



EXHIBITION BOOKING FORM

COMPANY DETAILS				
COMPANY NAME				
COMPANY REGISTRATION NUMBER				
COMPANY VAT NUMBER				
PERSONAL DETAILS				
NAME & SURNAME				
CONTACT NUMBER				
EXHIBITION DETAILS				
TYPE OF PRODUCT ON SALE				
PHOTOGRAPHS/ VISUALS FROM PAST PROMOTIONS	PLEASE ATTACH TO THIS BOOKING FORM			
DO YOU HAVE YOUR OWN KIOSK STAND/ TABLE	YES		NO	
DO YOU HAVE YOUR OWN FLOORING	YES		NO	
NUMBER OF DAYS				
START DATE				
END DATE				
KIOSK	REFINERY COURT			
	DISCHEM COURT			
	WOOLWORTHS COURT			
	ENTRANCE 1 COURT			
	OUTSIDE ENTRANCE 3			

EXHIBITION RATES ALL RATES EXCLUDE VAT		TICK ONE
DAILY	R 1500-00	
WEEKLY (MON - SUN)	R 7500-00	
WEEKEND (FRI – SUN)	R 4000-00	
PAYMENT PROCEDURES		
No cash will be accepted. An official Company invoice will be sent. Proof of payment must be sent to marketing@campussquare.co.za. No exhibition may take place if the full payment has not been received.		
EXHIBITION RULES		
1. A promotion/exhibition is only deemed confirmed upon receipt of the full payment and once the Exhibition Agreement has been signed by the exhibitor and back in the possession of Centre Management. 2. The exhibition courts are booked at a fixed rate. The rate is not linked to the size of the actual space utilised during your activation. 3. No exhibit may obscure a tenant's shop front from the public view at any given time. 4. Distribution of pamphlets and/or any other promotional material is not allowed in the mall (other than in the designated exhibition space). 5. All exhibition areas should be set up by 08:30 on the day the exhibit commences - and must be operational by 09:00. 6. All exhibits must be manned during trading hours. Monday - Saturday: 09h00 - 18h00 Sunday & Public Holiday: 09h00 – 14h00 7. All storage or packing material (for example cardboard boxes) must be removed from the exhibition site or concealed from view. 8. Customers may not be approached by any staff. Customers must willingly approach the exhibition stand. 9. No music allowed. 10. No eating or drinking allowed in the exhibition space. 11. All exhibitions must be accompanied by printed or professional quality signage presented on a stand. (No double-sided tape and stickers are to be used. No handwritten signage is permitted. Display material, banners and/or posters may not be stuck on pillars, wall, or trees). 12. Although Campus Square has an on-site security company patrolling the centre, it cannot be held liable for any loss or damage experienced during any of the exhibitions. Should you have security requirements during the duration of your display, please make alternative arrangement or contact mall security to arrange a designated guard for the area at the exhibitor's cost. 13. All tables used during exhibitions must be covered with neat tablecloths which must reach floor level. Collapsible tables are to be used exclusively. Exhibitors must secure the electric cabling with duct tape. No other form of tape is permitted to be used at any time. 14. Electric power points are available in most of the exhibition areas. However, none of the cabling used by the exhibitor may be hazardous- or in any way exposed to the public. 15. All exhibitions must comply with Municipal safety regulations and bylaws, as well as those that may be required by Centre Management. All claims by the public for loss or injury will have to be borne by the exhibitor. Campus Square, its owners, management agents and employees shall not be held liable for any damages sustained by the exhibitor, its invitees,		

agents, employees, or contractors whatsoever. No claim for public liability, losses or damages will be entertained. The exhibitors will be obliged to place into effect Public Liability Insurance, proof of which must be provided prior to the commencement of the exhibition.

16. Please ensure that staff and contractors are familiar with the mall's Exhibitions Rules and Regulations. Staff must also be easy identifiable when manning the exhibition.
17. The landlord (or his official representatives) reserves the right to cancel, or relocate, any exhibition and may ask any exhibits to change or remove any exhibition material.
18. Management reserves the right of admission.

EXHIBITOR

Signed by _____ at _____ on ____/____/20____

SIGNATURE

CENTRE MANAGEMENT

EXHIBITION APPROVED	YES	NO
INVOICE SENT	YES	NO
PROOF OF PAYMENT RECEIVED	YES	NO
EXHIBITION CONFIRMED	YES	NO
COMMENTS		

APPROVED BY: _____

DATE: ____/____/20____