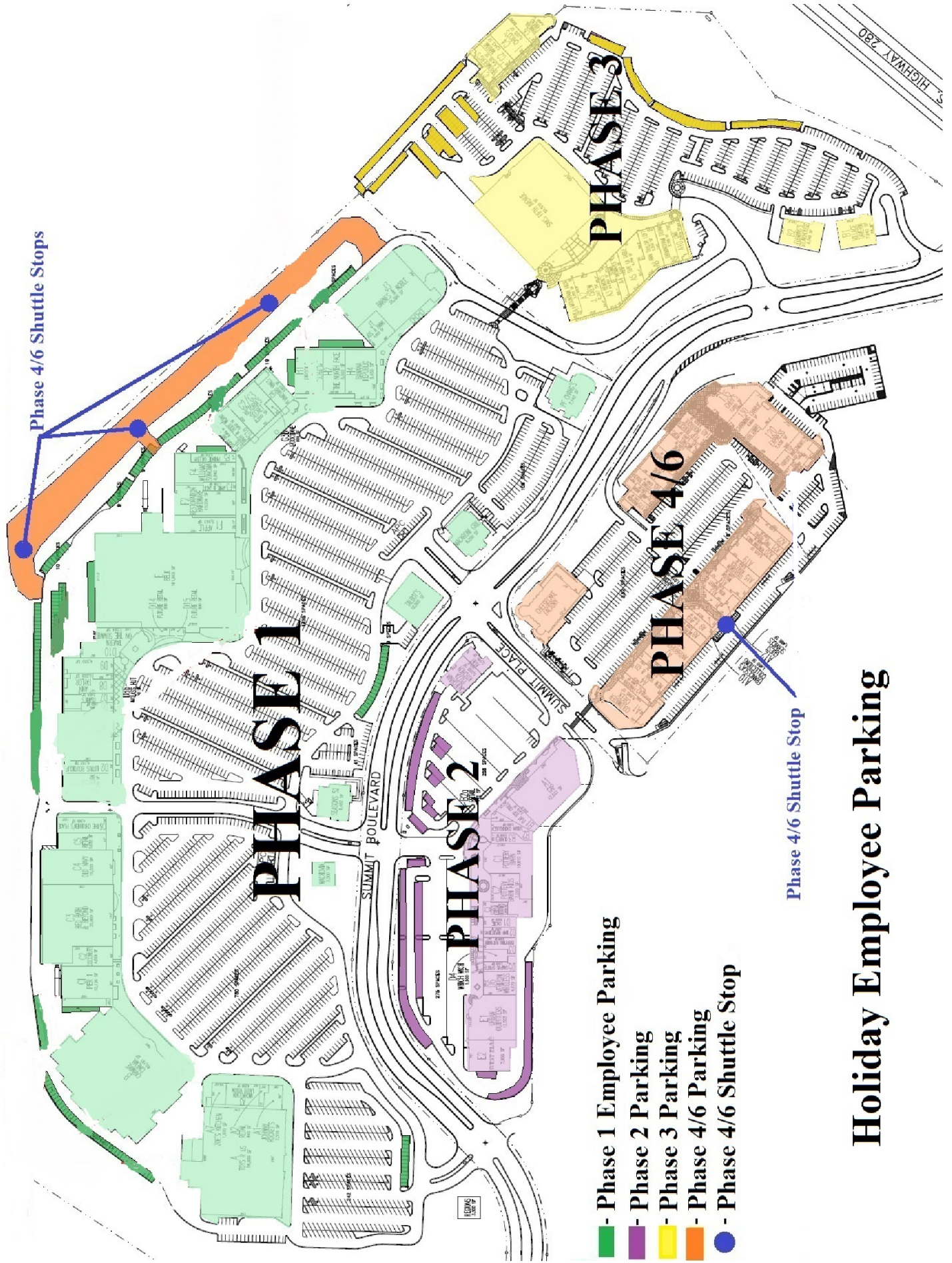
**Phase 4 & 6** will continue to abide by their regular employee parking routine (Thursdays thru Sundays). Beginning on **Monday, December 17<sup>th</sup>**, Holiday Employee Parking Shuttle will be in effect **every day** through **Monday, December 24<sup>th</sup>**. Phase 4 & 6 Holiday Employee Parking is located in the parking lot located behind Belk on the lower level. Employee shuttles will run continuously from 6:00 a.m. until midnight daily. The shuttle will only stop at designated shuttle stops indicated on the map and will not do store pick-ups or drop-offs. All riders must go to a shuttle stop for pick-up.

