

COURT SPACE



2011—2012



CITY VIEW COURT SPACE:

City View Shopping Centre offers your business an opportunity to meet both your existing and potential customers in a busy environment. The court space is favorable for display and demonstration purposes. We have an average of over 400 000 people through our Centre in any given month with between 10 000 and 25 000 people entering the centre daily.

APPLICATION PROCEDURE:

Should you wish to apply for court space, please follow our simple application procedure:

1. Applications must be made in writing at least four to six weeks prior to requested dates. This must be done on a company letterhead and must include:
 - Company details and product description
 - Aim of the promotion
 - Floor plan/layout of the promotion (even if very basic)
 - If applicable, photographs of previous displays

Unless this documentation is received, your promotion will not be considered.

2. Fax your application as well as your completed booking form (page 5) to Melissa Dunn, on (031) 309 2606 or email mdunn@growthpoint.co.za.
3. Once your promotional plan has been approved, confirmation of dates will be forwarded to you in writing along with an invoice payable within 7 days. **PLEASE NOTE:** If payment is not made within 7 days, we will assume you no longer wish to keep your booking and it will be cancelled.

Prices are valid for 7 days and are subject to change without notice. Promotional space is only regarded as paid for once proof of payment, deposit slips etc. have been faxed to (031) 309 2606 (for att: Melissa). Please make sure you confirm they have been received.

PLEASE NOTE:

- City View Centre promotions take preference over any other, therefore an exhibitor may be asked to move or cancel their promotion.
- Products that compete with City View tenants main line of business will not be allowed.
- Some charities are exempt from charges (at managements discretion). Please request the specific court bookings document.



PROMOTIONAL CRITERIA:

In the event that any exhibition or any aspect of any exhibition is unacceptable (as set out in the following promotions criteria) to Centre Management, the Centre Management shall in its sole discretion be entitled to call upon the exhibitor to make changes as stipulated by Centre Management, alternatively Centre Management shall be entitled to immediately cancel this agreement and require the exhibitor to immediately remove the exhibit at the exhibitors cost and without refund.

1. Signage must be professionally designed and printed and must not obscure any shop front or their signage. Generally signage should not be higher than 2m.
2. Please ensure that signage is well maintained throughout the duration of the promotion.
3. **Selling** is permitted in the Centre prior to approval by Centre Management and at Centre Managements discretion.
2. Promotional areas are to be utilised as an awareness campaign to attract more shoppers as well as to enhance the image of City View Shopping Centre.
5. Tables must be covered with a crisp, clean cloth (free of stains), floor length to conceal table legs, boxes etc.
6. The display is to be manned **at all times** by welcoming well mannered and neatly dressed professional staff - which are to be identifiable by either a name badge or branded uniform. (Maximum of 4 promoters in Centre Court, 3 promoters in the Shoprite Court and 2 promoters in the Upper Atrium.)
7. **NO** consuming of food and beverages permitted in the area AT ANY TIME!
8. Display is to be set up by 9am on the first day and removed by 6pm on the last day of the promotion. Display is not to be taken down before 3pm!
9. Noise levels are to be monitored and any music must first have permission granted by Centre Management.
10. City View Shopping Centre reserves the right to cancel any promotion if it is not acceptable to Centre Management and tenants and due to any unforeseen circumstances.
11. The Management and Owners of City View Shopping Centre do not accept responsibility for loss or damage to any items on display. If there are any items of value please take the necessary precautions.
12. No pamphlets may be distributed in the parking lots or the Centre's passage ways.
13. No market research or surveys may be conducted without prior arrangement from Centre Management.
14. No brands/products that are in direct competition with any of City View Shopping Centres' tenants will be allowed.
15. City View Shopping Centre does not support ambush marketing and/or misleading marketing.
16. If a vehicle is to be part of the exhibition, please adhere to the following:
 - Make sure the minimum amount of petrol is in the car.
Arrangements for entry of the car into the Centre must be organised with Melissa Dunn on Tel. (031) 309 6737 one week prior to the promotion.
 - A spare key for each vehicle must be left with Centre Management in the case of an emergency.
 - Vehicles must enter the Centre between 8h00am and 8h30am in the morning and exit after 3h00pm.
 - Generally, a maximum of 3 vehicles will fit into the Centre Court area.
 - If a vehicle is in the Centre Court over a Sunday, it may only be collected on the Monday morning, between 8h00am and 8h30am.

