



Promotional Court Space Booking Form

Annexure Ref cs1

Please note that booking is subject to approval from Mall@Lebo Management.

Please complete and email to: athanatious@anaprop.co.za

Please attach the following to your booking form (Annexure Ref cs1):

- 1) Graphic lay out of stand with dimensions
- 2) Photos of previous promotions if available
- 3) Completed Annexure: Ref cs2, Ref cs3 and Ref cs4

REGISTERED NAME OF EXHIBITOR	
TRADING NAME OF COMPANY	
INDUSTRY TRADING IN	
VAT NUMBER	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
LANDLINE NUMBER	
CELLPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
NAME OF EXHIBITION COURT	
COURT SIZE IN m²	
DATE OF BOOKING	
COST EX VAT	
PRODUCT/SERVICE TO BE PROMOTED	
CONTACT PERSON	
CONTACT NUMBER	



Completed by: _____
In Capacity of (campaign manager/owner ext) _____
Date of booking form completed: _____
Signature: _____

Office Use

Area _____ Rate _____	Days Total _____
Special Request: _____	_____

Sales Consultant: Athanatious Masoma Date of Submission: _____



PROMOTIONAL COURT SPACE EXHIBITION AGREEMENT

Annexure: Ref cs2

Entered into by and between

Nungu Trading as Mall@Lebo

Registration Number: 22005/040804/07

(Hereinafter referred to as "**Mall@Lebo**" or "**Centre Management**")

Represented herein by Athanatious Masoma

who is duly authorized there to,

and _____ Registration Number: _____

(Hereinafter referred to as the "**Promotion Company**").

1. RECORDAL

1.1 Mall@Lebo lets to the Promotion Company the _____ court of _____m² subject to the terms and conditions continued in the Promotion Court Space Agreement and **Annexure Ref cs1, Ref cs2, Ref cs3 and Ref cs4**. The promotion shall be for a period of ____ days, commencing on the ____ day of _____ 2019 and will be terminating on the ____ day of _____ 2019. The rental amount for the promotional space will be the sum of _____+ VAT (as per booking form **Annexure Ref cs1**)

1.2 The Promotion Company hereby confirms detail as per:

1.2.1 Promotional Court Space Booking Form **Ref cs1** as attached

1.2.2 Promotional Court Space Exhibition Agreement **Ref cs2** as attached

1.2.3 Promotional Court Space Inventory Form **Ref cs3** as attached



2. PAYMENT TERMS AND CONDITIONS

- 2.1 **Payment is required one week prior to the exhibition commencing.** Failure to do so will result in the build-up of the Centre court being delayed until the Manager has received a copy of the proof of payment. A cancellation fee of 50% is payable if cancelled less than 2 (two) weeks prior.
- This amount is payable in favour of Golden Falls T/A Mall@Lebo.
- Please forward a **proof of payment** with your company name as a reference.

BANK | **Standard Bank**

ACCOUNT NUMBER | **0370274547**

ACCOUNT NAME | **Nungu Trading 517 (Pty) Ltd**

3. PROMOTIONAL HOUSE RULES

- 3.1 No street collections, raffles, hawkers, vendors or pets are allowed in Mall@Lebo or the parking area.
- 3.2 No promotions related to political or religious campaigns will be allowed.
- 3.3 The sales of any products may not be part of the promotion.
- 3.4 The promotion of any product or service **acting in opposition** to any tenant of Mall@Lebo will not be allowed.
- 3.5 All products should suit the standard of Mall@Lebo.
- 3.6 The distribution of pamphlets, flyers, brochures or any advertising material in Mall@Lebo (other than the area allocated for the promotion), or the parking area will not be allowed.
- 3.7 Fold-up/camping/plastic garden tables and chairs on the stands will not be allowed.
- 3.8 No surveys may be undertaken inside or outside the Centre unless prior arrangements have been made with Centre Management.