Summit Security will be available to transport restaurant and merchant employees prior to 6 a.m. and after 11 p.m. (or midnight in Phases 4 & 6). Please call **205-281-1889** to reach the Summit Security.

Remember, fines will be assessed to the tenant's account when an employee violates the Holiday Employee Parking policy. All employees parked outside of their phase's designated area will be ticketed (i.e. Phase 4 & 6 employees may not park in Phase 2 designated area). In addition to the fine, automobiles will be subject to towing at owner's expense. Store managers may contact the Guest Services Office with any questions. Store employees with questions or issues will be directed to their store managers.

**Phone numbers for employee shuttle:** Summit Security 205-281-1889 and the Guest Services Office 205-967-0111.





## Holiday Employee Parking

## Be prepared for The Summit gift cards this holiday season...

### 1. Before processing any gift card, you must know the card's balance.

- How do you know the card's balance?
  1. You will need to call Store Financial at **1-800-755-0019** and give them the 16 digit number located on the back of the gift card.
  2. The customer can also visit the gift card website at **www.getmybalance.com**, or they may go to the Guest Services Office or Kiosk machine to check the card's balance.

### 2. Process gift cards as a Credit Card or VISA

### 3. Always return the gift card to the customer, even if the card is emptied.

- If the customer tries to return an item they have bought using the gift card, the money will be returned to the card used. Therefore, never throw away an empty gift card for the customer.

### 4. If you update or install a new Point of Sale system, please contact Store Financial to have your gift card system reactivated.

- Call Store Financials phone number to reactivate your store or restaurant at 1-800-755-0019. The program name is Bayer Summit Birmingham.

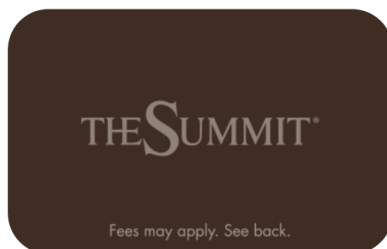
### REMEMBER:

**If you experience trouble with a Summit gift card during a transaction, call Store Financial immediately. They can walk you through any gift card problems.**

**Store Financials phone number is 1-800-755-0019.**

Please be familiar with what our Summit gift cards look like below:

1. The Summit (solid brown or front entrance Summit sign with flowers)
2. American Cancer Society (colorful ribbon/Shop for the Cure)
3. Juvenile Diabetes Research Foundation
4. American Heart Association (red to gold hearts)



# THE SUMMIT®

## 2018 Holiday Events

### Lights Up

**Friday, November 16 | 5-8 PM**

Join us as we light up The Summit! Kicking off the Holiday with a parade from Barnes & Noble to Toys R Us, Santa's arrival, a grand fireworks show, and a live musical performance by Tragic City.

- 5:00-6:00 PM: Holiday concert by Tragic City
- 5:00-8:00 PM: Santa Photo booth on the Kendra Scott Patio- *sponsored by American Family Care*
- 6:00-6:30 PM: Parade begins
- 6:30-6:45 PM: Santa's arrival and Tree Lighting
- 6:45-7:00 PM: Grand Firework Show
- 7:00-8:00 PM: Holiday concert resumes, Faux Fallen Snow
- 7:00-8:00 PM: Santa returns to the Photo booth-*sponsored by American Family Care*

### Thanksgiving Day

- Please let us know if you will be open on Thanksgiving Day, so that we can help spread the word. Call the Guest Services Office at 205-967-0111.

### Black Friday Gift Card Giveaway

**Friday, November 23 | 9:30 AM-3 PM**

Gift Card Give Away – The Summit is giving away \$3,000 (12 \$250 cards) in gift card prizes throughout the day.

