

RE: EXHIBITIONS AT KOLONNADE SHOPPING CENTRE

Thank you for your interest in holding a promotion/exhibition at Kolonnade Shopping Centre. Please receive herewith the following information as requested.

EXHIBITION COURTS AT KOLONNADE SHOPPING CENTRE

COURT LOWER LEVEL	SIZE	COST PER WEEK EX VAT
CLICKS COURT	5 x 5	R8 500.00
CLICKS ESCALATORS	3.4 x 2.0	R8 000.00
CENTRE COURT	7.5 x 9.5	R10 000.00
FOSCHINI ESCALATOR	5 x 5	R8 500-00
STER KINEKOR ESCALATOR	3.5 x 5	R8 500-00
GAME COURT 1	7.5 x 4	R8 500-00
GAME COURT 2	7.5 x 4	R8 500-00

COURT UPPER LEVEL	SIZE	COST PER WEEK EX VAT
MUSICA COURT	5 x 4	R8 000.00
QUEENSPARK COURT	5 x 5	R8 500-00
WOOLWORTHS COURT	4.5 x 4.5	R8 500-00
BATA COURT	5 x 4	R8 000-00
CRAFTERS MARKET COURT	5 x 5	R8 500-00
EXACT COURT	3 x 4	R8 500-00
TRUWORTHS COURT	3 x 4	R8 500-00

- 1. Vehicles are only to be brought in/removed before the centre opens for trade on a specific day or after the centre closes for trade on a specific day and only with Kolonnade Shopping Centre representative acting as pedestrian guides.**
- 2. Vehicles that are not manned should be kept locked at all times. Convertible vehicles should be closed and locked at all times. If not it will be the dealer's own responsibility.**
- 3. It is the responsibility of the promoters to kept their vehicles on display clean and neat at all times.**
- 4. Kolonnade Shopping Centre will not be held responsible for any loss of/damage to vehicles on display in the centre.**
- 5. Please ensure that there is no fuel/low in any of the vehicles.**

*Costs exclusive of VAT.

TERMS AND CONDITIONS:

The following terms and conditions were drafted to ensure that all exhibitors comply with the same level of professional standard AND that all parties involved benefit from the exhibition.

1. KOLONNADE SHOPPING CENTRE DOES NOT ALLOW THE FOLLOWING: Street collections and/or raffles; hawkers or vendors nor the distribution of pamphlets, flyers, brochures or any advertising material in the Mall or parking areas.
2. KOLONNADE SHOPPING CENTRE reserves the right to disallow any promotions/exhibitions or the sale of products by any outside companies in direct / possible competition with KOLONNADE SHOPPING CENTRE tenants.
3. The final decision on whether a promotion/exhibition is allowed is made by KOLONNADE SHOPPING CENTRE Management and no correspondence will be entered into. KOLONNADE SHOPPING CENTRE reserves the right to move/cancel any promotion at least 14 days in advance, should they require the promotion/exhibition areas for their own use.
- 4. Applications must reach us at least 30 days before the planned exhibition date and we require a written proposal (see attached application for completion) on the exact nature of your promotion/exhibition and its requirements. A sketch or photograph of the promotion/exhibition stand to be erected must be provided, with measurements, props and a detailed description thereof, as well as the manner in which the exhibition will be conducted.**
5. All exhibitors are subject to spot checks and inspections by the Centre Management of KOLONNADE SHOPPING CENTRE
6. The erection, dismantling and decoration of the exhibition are the sole responsibility of the exhibitor and must be of a very high standard. Before assembling, the exhibitor must report to the Marketing Representative, who will show where the exhibition area is and explain any restrictions for the area. After assembling, the exhibitor should report to the representative for final approval of the display. **We reserve the right to change or remove any items that we are not satisfied with at any time.**
7. No structural material or anything, which may damage the centre, will be used. Under no circumstances will the use of masking tape be permitted for use in a promotion/exhibition. The exhibitor will take full responsibility for any damages to the KOLONNADE SHOPPING CENTRE building, or to any person attending the exhibition.
8. No part of a display may exceed **1.5 m** in height. Surrounding tenants' windows and signage, as well as the view of the mall must remain visible and unobstructed at all times. We will however allow normal pull up banners which is 2m high.
9. Once promoters/exhibitors set up their stalls they should allow 2 m open space on both sides of their stands. This is a safety precaution regulated by the Fire Department.
- 10. All equipment such as tables, chairs, tablecloths etc. is to be provided by the exhibitor. Table cloths must be plainly colored, floor length at all sides, clean and ironed. We recommend that office furniture, flowers and plants be used to establish a greater impact for your exhibition.**

