



APPLICATION PROCEDURE FOR EXHIBITION

1. On a company letterhead send us a full proposal regarding the promotion. This can be emailed to **amy@primelife.co.za** or faxed to **086 719 9916**. Ensure that your proposal includes:
 - i. **A floor plan/layout of exhibition,**
 - ii. **Product description,**
 - iii. **What the aim of the promotion is,**
 - iv. **Photographs of previous exhibitions (if applicable),**
 - v. **Advertising in support of the promotion (if applicable) and**
 - vi. **What the activities will be on the stand.**
2. Complete in FULL the Application Booking Form and emailed to **Amy de Boer; amy@primelife.co.za** or faxed to **086 719 9916**
3. **Once you have confirmed dates we will need a certificate of public liability for no less than R1 million, that covers you outside your normal premises. Dates of cover must be included.**
4. Tenants of Cavendish Square Shopping Centre receive a 25% discount on exhibitions booked.
5. Our Centre Court rates are applicable for seven days from Tuesday – Monday. There is no reduction on the rate for weekend (unless stipulated) or one day exhibitions.
6. Exhibitions in Cavendish Square Shopping Centre must be professional, of a world class standard and add value to the centre. No exhibitions will be allowed that aim to take advantage of the customer feet already in the centre.
7. **Set up is on the first day of exhibition (unless otherwise discussed and approved by Cavendish) before 9am and dismantling of stands takes place on the last day of exhibition at 7pm from Monday – Saturday, and at 5pm Sundays.**
8. An exhibition is only confirmed on signing the exhibition contract after Cavendish Management approval.
9. A court is regarded as paid for only once the exhibitor provides proof of payment a week before the exhibition date. Deposit slips etc. to be emailed to **amy@primelife.co.za** or faxed to **086 719 9916**. **Please note that we require proof of payment as well as confirmation from our bank before we can allow you to exhibit, this could take up to 5 working days from date of payment to verify. Should payment not be made from a Standard Bank account, special clearance from your bank will need to be requested in order for the amount to show immediately.**



CAVENDISH SQUARE



BOOKING FORM FOR EXHIBITIONS			
COMPANY NAME			
CONTACT PERSON			
TELEPHONE			
FAX			
CELLULAR			
EMAIL			
TYPE OF PROMOTION			
DATES REQUIRED	1)		2)
SET UP/BREAK DOWN TIMES	1)		2)
COURTS REQUIRED	1)		2)
PHYSICAL ADDRESS			
			CODE
POSTAL ADDRESS			
			CODE
COMPANY REGISTRATION NUMBER			
VAT NUMBER			
PERSON RESPONSIBLE FOR SIGNING CONTRACT			
THEIR DESIGNATION			
BANKING DETAILS (For easy refunding of Security Deposit)			
<i>Name of Bank</i>			
<i>Branch</i>			
<i>Branch Code</i>			
<i>Account Number</i>			
<i>Account Name</i>			
Do you require any of the following:			
Security (at an extra cost)		Electrical	
Cleaning		Medical	
Vehicle Access		Other	

For office use ONLY

Approved		Full Payment Received	
		Security Deposit Refunded	
Contract Done		OF Number	

Invoice Done		Entered MRI	
Public Liability		Tenant Concession	



ANNEXURE B

EXHIBITION RULES AND REGULATIONS

These rules and regulations set below have been determined by Centre Management and are applicable to both tenant exhibitions and exhibitions by non-competitive outside companies.

