



Trading Floor Desk Assignment

TO: Trading Floor Participants
FROM: BOX Exchange LLC
SUBJECT: Trading Floor Desk Assignment
DATE: October 9, 2026

Overview

BOX Exchange LLC ("BOX" or the "Exchange") is providing this Notice to make Floor Participants¹ aware of the Exchange's policy for allocating space, including desks, on the Trading Floor.² This Notice is designed to provide Floor Participants with a general overview of the process employed by the Exchange for allocating desks, provided, however, that the Exchange reserves the right to deviate or amend this policy in the interest of maintaining a fair and orderly market, and consistent with the Exchange's Rules. All determinations made by the Exchange related to allocating space on the Trading Floor are final.

Requesting Additional Desks

If a current Floor Participant is interested in requesting an additional desk on the Trading Floor, they may do so by completing and submitting the [BOX Trading Floor Desk Assignment Form](#). Completed request forms should be returned to tradingfloor@boxexchange.com. If there are no available desks meeting the request's requirements, as determined by the Exchange, then the Exchange shall add the Floor Participant to a waiting list. Requests will be ranked and maintained on the waiting list in the order by which they are received and validated by the Exchange with the first received request (i.e., the oldest) having priority. Floor Participants may have only one active request on the waiting list at any given time. Please note that in order to be added to the waiting list, the Floor Participant submitting the request must actively and routinely be staffing any current desks on the Trading Floor, as outlined below, and represent it will be able to staff the additional desk within fourteen (14) calendar days of assignment.

¹ Floor Brokers and Floor Market Makers.

² The "Trading Floor" refers to the physical trading floor of the Exchange located in Chicago. The Trading Floor consist of one "Crowd Area" or "Pit" where all option classes are located.

As desks become available on the Trading Floor, the Exchange may assign them based on the waiting list. Provided, however, that the Exchange will generally give priority to new Floor Participants that are seeking a first desk on the Trading Floor over those looking for additional desks.

Desk Moves

Generally, Floor Participants are prohibited from moving or switching desks. However, the Exchange, in its discretion, may approve desk moves when good cause is shown. Notwithstanding this general prohibition, when the Exchange determines there is a surplus of available desks, and no new Floor Participants or existing waiting list, the Exchange may conduct a random lottery for the available desks. Current Floor Participants looking to move desk locations to one of the available spaces will be invited to participate in the lottery.

Random Lottery

In the event the Exchange determines it is appropriate to conduct a random lottery, the general structure will be as follows. A Notice will be distributed to all Floor Participant which includes the pertinent information for the upcoming lottery. This includes the location of the desks available, deadline for submitting a request to participate in the lottery, and the date and time of the drawing. Only one request per Floor Participant will be permitted per lottery. A Floor Participant will not be eligible to participate in a lottery if they were the winner in the immediately preceding lottery.

Occupying and Staffing Workstations

Once a new desk is assigned, the Floor Participant shall staff the desk within fourteen (14) calendar days of initial assignment. All assigned desks shall be routinely staffed by the Floor Participant. Failure to staff the assigned desk within the prescribed timeframe or to routinely staff the desk may result in forfeiture of the desk. The Exchange, in its sole discretion, may waive or extend the 14-calendar day requirement. The Exchange will determine what constitutes routinely staffing a desk, considering various factors, including, but not limited to, holidays, vacations, training schedules, sick leave, weather, and other similar disruptions. Provided, however, that the Exchange generally believes a minimum of three (3) days a week during a normal week to be routine.

Contact Information

If you have any questions regarding this information, please contact the Trading Floor at tradingfloor@boxexchange.com.