

# PARK BOULEVARD *Centre*

Your **convenient** just  
around the corner **centre**



## COURT RENTAL APPLICATION FORM



## APPLICATION PROCEDURE

Thank you for showing interest in promoting your products / company at Park Boulevard Centre.

The following document outlines the booking procedures, locations, costs and guidelines of exhibiting at the Centre. Kindly ensure that you make yourself, and your promotional staff, aware of all necessary elements of this documents.

Step 1:

In order to be considered for an exhibition, please complete this application form, and initial each page of this document. Once completed, email the application for to [reception@beetleinc.co.za](mailto:reception@beetleinc.co.za).

Step 2:

Once your application has been processed, you will receive a pro forma invoice to make your payment, or a letter stating your application has been unsuccessful. Please do not begin any preparations without written confirmation.

Note:

- An exhibition is only confirmed on receipt of full payment, and receipt of a correctly completed, and signed court rental application form. Kindly ensure that you have initialed each page.
- Full payment must reflect in Beetle Inc's bank account no later than 48 hours prior to the requested date of your exhibition. Failure to adhere to this procedure will result in your exhibition being cancelled.
- Neither Park Boulevard Centre, nor Beetle Inc will be obligated to refund clients should they cancel their initial booking, nor should payment not be received within the specified timelines.
- We encourage all exhibitors to physically visit the Centre to ensure that the area that they apply for is suitable for their exhibition purposes, prior to submitting the application form.
- No verbal requests or provisional bookings will be entertained.
- Tenant and Centre promotions, events and exhibitions take precedence over external bookings. This may result in the re-scheduling of booked exhibition space. Should this occur, you will be contacted 48 hours in advance and alternate arrangements made.

## GUIDELINES

1. No exhibition of products or services that are in direct opposition to those existing in the Centre will be permitted, unless prior approval from the applicable tenant(s) has been received in writing.
2. Park Boulevard Centre reserves the right to terminate, or relocate, any exhibition or display, and to change and/or remove any exhibition material at its discretion.
3. All promotions are subject to spot checks and inspections. If a promotion is found to not meet the standards of the Centre, and cannot be improved, it will be terminated immediately and removed from the Centre, and no refund will be issued.
4. No surveys may be conducted inside or outside the Centre without prior arrangement with Park Boulevard Centre Management.
5. No shop fronts or signage may be blocked by display items. No promotional material is to exceed 1.5m in height.

## TRADING HOURS

The Centre Trading hours are:

Monday - Friday	9am to 5pm
Saturday	9am to 4pm
Sundays & Public holidays	9am to 2pm

All exhibition stands are to be manned throughout the Centre's trading hours. At no time may the stands be unmanned, as neither Park Boulevard Centre Management, nor Beetle Inc will be responsible for any theft from the exhibition area.

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## **CONDUCT**

1. All promoters placed in the Centre must be professional, well-groomed, friendly, courteous and well spoken.
2. Promoters are not allowed to approach our shoppers in a direct manner, neither physically nor verbally. Should shoppers be aggressively approached, the promotion will be discontinued immediately.
3. No smoking, drinking or eating at exhibition stands by staff is permitted.
4. The distribution of pamphlets and/or any other promotional material is not allowed in the Centre, or in the parking areas, without prior arrangement with Park Boulevard Centre Management.

## **EXHIBITION SET-UP**

1. The fittings or furnishings of the Centre, e.g. pot plants, shop fronts etc., may not be used by exhibitors as display or support structures. Banners, posters, bunting, and any other marketing material may only be erected in the specified areas. No point of sale material may be placed on the pillars or on the ceiling.
2. All storage or packing material must be removed from the exhibition site, or concealed from view.
3. Handwritten signage will not be allowed. Any signage used in the Centre must be professionally printed.
4. It is the exhibitor's responsibility to ensure that the display adheres to all fire regulations.
5. Should there be damage to any of the courts resulting from your promotion, you will be held responsible for the repair costs. The courts are thoroughly checked before and after promotions to ensure that no damage has been caused.
6. All promotions must be clearly defined with supporting signage to identify the exhibitor's brand.
7. All tables used during promotions must be covered with full-length tablecloths.
8. Should you require audio appliances or audio equipment to be used for your exhibition, this is to be disclosed in your application, and is subject to approval from Park Boulevard Centre Management. Failure to disclose this will result in immediate cancellation and removal of the exhibition from the Centre.