AVAILABLE COURTS:

Please see the available courts and positioning below: -



The upper atrium is situated on the rooftop parking

COURT RATES:

MONDAY TO THURSDAY

Court Name	Location	Size	Daily Rate
(C1) Centre Court	Main Entrance	50m ²	R650.00 inc VAT *
(C2) Shoprite Court	Close to Shoprite Entrance	10m ²	R550.00 inc VAT
(C3) Upper Atrium	Main roof parking entrance	10m ²	R400.00 inc VAT
(C4) Game Court	Opposite NWJ entrance	10m ²	R300.00 inc VAT

FRIDAY TO SUNDAY

Court Name	Location	Size	Daily Rate
(C1) Centre Court	Main Entrance	50m ²	R850.00 inc VAT *
(C2) Shoprite Court	Close to Shoprite Entrance	10m ²	R650.00 inc VAT
(C3) Upper Atrium	Main roof parking entrance	10m ²	R500.00 inc VAT
(c4) Game Court	Opposite NWJ entrance	10m ²	R400.00 inc VAT

*Please note the Centre Court may only be booked for a minimum of three days over the weekend (i.e. Friday to Sunday).

TRADING HOURS:

Mondays to Fridays 9am to 5pm
 Saturday 8am to 3pm
 Sundays 10am to 3pm
 Public Holidays 10am to 3pm

CONTACT US:

Tel: (031) 309 6737
 Fax: (031) 309 2606
 mdunn@growthpoint.co.za



COURT SPACE BOOKING FORM:

Please complete the form below and submit with your application forms:

COMPANY NAME				
CO REG NO				
VAT NO				
CONTACT PERSON				
TEL & FAX NO				
CELL NO				
EMAIL ADDRESS				
PROMO DATES REQUIRED				
NUMBER OF DAYS REQUIRED				
AREA REQUIRED (PLEASE CIRCLE)	C1	C2	C3	C4
PHYSICAL ADDRESS				
POSTAL ADDRESS				
DETAILS OF PROMO				
DO YOU REQUIRE A TABLE CLOTH?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
HOW MANY DO YOU NEED?				

*Please note that should you require a table cloth there is a R50 refundable deposit for each table cloth.

I, _____ (name & surname) of _____ (company) hereby agree to abide by the rules and regulations as set out in the promotions criteria above. I acknowledge that I am fully responsible to ensure that the exhibition is carried out in a manner that is acceptable to City View's Centre Management and understand that if it is not of an acceptable nature, I will be asked to remove it at my own cost and with no refunds. I acknowledge that I am fully responsible for any damage that may be caused whatsoever as a result of my exhibition at City View Shopping Centre and will be liable to pay for any/all damages in full.

I agree that I am fully responsible to ensure that ALL of my equipment is compliant according to the OSH Act and that usage of any property belonging to City View is entirely at my own risk.

I also acknowledge that I accept City Views disclaimer as follows: Anyone entering this Centre does so entirely at his or her own risk. The Owners and Management of the Centre stipulate that they are absolutely unable to accept liability or responsibility for any injury to, or the death of any persons or for damage of any nature whatsoever whether arising from negligence or any other cause, howsoever arising, which is suffered. Hawking, begging, loitering, samples or other material, taking of photographs, canvassing of tenants or shoppers, trading by persons who are not tenants of shops in the Centre is not allowed. No animals are allowed in the Centre, with the exception of guide dogs. Charitable and similar activities are permitted only in cases where management has given its prior written consent.

Print Name & Surname: _____

Signed: _____

Date: _____

Please contact Melissa Dunn should you have any concerns or queries. We appreciate your co-operation in meeting the needs and expectations of our valued shoppers and ensuring your promotion is of a high standard.

Tel: (031) 309 6737 | Fax: (031) 309 2606 | mdunn@growthpoint.co.za