4. RULES REGARDING APPROVED PROMOTION COMPANIES

4.1 Setup & Strike

- 4.1.1 A floor plan must be submitted with the booking form to Centre Management.
- 4.1.2 Any press releases, photos and promotional literature running on the promotion must be submitted 2 weeks prior to the event to Centre Management to enable us to include it in any media correspondence.
Without clearance these advertising avenues will not be permitted. **Please indicate this on Annexure Ref cs3.**
- 4.1.3 The Promotional Company will not be allowed to setup without proof of COURT SALES AUTHORIZATION letter, **Annexure Ref cs5**. The Promotion Company will receive this completed form from Centre Management after the booking has been finalized.
- 4.1.4 The **setup must be completed** by 08h30 on the day of the promotion, and **striking may only start after 18:00** on the last day of the promotion.
- 4.1.5 Mall@Lebo's maintenance department will not assist any Promotion Company in setting up or dismantling their promotion, this is the responsibility of the Promotion Company.
- 4.1.6 Strictly NO erection of stands i.e. painting, hammering etc may occur during trading hours. No painting may be done on the stands in the courts.
- 4.1.7 No promotional material should be attached to permanent Mall fixtures, i.e. walls, pillars, windows, etc. No handwritten posters will be allowed. No banners may be put up without prior arrangement with Centre Management. Shop windows and entrances may not be obstructed in any way and sufficient foot traffic must be allowed.
- 4.1.8 Pot-plant, walls, pillars, shop fronts etc. may not be used as structures, nor are they to be used for promotional material. The promoter may not remove any dustbins or benches.



- 4.1.9 Electric power used for any event must be completed by a qualified electrician and checked by the internal electricians before commencing the event. No cabling may be exposed to the public or in any hazardous way. All cabling must be taped down at all times. It is the exhibitor's responsibility to make sure that an extension cord is supplied and maintained at all times. It is important that only bookbinding tape, commonly known as "gaffer" tape, (black/white) may be used to ensure easy removal without any stains to Mall@Lebo's property.
- 4.1.10 All storage or packing material must be concealed from view on the exhibition stand.
- 4.1.11 With completion of the promotion, all promotional material should be removed. Any material visible after completion of the promotion will be removed and an additional rate will be charged.

4.2 Rules to comply with during the promotion

- 4.2.1 No music sound effects or announcements, etc are allowed without the approval of Centre Management, please indicate this on **Annexure Ref cs3**.
- 4.2.2 Any promotion or promotional activity disturbing the normal trading of Mall@Lebo tenants will be cancelled by Centre Management.
- 4.2.3 The exhibition area must be left clean and tidy after Mall trading hours.

4.3 Damages and/or loss

- 4.3.1 Mall@Lebo will not be held liable for any damage or loss of promotional material and/or equipment.
- 4.3.2 The Promotion Company will be held liable for any damage to the property or equipment due to their promotion.



4.3.3 The Promotional Company will be held liable for any damages done to Mall@Lebo and will be invoiced for damages accordingly.

5. THE PROMOTERS/STAFF OPERATING EXHIBITION:

- 5.1 All promoters should be properly attired and trained in customer care.
- 5.2 The promoters should abide by all House rules of Mall@Lebo and treat all clients with respect. House rules are available at Centre Management Offices.
- 5.3 According to legislation, one may only smoke in allocated areas.
- 5.4 Eating is NOT permitted at the exhibition area.
- 5.5 Promoters manning the stand are NOT permitted to walk around or roam the area of the exhibitions stand and approach shoppers, shoppers need to approach the stand of their own accord.

6. RULES APPLICABLE TO VEHICLES IN MALL@LEBO (If applicable, please complete Annexure Ref cs3 regarding vehicles on display.)

- 6.1 Vehicles should enter and exit only between the following hours, with a Mall@Lebo security representative acting as pedestrian guide:
 - **Monday – Thursday:** before 08h30 and 18h30
 - **Friday:** before 08h30 and 19h30
 - **Saturday:** before 08h30 and 17h30
 - **Sunday:** before 08h30 and 15h30
- 6.2 According to fire legislation, the vehicles exhibited should have minimum petrol in their tanks.