- 1) Centre Promotions enjoy preference, and should it be so required, other exhibitions and promotions will be rescheduled.
- 2) Tenant exhibitions enjoy preference over exhibitions by non-competitive outside companies but once an outside company's exhibition has been confirmed it will not be cancelled to accommodate a tenant.
- 3) Old Mutual Properties, Centre Management and Lifestyle Communications will not be held responsible for any loss or damage incurred for any reason whatsoever during an exhibition. All exhibitions must comply with Municipal Safety Regulations as well as those that may be required by Centre Management. All claims by the public for loss or injury will have to be borne by the exhibitor.
- 4) The landlord of Cavendish Square Shopping Centre reserves the right to cancel or relocate any exhibition and may ask any exhibitor to change or remove any exhibition equipment or material.
- 5) All exhibitions are subject to spot checks and inspections.
- 6) The fee per stand is set out in the exhibition rate card. Please note that non-competitive outside companies and tenant exhibition court fees differ. Payment for exhibitions is payable in advance as stipulated in the contract.
- 7) An exhibitor can hire a court for a maximum period of two weeks.
- 8) The exhibitor must clear all exhibition courts after 7pm on the last day of exhibition if it is Monday – Saturday, or 5pm if it is a Sunday.
- 9) Security can be arranged with the Centre security contractors, Orbis Security. A guard may be hired per 12-hour shift, provided bookings are made at least 7 days in advance. Please contact **Yaasien Toffar on 0784606737**. The hiring of extra security is for the account of the exhibitor.
- 10) **All courts have height restrictions of 1,5m, except for the Cavendish Square Centre Court.**
- 11) Tenants can only exhibit stock normally on sale in their stores.

- 12) No pamphlets or any other promotional material may be distributed in the Centre or parking lot. However, pamphlets may be available from the exhibition stand. Only tenants are allowed to leave pamphlets at the Information Kiosk.
- 13) A representative of the exhibitor/company must man the exhibition stand during the trading hours of the centre. They are: ____
- | | |
|--------------------------------------|--------------|
| Monday – Saturday | 9am – 7 pm |
| Sunday | 10 am – 5 pm |
| Public Holidays as per trading hours | |
- 14) The fittings or finishes of the Centre, for example, balustrades, pot plants, lamp posts, pillars, walls etc. may not be used by exhibitors as display structures or support. The use of screen boards will be allowed for this purpose if they meet the height restrictions.
- 15) If any additional power is needed or if you have special power requirements, you can make use of the onsite electricians/facilities managers. The additional supply or installation thereof is for the account of the exhibitor. If you want to make use of the centre electricians, please **contact Aslam Champion from Old Mutual Property Group Facilities Management on (021) 683 7074.**
- 16) All storage or packaging material must be removed from the exhibition site or concealed from view during the exhibition period.
- 17) No surveys may be done inside or outside the Centre without prior arrangement with Centre Management.
- 18) **All exhibitions must be accompanied by printed or professionally designed signage presented on a poster stand. The signage should be done in such a way that there is no doubt as to the exhibitor's identity.**
- 19) All tables used during exhibitions must be covered with neat tablecloths, which must reach floor level.
- 20) **All exhibitors must supply their own exhibition equipment, for example tablecloths, chairs, screen boards, extension cords etc.**
- 21) **All vehicle exhibitions that require the removal of doors, the exhibitor will be charged an amount of R1000.00 which will be included in the invoice for the said area.**
- 22) **Should you require any technical services please make an appointment with our Facilities Manager Aslam Champion on **021 683 7074** or email him on achampion@omigpi.co.za**
- 23) Exhibitors will be charged an additional fee for the cleaning of their exhibition area upon vacating of the said area.

24)When a vehicle is required to be part of an exhibition, please proceed as follows:

1 week prior to the start of the exhibition arrange the entry and exit of the vehicle with Orbis Security (Yaasien Toffar) on (021) 671 9301 and the Facilities Manager (Aslam Champion) on (021) 683 7074.

A vehicle can only enter or exit the Centre no later than 8:00am on any day of the week.

Ensure that minimum petrol is in the car/s for obvious security and fire risk reasons.

Older vehicles require an oil-drip pan

*Vehicles in **ALL AREAS** require mats/protectors under the tyres and vehicle due to the type of flooring in the area.*

When vehicles are started (especially diesel) protective matting is required under the exhaust outlet.

Also, ensure that spare keys are left in a sealed envelope at Orbis Security for easy access in the case of an emergency. This is also subject to a spot check by our facilities managers. If found unsatisfactory, the exhibitor will be requested to adhere to this regulation and the exhibition will be subject to cancellation until the issue is rectified.

N.B. Please ensure that you DO NOT drive over the manhole covers inside the Centre, as any danger caused to them will result in a cost to the Exhibitor.

25)ALL exhibitions in Cavendish Square Shopping Centre require laminated flooring.

26)PLEASE BE ADVISED THAT ALL EXHIBITIONS CANNOT HAVE SOUND OR A PA SYSTEM UNLESS APPROVED BY CENTRE MANAGEMENT