- Giveaways will be held every 30 minutes outside of The North Pole (near the Cinema)
- Registration carries over but you must be present to win + 18 years-old to register (see our website for full details.)
- iHeart Radio Remote will host the giveaways. In between drawings, they will be playing games and giving out prizes. If your store would like to donate a prize item for them to giveaway, please contact the marketing team at [summitbham@bayerproperties.com](mailto:summitbham@bayerproperties.com)

### Santa and Photos

**November 23-December 24 | 12-6 PM (with exceptions)**

- Santa will be located in "The North Pole" near the Cinema (former Pier 1 location)
- Santa will be in his workshop every day from 12-6 PM (Exceptions: Tuesdays will be 12-4 PM and December 24:12-4 PM)
- Professional photography will only be offered Friday – Sunday and then Thursday – Monday on Dec. 20-24. Visit [www.thesummitbirmingham.com/play](http://www.thesummitbirmingham.com/play) to make an appointment. Walk ins are welcome on a first-come, first-served basis between appointments.
- On days that a professional photographer is not available, we encourage the use of personal photography. iPhones, phones, point-and-shoot and professional cameras welcome at these times.

### Maker Workshops

Visit [www.thesummitbirmingham.com/play](http://www.thesummitbirmingham.com/play) to secure a spot at a maker event. Each event cost and time varies. See the website for more details.

- Nov. 13: Holiday Home Prep with House Peace
- Nov. 15: Macramé Wall Hanging with Bonnybee Designs
- Nov. 27: Macramé Plant Hanging with Bonnybee Designs
- Dec. 6: Holiday Cookie Decorating with Flying Squirrel Cookies

### Breakfast with Santa

**Saturday's December 1 + 8 | 8-10 AM**

- Breakfast sponsored by Village Tavern
- All proceeds to benefit The Bell Center for Early Intervention Programs



### **Sensory Santa**

**Thursday, December 6 | 12-6 PM**

All families with children with autism and other special needs can enjoy the time-honored tradition of a visit with Santa, in a more subdued and calm environment. Sensory-friendly Santa is free to visit with Santa to take your own photos. Professional Photography (flash-less) will be available for purchase.

### **Grand Menorah Lighting**

**Sunday, December 9 | 4:30-6:30 PM**

Public lighting and community event a collaborative project of the LJCC, Chabad of Alabama, and the Birmingham Jewish Foundation held in Sak's Plaza at The Summit. The celebration will include music, street performers, a photo booth, traditional Chanukah foods, a Gelt Drop and Menorah Lighting.

### **Santa Paws**

**Thursday, December 13 | 12-6 PM**

- Bring your pup for a photo with Santa
- Photo proceeds will benefit Hand in Paw

### **Storytime with Santa**

**December 17, 18, 19, 20, 21 | 3:00 PM**

Stop in to listen to Santa read a different holiday story daily from 3:00-3:30 PM during the week before Christmas.

### **The Summit Website**

Remember to submit your store's sales and hiring needs on The Summit's website – [www.thesummitbirmingham.com](http://www.thesummitbirmingham.com). Please contact the Marketing team at [summitbham@bayerproperties.com](mailto:summitbham@bayerproperties.com) if you need more information on how to access the portal.

### **In-store Events**

Are you hosting an experimental holiday event in your store? If so, reach out the marketing team at [summitbham@bayerproperties.com](mailto:summitbham@bayerproperties.com) to let us know the dates and details. Events promoted on The Summit's social media channels must be experimental in nature and include more than a discount or sale promotion.

# COMPACTING TRASH REMINDER

When putting trash in the compactor, please make sure ALL boxes are broken down BEFORE putting them into the compactor. We have experienced multiple issues and complaints from fellow tenants about the compactors being inoperable because of improper discarding of boxes.

It is important NOT to overfill the compactor chute (fill no more than 1/2 way), as it will become jammed and inoperable. After pushing the start button, the waste compactor cycle is completed within 20 seconds and will then be ready to accept more trash.

Please DO NOT put wood or metal into the compactor.





**Problem:** Too full to compact. Although boxes are flat, the compactor chute is too full. Boxes and trash must be below the red dotted line.

**What to do:** Make sure to only fill half way then compact. You can then put more trash half way and compact again.



**Problem:** Boxes too large and not completely broken down. Make sure boxes and trash below the red line before compacting.

**What to do:** Break down boxes completely and make sure to only fill half way and then compact.