

## RULES AND REGULATIONS

Dear Exhibitor,

Thank you for choosing Waterfall Mall. We have compiled a few requirements that will ensure that you receive the best service from us. Please read them carefully before and throughout the duration of your in-Centre exhibition.

- *Please send us on a company letterhead, a full proposal regarding the promotion, including a floor plan and layout of the exhibition, product description, the aim of the promotion, photographs of previous exhibitions, or visuals of what it will look like, advertising in support of the promotion and the description of the activities on the stand.*
- Once you have confirmed dates we will need a certificate of public liability that covers you outside your normal premises. Dates of cover must be included.
- Fica documents will be required
- If the proposal meets with the Centre's standards, a contract will be drawn up.
- **Payment. Stands are only regarded as booked once full payment and proof thereof has been sent prior to set-up. Under no condition will an exhibitor be allowed set-up if financial obligations have not been adhered to. Payment must reflect on Waterfall Mall Bank Statement before setup will be allowed.**

Promotions in Waterfall Mall must be professional, of a world class standard and add value to the Centre. Exhibitions that merely aim to take advantage of the traffic in the Centre are not allowed.

### Exhibition Set Up Times

**Small Setups.** All set construction and erection of exhibits or promotional material must be undertaken on before Tuesday mornings before 8:00 and dismantled on the following Monday before 08:00, unless alternative arrangements have been specified on your Booking Confirmation. **Exhibitions that have not be removed by Monday evening 20:00 will be charged a R1000 penalty.**

**Large set-ups.** (That is a set-up that includes items such as furniture/fountains/Centre court displays/cars etc.) may only take place after hours – that is after 22:00 and before 07:00.

**Vehicles displays should access the mall after hours.** That is after 22:00 and move out at 07:00am. Exhibitors need to confirm with management when they are planning to bring in/take out vehicles. Should an exhibitor wish to exchange vehicles during the week, this also needs to be arranged with the marketing office a day in advance.

### Please note the following set-up Rules and Regulations:

- The exhibition set up and dismantle is the sole responsibility of the exhibitor.
- Mall staff are not permitted to assist with exhibition set ups or dismantles.
- Exhibitors are requested to use the deliveries area near the Centre Management office when loading and off-loading exhibition material.
- The driver of the set-up vehicle will be required to show security their DRIVER'S LICENCE when entering the deliveries area.

### Duration of the exhibition

- The exhibition must be **manned at all times** during the course of the exhibition in accordance with the Centre trading hours for Waterfall Mall:
    - **Monday – Fridays: 09:00 – 19:00**
    - **Sat: 09:00 – 18:00**
    - **Sunday: 09:00 – 15:00**
    - **Public holidays: 09:00 – 17:00**
  - **Value Mart:**
  - **Monday – Fridays: 09:00 – 17:00**
  - **Sat: 09:00 – 15:00**
  - **Sunday: 09:00 – 13:00**
  - **Public holidays: 09:00 – 15:00**
- Over December, extended trading hours will apply
  - **A R1000 fine will be imposed should we find that your stand is not manned during Shopping Centre hours.**

### Promoters

- Promoters must not go beyond the court area of their stand when promoting
- Promoters must not approach customers as customers must feel free to approach promoters only should they be interested
- Promoters must respect the personal space of shoppers and not harass consumers
- Eating is not allowed on the court
- **Failure to adhere to the rules and regulations will result in the promoters being removed off the stand with immediate effect.**

Initial Here



**Equipment**

- Please ensure that you bring your own requirements/equipment for exhibitions as we do not provide any.
- Table clothes must be full length, ensuring that the full length of the table is covered.
- Exhibitors are not allowed to roam the Centre or to distribute leaflets, brochures or flyers.

**Exhibition Guidelines**

- **NB Height restriction at Waterfall Mall is 1.5m and 2m width for all courts. Please ensure that your technical frames do not exceed this regulation.**
- **Exhibitors are bound by the following guidelines for promotional items:**
  - **No more than two (2) pull up banners are allowed on any court, except Centre Court where there is a restriction of 2 per quarter of this court**
  - **No Gazebos are allowed in any other court but Centre Court**
- Ensure that all promotional and other technical items are set up within the demarcated flooring area. This is in line with our fire and security regulations.
- Before assembling the exhibitor must report to the Marketing Representative, who will show them where the exhibition area is.
- **Sound levels:** No PA is allowed without prior approval. Music and or announcements from the stand may not be unduly disturbing or intrusive to both surrounding tenants and shoppers. The exhibitor herewith agrees to comply with management requests to regulate sound levels. No vuvuzelas, drums or whistles are allowed in the shopping Centre.
- **No Balloons allowed.**
- **All exhibitors are subject to spot checks and inspections by Centre Management and the Marketing team.**
- **We reserve the right to change or remove any items that aren't satisfactory on the stand**

**Vehicle Exhibitions**

Ensure that the vehicle tank has no more than 5 liters of fuel, is fitted with a car fire extinguisher and has no oil leaks. Cars MAY NOT be revved on site and should remain a static display throughout the duration of the exhibition.

