

Exhibition Booking Forms

Thank you for enquiring about exhibiting at the Boardwalk Inkwazi Shopping Centre. We appreciate your support and look forward to hosting your unique brand at our shopping centre.

For your convenience, the documentation below will assist you in your exhibition request.

Booking Steps:
1. Request a copy of the exhibitions rules & regulations and the indemnity form via e-mail: keziah.venter@jhi.co.za or contact Keziah Venter on from 08h00 – 17h00 Monday – Friday on 035 – 789 7251
2. Fax back the completed indemnity form and rules & regulations to 035 – 789 8000 or e-mail them to: keziah.venter@jhi.co.za
3. Once you are issued with an invoice, kindly fax proof of payment to 035 – 789 8000 or e-mail to keziah.venter@jhi.co.za .
4. Once we receive proof of payment and all the required completed documentation, your exhibition will be confirmed and it will be assumed that all the rules have been read, understood and agreed to.

Should you have any questions, please do not hesitate to contact me. Exhibition rates will be discussed on a confidential basis on request.

Keziah Venter
Public Relations Officer
Boardwalk Inkwazi Shopping Centre
Tel: + 27 35 789 7251
Fax: + 27 35 789 8000
Email : keziah.venter@jhi.co.za

Exhibition Rules and Regulations

Please do read the below carefully

I herewith confirm that I have read and accepted the Exhibition Rules & Regulations of the Boardwalk Inkwazi Shopping Centre. **If an exhibition is found unsatisfactory the exhibitor will be called upon to make the necessary changes. Should the exhibitor fail to do so the exhibition will be cancelled with no refund of the exhibition costs.**

Please complete and sign below

COMPANY NAME	_____
COMPANY ADDRESS	_____ _____ _____ _____
CONTACT PERSON	_____
CONTACT NUMBER	_____
FAX NUMBER	_____
NATURE OF EXHIBITION	_____
DATE(S) FOR EXHIBITION	_____ (Option A)
	_____ (Option B)

Please fax signed pages back to Keziah Venter (035) – 789 8000 or to keziah.venter@jhi.co.za or for more information regarding exhibitions contact Keziah Venter on (035) 789 7251

SIGNATURE EXHIBITOR

DATE

Exhibition Rules and Regulations

1. THIS IS THE OFFICIAL BOARDWALK INKWAZI SHOPPING CENTRE EXHIBITIONS PAYMENT POLICY:

- All proof of payments to be faxed to 035 – 789 8000 or sent to keziah.venter@jhi.co.za
- Payments to be made within the same month the booking is made to secure the exhibition space. Payments need to be made before the exhibition takes place or else the exhibition will not be allowed to take place
- Tables, table cloths and chairs are not available
- **PLEASE NOTE:** You will not be allowed to exhibit should you not adhere to the rules and regulations as well as the payment policy.

2. **Centre Promotions enjoy preference**, and should it be so required, other exhibitions and promotions will be re-scheduled.
3. **Tenant exhibitions enjoy preference** over exhibition by non-competitive outside companies but once an outside company's exhibition has been confirmed it will not be cancelled to accommodate a tenant.
4. It is the sole responsibility of the Promoter to make the necessary security arrangements.
5. Payments must be done by direct deposits into our bank account. **Please make sure that your company's name is included on deposit slip for record purposes. Please do use your allocated reference number with your payment**

Pangbourne Properties Limited
First National Bank account: 6217 752 4454
Branch: 250205 Carlton centre

Please fax **proof of payment** to the following number to the relevant fax number (035) 789 – 8000 or send to keziah.venter@jhi.co.za.

6. Please note that all exhibitions run from either Monday to Thursday or Friday to Sunday. It is up to the exhibitor if they want their exhibition to run from Monday to Sunday.
7. The **height restriction** is from 1.5m to 1.8m throughout the Centre. Should a Promoter not adhere to this rule, Boardwalk Inkwazi Shopping Centre reserves the right to ask the exhibitor to remove or adjust the display to meet with the required height restriction.