- 6.3 A key to each vehicle should be signed in and out on the Marketing Register at Centre Management Offices for the duration of the promotion.
- 6.4 Vehicles left unaccompanied should be locked at all times.
- 6.5 Car alarms should be deactivated at all times.
- 6.6 If considered necessary, security for vehicles (at an additional rate) should be arranged with Centre Management two weeks in advance; please indicate this at Additional Security on **Annexure Ref cs3**.
- 6.7 It is the responsibility of the Promotion Company to keep displayed vehicles clean.
- 6.8 No revving of engines or hooters will be tolerated.
- 6.9 Should a displayed vehicle be sold, that vehicle may only be removed within the hours given to enter or remove cars, no exceptions will be made.
- 6.10 Mall@Lebo Trading as Nungu Trading will **not be held liable** for any loss or damage to vehicles on display.

7. CENTRE MANAGEMENT

- 7.1 Centre Management reserves the right to cancel any promotion or activity should any of the above standards not be met. The promotional deposit may be retained at the discretion of Centre Management.
- 7.2 Centre Management may also cancel the promotion one week in advance should they require the promotional area for other purposes.



The Promotion Company chooses Domicilium Citandi Et Executandi at _____ to which address all notices are to be addressed and Mall@Lebo has chosen Domicilium Citandi Et Executandi at **Management Offices, Cnr R599 and R597 Lebowakgomo.**

Promotion Company

Signed at _____ on this ____ day of _____ 2019 for and behalf of _____ (Promotion Company).

_____	_____	_____
Signature	Name and Surname	ID Number
(who warrants that he/she is duly authorized)		

_____	_____	_____
Witness	Name and Surname	ID Number

Mall@Lebo

Signed at _____ on this ____ day of _____ 2019 for and behalf of Mall@Lebo/ Nungu Trading.

_____	_____	_____
Signature	Name and Surname	ID Number
(who warrants that he/she is duly authorized)		

_____	_____	_____
Witness	Name and Surname	ID Number



Promotional Court Space - Inventory Form

Annexure: Ref cs3

Please complete and email to: athanatious@anaprop.co.za. This form is an inventory to ensure that promotional items as well as promoters on site are according to specifications on booking.

Promotion	
Branding Material list (i.e. Pull up banners)	
Promotion Floor Manager	
Floor Manager contact number	
24 Hour Emergency Manager name	
Emergency number	
Number of promoters on site	
Electricity requirements (Specify voltage)	
Security Specify if additional security should be arranged (an additional fee will be charged)	
Vehicles to be part of display Specify the type of vehicle	Number of vehicles on stand: ____ Indicate dimensions of largest vehicle: Model: _____ Width: _____ Length: _____ Height: _____ Model of other vehicles: _____ _____
Promotional hand outs Specify (e.g. calendars, lanyards)	



PROMOTIONAL COURT SPACE INDEMNITY

**Annexure: Ref
cs4**

We representing _____ or our assigns, hereby take full responsibility for all activities and displays in the _____ area of Mall@Lebo the period of _____ to _____ and accept full control and legal responsibility in terms of the OHS Act or any other Act arising out of such activities.

We further indemnify Nungu Trading as Mall@Lebo against all claims of no matter what nature which any person/s, there executors or assigns may otherwise have against these parties in respect of any loss or damage caused to any property or thing owned or possessed by any such person/s; or injury sustained by any such person/s, howsoever caused while such person/s participated in, or is associated with any of the said activities.

Signed at _____ on this _____ day of _____ 2019 for and on behalf of _____ (Promotion Company).

Signature (who warrants that he/she is duly authorized) Witness

Signed at _____ on this _____ day of _____ 2019 on behalf of Mall@Lebo.

Signature (who warrants that he/she is duly authorized) Witness