



## PROMOTIONAL COURT APPLICATION FORM

### 1. CONTACT DETAILS

Name of Tenant/Company/Exhibitor/Promoter: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Contact Numbers:

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. INVOICING DETAILS

Invoice to be made out to: \_\_\_\_\_

VAT registration number (copy of Vat registration certificate from SARS to be given to Centre): \_\_\_\_\_

Postal address for invoice purposes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_

Person responsible for payment: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Contact Numbers:

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. BOOKING DETAILS

Court interested in: \_\_\_\_\_

Dates: \_\_\_\_\_

If court is unavailable, please specify a second option: \_\_\_\_\_

If tables are available, please specify No of tables required: \_\_\_\_\_

No of chairs required: \_\_\_\_\_

#### 4. SECURITY ARRANGEMENTS

By Promoter / Exhibitor / Centre: \_\_\_\_\_

#### 5. LAYOUT

Plan to be provided by promoter / exhibitor for approval by Centre Management.

#### 6. PROMOTIONS POLICY

*The following will apply to ALL promotions / giveaways / events / competitions held at Stoneridge Centre :*

- All requests require a full written proposal.
- A three (3) week written cancellation period applies to all bookings made. Cancellations made without the aforesaid notice, will still be liable for a **cancellation fee of 25%** on the amount for the exhibition space.
- A mandatory **25% securing deposit** will be charged for all exhibitions and is payable two weeks prior to the booking.
- The balance of the payment for exhibitions is payable two weeks prior to the exhibition as a direct deposit in the Centre's promotions account – **absolutely no cash will be accepted.**
- Centre Management reserves the right of admission.
- No promotion or exhibition may be in conflict with any of our Tenants' products and/or services.
- No amplified music may be played without prior consent from the Centre Management.
- All promotional material i.e. posters, stickers, signs, etc. to be approved by Centre Management.
- Tables and chairs to be arranged by the exhibitor and will be for exhibitor's expense. (Negotiable depending on quantity required.)
- Any promotions relating to fundraising events, the promoters must provide a fundraising number prior to the event and provide written permission granted by the fundraising organization in question to collect such contributions on its behalf and further comply with the provisions of the Fund Raising Act 107 of 1978 (as amended).
- The height restriction is 1.5m throughout the Centre.
- Payments are only to be made once an invoice has been issued, otherwise the monies are not refundable.

***The following will NOT be permitted:***

- Street collections or raffles.
- The promotion or sale of any product which does not suit the image and brand of the Centre.
- Distribution of pamphlets, flyers, brochures or any advertising material within the Centre or in the parking areas.
- No hawkers, vendors and pets are permitted in the Centre or in the parking areas.

***Rules for approved promoters / exhibitors:***

- No promotions will disturb the normal trading of Stoneridge Centre Tenants by means of loud music, performances or announcements.
- No promotional material should be attached to permanent fixtures in the Centre, i.e. walls, pillars, windows, shop-fronts, doors, etc.
- Absolutely **NO** handwritten posters will be permitted.
- No banners may be placed in the centre without prior arrangement with or consent from the Centre Management.
- Stoneridge Centre will not be held liable for any damage or loss incurred to promotional material and/equipment.
- The promoter will be held responsible for any damages to Stoneridge Centre property or equipment resulting from the relevant promotion.
- Setup must be complete before 08h00 on the day of the promotion.
- The promotion should be up and running during official trading hours of the Centre and may not finish or close before 17h00.
- Promotional area must be left neat and tidy at night.
- On completion of the promotion, all promotional material should be removed after 17h00 on the last day of the promotion.
- Centre Management reserves the right to cancel or postpone an exhibition or promotion at short notice, in the event of any breach of this agreement by the Exhibitor. All monies paid by the exhibitor will be forfeited to Stoneridge Centre in this event.
- The promoter / exhibitor hereby warrants that:-
  - the promotion / event / competition is bona fides;
  - it has read the provisions of the Consumer Protection Act 68 of 2008 and any other legislation which is applicable in this context and that it is compliant with all such legislation and it hereby

- indemnifies the Centre, Redefine Properties Limited ("RDF"), their successors in title or assigns, its employees and its tenants accordingly;
- it shall at all times act in the Centre's and RDF's best interests and ensure that the Centre's and RDF's reputation will be protected at all times;
  - the rights of the Centre, RDF and its tenants and customers will be protected at all times.

***Rules applicable to vehicles in the Centre:***

- Vehicles may only be brought into the Centre after 19h00 or before 07h00 and **must** be accompanied by Centre Security representatives.
- Any display vehicles must only have a ¼ full petrol tanks.
- A key to each vehicle must be left in a sealed envelope at the Security Control Room for the duration of the promotion.
- Vehicles that are not manned must be locked at all times.
- Car alarms must be deactivated.
- It is the promoter's responsibility to keep display vehicles neat and clean
- A copy of the vehicle's registration papers to be provided to the Centre.
- The promoter must provide Centre Management with a copy of the ID's of the designated persons who will be removing the vehicles after the promotion. The designated person must carry his ID with him and be prepared to show his/her ID when removing the vehicle and this must match the copy that was originally provided to Centre Management by the exhibitor prior to the exhibition. This serves as a precondition to removing the vehicle.

**7. CHARGES PAYABLE BY PROMOTER / EXHIBITOR**

The total cost of the promotion is \_\_\_\_\_ **per exhibition** Inc VAT (invoice no. \_\_\_\_\_) payable by promoter.

7.1. Public Liability Insurance (proof of such insurance to be provided to the Centre and RDF's interests to be noted):

\_\_\_\_\_  
(Name and registration number - if legal person | full names, surname and ID – if natural person



The Promoter / Exhibitor hereby irrevocably indemnifies and hold harmless **Stoneridge Centre and Redefine Properties Limited**, their successors in title or assigns, their employees and Tenants against all or any liability, regarding any promotional operation, or any damage to the building, equipment or utilities during the promotional act / erection of or performance of such (including legal cost as between attorney and own client) damage or injury, to property or person including that may be incurred or sustained by any person whomsoever and howsoever arising, including but not limited to act of negligence, and also against any action, legal proceedings and claims of whatsoever nature which may be instituted or made, arising out of, or in any way connected with any intra or extra mural exhibition, demonstration or other promotion either held by or organised by the owner or company of the specific tenant that requested the function.

Please hand-deliver any material and all documentation as requested herein to Stoneridge Centre Management for approval.

**NB: Please make sure you return all the equipment (tables, chairs & table cloths) supplied to you at the end of each exhibition day to security to avoid a penalty of R100 on failure to do so.**

By signing this application form, I hereby agree to abide by the Stoneridge Centre promotions rules and Regulations and confirm that I have the necessary authority to sign on behalf of the Promoter/ Exhibitor and that all information provided herein is accurate, true and correct.

Thus done and signed on this Day: \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

**Signed:**

Name: \_\_\_\_\_

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

**On behalf of the promoter:**

Name: \_\_\_\_\_

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

Designation/ capacity: \_\_\_\_\_

**PROMOTER**