

BOOK NOW!

trustm@primeoutdoor.co.za

MENLYN
TOURISM EXPO

COME EXHIBIT AT MENLYNPARK SHOPPING CENTRE

26 - 29 SEPTEMBER

f t i @menlynSA

BOOKING FORM

Thank you for your interest in participating in the Menlyn Tourism Expo hosted in partnership with the Tshwane Tourism Association. Please complete the form below with your relevant details. The form must be completed and signed, and emailed to Sales Manager trustm@primeoutdoor.co.za and copied to secretary@tshwanetourism.com

CLIENT DETAILS

CONTACT/OWNER/CLIENT NAME

(name in which contract is drawn up):

Full Trading Name of Company to be invoiced:

Co Reg. No:

Vat Reg No:

Financial person (to follow up on payments)

Contact Number:

Postal Address:

Postal Code:

Physical Address:

Postal Code:

E-mail Address:	
Contact person responsible for stand:	
E-mail address	
Cell phone number:	

PRODUCT/SERVICE/EXHIBITION DETAILS (please indicate sector):

Accommodation		Professional and business services	
Adventure and Activities		Professional Conference Organisers	
Attraction		Restaurants	
Caravan Parks, Camping		Shops and stores (individual)	
Car Hire		Shopping Centres	
Casinos		Spa	
Creatives, Crafters, Artists		Sporting activities/ facility	
Education and Training		Supplier	
Markets and Events		Tourist guides/Tour Operators	
Meeting & event venues		Travel Agents	

TYPE OF EXHIBITION (please indicate):

Display		Product sampling	
Product launch		Product/service awareness	
Database build up		Customer Feedback	
Other:			

EXHIBITION STAND REQUIREMENTS:

Size & Dimensions: (3m x 2m = 6sqm is Standard Size) Indicate if more is required & TTA Office will update you	Power Requirements (Confirm if you need a Power Point)
SPECIAL REQUESTS: (i.e. plug points, 3phase power etc.): #NB Mall Does not issue out tables and chairs	

EXHIBITION DETAILS

What will you be exhibiting? Include a visual of the proposed set up where possible.

RULES AND REGULATIONS

Thank you for your interest in exhibiting in our Shopping Centre. We have compiled a few rules and regulations that will ensure that you receive the best service from us. Please read them carefully before committing to exhibiting and signing contracts.

The exhibitor must be well versed with the terms of the exhibition and contractual rules and regulations stated below. Failure to do so will result in penalties or cancellation as outlined below and in the contract.

- If the proposal is approved an invoice will be issued and the reservation will be confirmed on receipt of payment.

All activations and promotions must be professionally executed, aesthetically appealing and add value to the shopping experience.

REQUIRED DOCUMENTS (ONCE OFF):

- Copy of CM29 or CK1 Documents

SET UP & BREAKDOWN GUIDELINES

Unless confirmed otherwise, all set ups must report to security prior to set up and adhere to the following rules:

- Set Up after 8pm on the 25th or before 8.30am on the 26th September 2019 (PLEASE REPORT TO SECURITY CONTROL ROOM BEFORE SETTING UP – LEVEL P6 RED – Contact Trust 076 056 8174 if unsure)
- **NB Height restriction at the Shopping Centre is 1.8m and 2m width for all courts.**
- Ensure that all promotional and other technical items are set up within the demarcated floored area in line with fire and security regulations.
- **All exhibitors are subject to spot checks and inspections by Centre Management and the Marketing team.**
- **The shopping centre reserves the right to change or remove any items that aren't satisfactory on the stand**
- **All exhibition spaces must be kept clean and tidy during the exhibition and upon breakdown**
- The exhibition space must be packed up and vacated from **6pm on** the last day of your exhibition. Special arrangements need to be discussed with the Account Manager. **NO EXCEPTIONS WILL BE MADE.**
- **No boxes or litter should be left lying around on the exhibition spaces or in the service passages**

TRADING HOURS

- The exhibition must be **manned at all times** during the course of the exhibition in accordance with the centre trading hours:
 - **Thursday: 9am-8pm**
 - **Friday: 9am – 9pm**
 - **Saturday: 9am - 9pm**
 - **Sundays: 9am - 6pm**

PROMOTERS

- Promoters must not go beyond the exhibition court area of their stand when promoting and must not approach customers.
- Eating is not allowed on the exhibition space/court

EQUIPMENT

- Each exhibitor is responsible for providing their own equipment and its safety and security thereafter
- Tablecloths must be full length, ensuring that the full length of the table is covered.
- All staging and big event equipment needs to be approved prior by Centre Facilities and Operations Team (certification must be provided for compliance).

SET UPS INCLUSIVE OF VEHICLE ON STAND

- Each exhibitor must ensure that the vehicle tank has no more than 5 litres of fuel (below quarter tank).
- Every vehicle on display must have a fire extinguisher
- All vehicles on display in the shopping centre should not have any leaks.
- Cars **MAY NOT** be moved, started/revved on site and should remain a manned static display throughout the duration of the exhibition.

SIGNAGE

- All exhibition signage must be presented to and approved by the shopping centre
- Any elevated platforms or potentially risky elements of stand should have adequate signage (e.g. **Mind Your Step sticker**)

ELECTRICAL REQUIREMENTS

- Centre Electricians will work on the ‘basic’ shopping centre infrastructure and any specific work to the activation/exhibition will attract separate charges which are for the exhibitor’s account.
- Any technical queries will be addressed during trading hours and concerns occurring after trading hours will be addressed the following day subject to the Centre Electrician’s time schedule.

Promoters must not approach customers, they must respect the personal space of shoppers and not harass consumers

PENALTIES

Failure to adhere to the rules and regulations will result in a fine or and cancellation of the exhibition with immediate effect. **A R1000 fine** will be imposed should there be any transgressions noted, by way of example and not limited to:

- 1. Unmanned stands**
- 2. Dirty, unkempt stands**
- 3. Early closure of stands/non-adherence to mall trading hours**
- 4. Late strike down (the transgressing exhibitor will be liable for any costs incurred by the next exhibitor who would have been delayed)**

We thank you for your consideration and trust that we will have a fruitful working relationship with you.

DISCLAIMER

PLEASE NOTE THAT THE SHOPPING CENTRE IS NOT RESPONSIBLE FOR THE SUCCESS OR SALES OF YOUR EXHIBITION.

DATE _____

SIGNED BY CLIENT OR AUTHORISED REPRESENTATIVE _____

PLEASE PRINT NAME AND DESIGNATION _____