11. The fittings or finishes in KOLONNADE SHOPPING CENTRE (for example pillars, escalators / elevators, pot plants, lampposts, walls, shop fronts, water features, etc.) may not be used by exhibitors as display structures or support. The exhibitor may not remove any standing street furniture (for example dustbins or fixed benches)
12. Any promotional material will be distributed from the stand only. No handwritten banners or hand-written, stenciled, untidy signs will be permitted. Only printed and professional looking posters and signs! All other display material must be presented for approval before the exhibition/promotion.
13. No surveys may be conducted inside or outside the centre without prior arrangement with centre management.
14. The exhibition/promotion must at all times be acceptably staffed, managed and stocked. **Shoppers may under no circumstances be stopped and harassed in any way.** Staff must be professional, neatly dressed and enthusiastic in their approach. Publicity material will only on exception be allowed to replace staff, provided adequate information is available to the public.
15. If any permitted cooking demonstrations are to take place, food is to be prepared under conditions laid down by the Health Department.
16. Trading times must be adhered to, namely: Monday to Saturdays 09:00 -18:00, Sundays 09:00 – 15:00 and Public Holidays 09:00 – 17:00.
- 17. Set-up is on a Monday night after 19:00 and Tuesday before 08:30.**
- 18. All exhibition areas should be dismantled on Monday nights after 18:00 to be completely dismantled by 19:00.**
19. Refreshments, beverages and smoking are not permitted in the promotional areas. It is the responsibility of the exhibitor to keep the exhibition area clean, tidy and professional at all times.
20. Centre Management does not allow the use of PA/Sound Systems for an exhibition/promotion inside KOLONNADE SHOPPING CENTRE unless otherwise decided upon by Management and then it should be restricted to very short periods which will be agreed upon with management and may not be unduly disturbing or intrusive to both surrounding tenants and shoppers. Any promotion/exhibition not meeting this requirement may be cancelled
21. All exhibitions/promotions must comply with ALL Occupational Health and Safety Acts.
- 22. Please note: Helium balloons being handed out or used in a display in any way is strictly prohibited.**
23. On closing the exhibition at the end of every day any stock items open to theft, loss or damage must be removed to a secure place.
24. No storage facilities anywhere in KOLONNADE SHOPPING CENTRE will be available to exhibitors.

25. Exhibitors are responsible for providing overnight security for their stands. Guards can be booked through the Centre's Security Company. Contact Gert Nel at 012 548 1902.
26. The exhibitor must have a copy of the contract agreement available at all times.
27. Cancellation of bookings after the application form was completed and the invoice issued, will result in the exhibitor paying a cancellation fee of 50% on the amount paid for the exhibition space.

28. Bank Details:

- **Kolonnade Centre Marketing**
- **Account Number: 1553 000 846**
- **Bank: Nedbank**
- **Branch: Montana**
- **Branch code: 155 345**
- **Type of Account: Cheque Account**
- **Deposit Reference: Your invoice number**

29. Only direct deposits or electronic transfers will be accepted as method of payment and proof of payment must be faxed through to 012 548 2973.
30. It is the responsibility of all exhibitors/promoters to ensure that their insurance extends their cover to the centre's promotional/exhibition areas.
31. Exhibitors/Promoters take full legal responsibility for all activities and displays in the promotional/exhibition courts in terms of the Occupational Health & Safety Act or any other act arising out of such promotion/exhibition activities.
- 32. KOLONNADE SHOPPING CENTRE is indemnified against all claims, which any exhibitor/promoter may otherwise have against KOLONNADE SHOPPING CENTRE in respect of any loss or damage caused to any property owned by any such exhibitor/promoter; or injury sustained by such person/s howsoever caused while such exhibitor participates in, or is associated with any of the said activities.**
33. Please ensure that staff and contractors are familiar with the KOLONNADE SHOPPING CENTRE'S Exhibitions Rules and Regulations.
34. Please take note that this letter serves as a provisional confirmation of your exhibit. Please complete the following application form which must be completed, signed, and returned to KOLONNADE SHOPPING CENTRE for the attention ROZANNE BOK: MARKETING ASSISTANT, either by e-mail at kolonnade@mweb.co.za or via fax on 012 548 2973 or delivered to Centre Management's Offices.

Thank you.



Exhibition Application Form:

1.Contact Details:	
Name of Company/Exhibitor	
Registration Number	
VAT Number	
Contact Person	
Designation	
Contact Number	Tel:
	Fax:
	Cell:
Email Address:	
2.Invoicing Details:	
Invoices to be made out to	
Address for Invoice Purposes	
Person responsible for payment	
Designation	
Contact Numbers	Tel:
	Fax:
	Cell:
3.Booking Details:	
Court Booked	
Date of Promotion	
4.Do you require any of the following:	
Security @ R450 per guard per shift	
Electrical	