Exhibition Booking Forms

8. Exhibitors are **not allowed** to distribute **pamphlets or any other promotional material** in the centre or in the parking area. These items may only be distributed directly from the allocated exhibition space
9. The **fittings or finishes** of the centre, for example pot plants, lampposts, walls, shop fronts, water features etc, may not be used by exhibitors as display structures or support. The use of screen boards (of maximum height as indicated in the defined exhibition floor plans) will be allowed for this purpose. **The exhibitor may NOT remove any standing street furniture (for example dustbins, fixed benches)**
10. In the case of audio appliances or equipment that cause auditory interference, exhibitors are to consider the interests of surrounding tenants and the public, i.e. **volume levels** are to be kept within reasonable limits.
11. **All storage or packing material** for example cardboard boxes, must be removed from the exhibition site, or concealed from view. Boardwalk Inkwazi Shopping Centre will not provide any storage space for the exhibition material or anything to do with the exhibition.
12. All claims by the **public for loss or injury** will have to be borne by the Exhibitor.
13. When a vehicle is required to be part of an exhibition, the exhibitor should organise both access in and out of the centre with the Boardwalk Inkwazi Shopping Centre. The following rules apply to the exhibition of a motor vehicle for safety purposes:
 - Vehicle can only be driven in the mall if escorted by a representative from Enforce Security
 - Vehicle must be at the exhibition area before 07h30 and leave the day of the exhibition an hour after our retail trade, or before 07h30 the morning after the exhibition. Prior arrangement and approval needs to be made by the exhibitor with the Boardwalk Inkwazi Shopping Centre Management
 - Fire extinguisher to be placed near to vehicle in promotion site
 - Always make sure the Boardwalk Inkwazi Centre Management has a contact for at least 3 of your representative to contact should your cars' alarm go off. Someone that is available 24hrs.
14. **No surveys** may be done inside or outside the centre without prior arrangement with the Boardwalk Inkwazi Shopping Centre Management
15. All exhibitions must be accompanied by **printed or professional quality signage** presented on a stand.
16. The signage should be done in such a way that there is no doubt as to the current **exhibitors' identity** or in the case of a tenant exhibition, where the shop is situated in the centre and what it offers. (Signage and stand is subject to management approval)
17. All tables used during exhibitions must be covered with **neat tablecloths** which must reach **floor level, collapsible tables** are to be used exclusively, and are to be **removed from the exhibition site overnight, unless prior arrangement has been made with the Boardwalk Inkwazi Shopping Centre Management**. All exhibitors must supply their own exhibition material, for example screen boards, leads etc.

Exhibition Booking Forms

18. All exhibitions are subject to **spot checks and inspections**.
19. The Boardwalk Inkwazi Shopping Centre and the LandLord reserves the right to **cancel or relocate any exhibition** and may ask any exhibitor to change or remove any exhibition material.
20. The exhibition is confirmed by the client once contract has been received and the **signed indemnity form, and rules and regulations** has been received by the Boardwalk Inkwazi Shopping Centre.
21. No promotions will be considered **without any written application**.
22. Promotions are to be neat, professional, of a very high standard and worthwhile to the whole centre with the **objective** to bring in and **increase foot traffic**.
23. **Promoters may NOT sell** from these areas without prior arrangement.
24. Promotions must be set up **before or by 09:00** on the first day and removed after trading hours (Mon – Thurs 09h00 – 17h00. Fri 09h00 – 19h00. Sat 09h00 – 17h00. Sun 09h00 – 15h00) on the expiry date unless otherwise stipulated. **Should promotional collateral still be onsite the following day after the expiry date, a fine of R 1 000 per day will be enforced.**
25. All exhibition areas are to be **cleared on the last day after trading hours**.
26. The promoter / exhibitor agrees that the Boardwalk Inkwazi Shopping Centre, the owners of Boardwalk Inkwazi Shopping Centre, the management of Boardwalk Inkwazi Shopping Centre or any of the employees of the aforementioned shall not be held liable for any damages incurred by any third party due to any act or omission by the promoter, its employees or agents and in particular shall not be liable for any loss or damage occasioned by any negligent use or positioning of the promoters equipment, stock and accessories.
27. The Promoter / exhibitor furthermore confirms that such insurance will be valid and in place during the promotions set out herein.
28. The promoter / exhibitor agrees that any **legal or professional costs** incurred by the Boardwalk Inkwazi Shopping Centre, the owners of the Boardwalk Inkwazi Shopping Centre or the managing agents of the Boardwalk Inkwazi Shopping Centre as a result of any action instituted by any party as a result of any act or omission by the promoter, its employees or agents shall be recovered from the promoter on the scale of attorneys and own client.
29. Display items may **not block any shop fronts or signage**.
30. Banners, posters, bunting etc. may **only be erected in specified areas**.
31. The promotion should be **manned during Centre hours** (including late night trading).

Exhibition Booking Forms

32. Applications should be submitted **well in advance** due to demand for the areas. Should a Promoter not comply with their original proposal, the Boardwalk Inkwazi Shopping Centre reserves the right to cancel the promotion should it not meet with the required standards.
33. Promoters / exhibitors will be required to **attend a meeting** to discuss their application.
34. **Visual material of the final product** of your exhibition needs to be emailed or submitted to the relevant Marketing Representative. The Boardwalk Inkwazi Shopping Centre reserves the right to decline your exhibition should the exhibition not be on standard. No confirmation of bookings will be made unless visual material has been approved.
35. Tenants are **not permitted to book promotion space in consecutive months.**
36. **Tenants may not exhibit stock, which is not sold in their stores.**
37. Staff members, manning your exhibition are to be neatly dressed and trained to deal with customers.
38. The exhibitor must notify the Boardwalk Inkwazi Shopping Centre if they are going to use electricity cords. All cords need to be safely secured to avoid a public safety hazard.
39. Payment will be made as soon as invoice is received.