Failure to adhere to the above rules and maximum cars permitted per court, shall result in cancellation of the above agreement.

**Cancellation:** Centre Court – 4 weeks written notice. Other courts: 2 weeks written (e-mail) notice. 100% cancellation applies to short notice cancellations.

**Signs**

Should an exhibitor need to lay down a platform, you need to ensure that you have a "mind your step" signage. Ensure that the height of the step is noted on your layout.

**Electrical set-up**

The Centre provides electricians during trading hours only. Electricians are not provided to your exhibition during your set-up Technical concerns occurring after trading hours will be addressed the following day subject to the electrician's time schedule.

Plug-points at each court are checked before an exhibitor occupies the space and after they leave. To prevent technical problems please ensure that you adhere to the electrical specifications that you have provided us with in your contract.

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

**Penalty**

**In keeping with our world class standard of exhibitions at Waterfall Mall please note that failure to comply fully with the guidelines set out above will result in a fine for the exhibitor.**

Signature indicates that recipient has received and understands the above Rules and Regulations.

.....  
Signed by person in position of authority

.....  
Name

.....  
Company

.....  
Date

Initial Here



## EXHIBITION APPLICATION FORM

Thank you for your interest in holding a promotion at Waterfall Mall. Please can you complete the form below with details of your promotion/exhibition.

The attached application form must be signed, completed and returned to Waterfall Mall for the attention of the Sales Coordinator, either by email on nizaakse@growthpoint.co.za, and delivered to the Centre Management Office.

### EXHIBITOR DETAILS

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TEL NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### EXHIBITION DETAILS

WHAT WOULD YOU LIKE TO EXHIBIT? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### TYPE OF EXHIBITION:

Display

Product Launch

Database Build  Up

Product  Sampling

Product/Service  Awareness

Customer  Feedback

Other.....

Initial Here

COURT REQUESTED: Please confirm rates with Natasha [nizaakse@growthpoint.co.za](mailto:nizaakse@growthpoint.co.za)

Court	Date: By week	Rate Ex VAT	Court Size	Power availability

**WILL YOU BE ADVERTISING YOUR EVENT? IF YES PLEASE GIVE DETAILS**

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*In order for your exhibition/promotion to be considered, we require a written proposal on the exact nature of your promotion and its requirements.* A sketch, pictorial view or likeness of the 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.

**PLEASE SUPPLY A DETAILED DESCRIPTION OF YOUR EXHIBITION:**

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**Dimensions:**

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**Other:**

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**CLIENT DETAILS AND PAYMENT CONFIRMATION**

OWNER/CLIENT NAME (name in which contract is drawn up):			
Centre Name where the exhibition is taking place:			
Full Trading Name of Company handling the payments:			
Co Reg. No:		Vat Reg No:	
Financial person (to follow up on payments)		Contact Number	
Postal Address (financial person):		Postal Code:	
Physical Address (financial person):		Postal Code:	
E-mail Address (financial person):			
Payment Terms			
Please indicate your preferred method of receiving invoices / statements:		Post	E-Mail

DATE \_\_\_\_\_

SIGNED BY CLIENT OR HIS AUTHORISED REPRESENTATIVE \_\_\_\_\_

PLEASE PRINT NAME AND DESIGNATION \_\_\_\_\_

**DECLARATION**

I / We, ....., hereby declare and warrant that the information provided above is correct and furthermore acknowledge that Waterfall Mall will be relying heavily on the accuracy of this information. I / We furthermore undertake to advise Waterfall Mall immediately should any of the information furnished above change.

Signed this ..... day of ..... 20..... in my personal capacity / in my capacity as the duly authorised officer / director / member / trustee.

SIGNATURE \_\_\_\_\_

PLEASE PRINT NAME AND DESIGNATION \_\_\_\_\_

Approver Name/Title	Signature	Sign Date	Comments
Centre Manager: .....			
National Sales Manager: .....			
Marketing Manager: .....			
Sales Coordinator: .....			

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