## **HEALTH & SAFETY**

1. All exhibitions must comply with Municipal Safety Regulations Act (OSHACT). The Exhibitor agrees to have a nominated person on site at all times in respect of compliance with OHSAct requirements, and that said person is duly trained and qualified.
2. Public Liability of no less than R5 (five) million will be required, and your Public Liability Certificate must be submitted with your application.
3. It is the exhibitor's responsibility to ensure that the display adheres to all fire regulations.
4. Park Boulevard Centre will not be held responsible for any loss or damage incurred for any reason whatsoever during an exhibition, or set-up thereof. All claims by the public for loss or injury will have to be borne by the exhibitor (Public Liability Cover required). The exhibitor hereby indemnifies the owners of Park Boulevard Centre, their employees, agents, contractors, including Centre Management from any claim of whatever nature directly or indirectly resulting from the exhibition or occupancy of the exhibition space.
5. Every Exhibitor will be provided with the evacuation plan of the Centre. It is your responsibility to familiarise yourself with relevant escape routes and assembly points.
6. The Exhibitor confirms they will abide by all lawful instructions' issues in the case of an emergency at the Shopping Centre.

## **RATES**

### **TENANT RATES**

Court Rental Per Day: R300 per day

Snapper Frames Per Day: Tenants are provided one week in every annual cycle for free, thereafter are charged R50 per poster per week

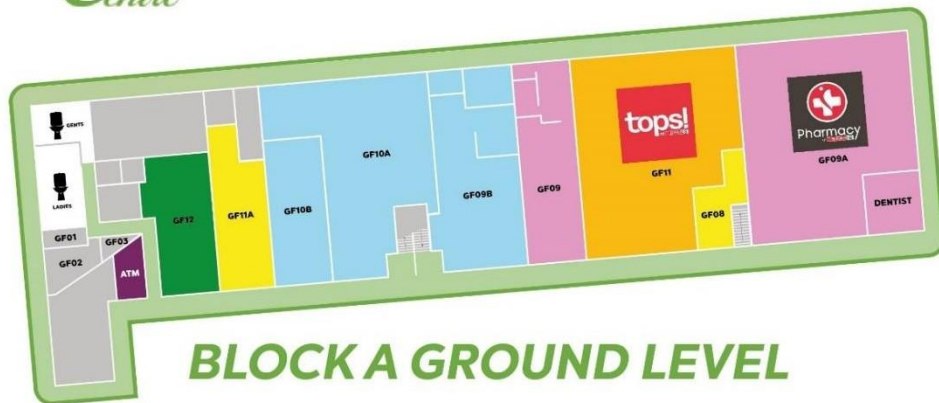
### **EXTERNAL RATES**

Court Rental Per Day: R500 per day

Snapper Frames Per Day: Posters are not available for external companies to rent

## **COURT SPACES**

The below indicates the floor plan of the Center and the red block indicates the court rental space.



**BLOCK B GROUND LEVEL**



**APPLICATION**

Date of Application:	
Company Name:	
Address:	
Contact Person:	
Landline Number:	
Cell Number:	
Email Address:	
VAT Number:	
REG Number:	

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Preferred Dates:	
Alternative Dates:	
Details of Promotion:	General overview, purpose, products, specials, activities
Special Requirements:	Signage, music, entertainment
Tick Promotional Space / Posters Requested Below:	Quantity:
Lower Level A1 Poster (2 available)	
Top of Stairs A1 Poster (1 available)	
Outside Spar A1 Poster (7 available)	
Court Space (1 available)	

By submitting this application, I hereby agree to terms and conditions listed above.

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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