

2016



Wernhil Park

Dear Promoter

Thank you for your interest to exhibit at the Wernhil Park Shopping Centre. You are sure to add value to your business by tapping into our high foot traffic.

Kindly find attached our application/booking form which includes our general exhibition rules and regulations. Please familiarize yourself with them.

Should you have any further questions, please do not hesitate to contact me at the following details: Telephone: +26461 37 45 00; Fax: +26461 374 538 or Email: nancy.maphosa@brollnamibia.com.na. Alternatively, visit me at Broll Namibia Head Office Zanlumor Building | 2nd Floor | Post Street Mall | Windhoek | Namibia

Please note that the full payment of your booking cost should be made on time (7 days prior to set-up).

Our banking details are as follows:

Account Name: Broll & List Properties Management (Namibia) Pty Ltd.
Bank: First National Bank – Windhoek Corporate Branch
Bank Code: 281872
Account No: 62246062434

We are looking forward to host you at Wernhil Park.

Yours sincerely,

Nancy Maphosa
Marketing & Public Relations Coordinator
Broll Namibia: Wernhil Park



BOOKING FORM

1. Details of Exhibition Company Represented

Name of Representative:		Position:	
Company Represented:			
Tel:	Fax:	Cell:	
E-mail:			
P. O. Box:	City:	Country:	
Physical Address:	City:	Country:	

2. Exhibition Information

Brief on Exhibition: (i.e. Objective; Products/Services to be exhibited)
Will your Exhibition require electrical Installation (Yes/No):
Duration of event (please specify the dates):
Exhibition stall set up date:
Exhibition break down date:

3. Exhibition Court Options

3. Exhibition Court Options			RATES PER DAY:		
COURT	AREA	SIZE	SUN - THUR	FRI - SAT	WEEKLY
1. Pick 'n Pay Atrium	P&P Atrium Opposite P&P	80m ²	N\$ 2 404.00	N\$ 3 165.00	N\$14 400.00
2. Wimpy Court	Opposite Wimpy& Ackermans	10m ²	N\$ 1 518.00	N\$ 1 898.00	N\$ 9 172.00
3. House & Home	Opposite House & Home	10m ²	N\$ 1 095.00	N\$ 1 265.00	N\$ 6 578.00
4. Woolworths	Opposite Woolworths	10m ²	N\$ 1 518.00	N\$ 1 898.00	N\$ 9 172.00

*Rates Include VAT

Option Chosen:

COURT	AREA	NUMBER OF DAYS	TOTAL COST

4. Invoicing Details

Company:
Attention:
Telephone:
Fax:
E-mail:
Physical Address:
Postal Address:
Tax reference nr:
The exhibition/promotion is not confirmed until payment is made. Should this signed contract, together with the payment, not be received by Wernhil Mall Management 7 days prior to the exhibition set up date, then the parties' agreement and the provisional booking in respect of the event will automatically terminate.

5. Signatures

I authorize the verification of the information provided on this form and I declare that I have read the terms & conditions of this campaign of which I am in agreement.

Signed at Windhoek on the day of2016.

Signature (Exhibitor)

FOR OFFICIAL USE ONLY:

APPROVED:

Property Manager: _____

Retail & Promotions Coordinator: _____



EXHIBITION GUIDELINES, TERMS & CONDITIONS

LIABILITIES:

1. The exhibitor shall be deemed to accept the sole responsibility and liability for all risks, loss or damage befalling any person or person, and/or property as a direct or indirect result of the exhibition and indemnifies and absolves the Wernhil Park Shopping Centre, its owners, employees, agents and tenants of any liability.

APPLICATIONS & PROMOTION PLANS

2. Applications should be submitted well in advance due to demand of the promotional areas. Should an Exhibitor not comply with his/her original proposal or should the exhibitor not meet with the required standards, Wernhil reserves the right to cancel the exhibition.
3. A detailed plan of what the display and artwork will look like must be submitted with the application form for approval three weeks prior to the exhibition on a company letterhead. Failure to do so will result in the application being denied.
4. The promotion proposal has to include the following:
 - a. A floor plan/layout of the exhibition
 - b. Product description
 - c. What the aim is of the promotion
 - d. Photographs of previous exhibitions (if possible)
 - e. Advertising in support of the promotion (preferred)
 - f. Activity list at the stand
5. No exhibitions will be considered without written application.
6. Exhibitions are to be neat, professional, of a high standard as per the requirement set by Wernhil Park.

PAYMENT

7. An exhibition is only deemed confirmed upon receipt of a 100% non-refundable deposit and signed exhibition contract. The total amount is to be paid seven days prior to the commencement date. Payment details are stated below.
8. Payment for promotional areas is to be received in full seven days prior to set-up date. Should an exhibitor fail to make payment on due date, set-up will be denied.
9. Failure to show if space was booked and paid will result in forfeiture of payment.
10. No refunds will be made upon cancellation of an exhibition.
11. Should an exhibitor not comply with the original proposal, not meeting the required standards, Wernhil Park reserves the right to cancel the promotion with no refund of payment made.

EXHIBITION/PROMOTION TIMES:

12. Exhibitions are to be set-up and ready to trade at 09:00 in the morning. Breakdown can commence at 16:30, unless stated otherwise and agreed.
13. The exhibition should be manned during trading hours on all given days, week days and weekends.

DISPLAYS & ADVERTISING:

14. No shop fronts, signage or foot traffic counters may be blocked by display items. It is therefore crucial that all relevant measurements are supplied to Centre Management. No products or objects are therefore allowed to encroach onto the common area or public walkway of the centre.
 - a. Height restriction: 1.5 meters
 - b. Width restriction: to be confirmed
15. No structure, materials or anything that may damage the exhibition floor or any other part of the centre may be used. Carpet should be used alternatively, rubber tiles will be provided as floor cover.
16. All exhibitors must supply own exhibition equipment, such as tables, tablecloths, chairs, screen boards, extension cords. Tablecloths are available for rent at N\$20.00 each per day.
17. Penalties of N\$250 will be charged if tables & tablecloths belonging to Wernhil Park are returned to Centre Management offices.
18. All tables used during the promotion should be covered with tablecloths, unless otherwise agreed.
19. Tablecloths should fit the table and display and should reach floor level.
20. All signage – banners, posters and point of sale material – must be professional. Handwritten signage is not acceptable. There must be no doubt as to the Exhibitor's identity.
21. Banners, posters, bunting etc may only be erected in specific areas. No POS material may be placed on the pillars or any area outside of the promotional space.
22. Any electrical installation must be approved by Centre Management. No electrical cabling may be exposed, as this can be hazardous to the public.
23. All advertising material that includes the Wernhil Park logo must be approved by the Marketing department before printing.
24. The Marketing Department reserves the right to make changes where they deem them to be necessary. This will always be done in consultation with the exhibitor.

- 25. The exhibitor shall at all times maintain and keep the exhibition and the surrounding areas clean and tidy. The centre's contracted cleaning staff is not responsible for servicing the exhibition area occupied by an exhibitor.
- 26. On closing the exhibition at the end of every day, any stock or other items open to theft, loss or damage, shall be removed to a secure place by the exhibitor. The centre, the owner, employee, agents and tenants will not take any responsibility for any stock theft, loss or damages, namely the exhibitors stock and / or merchandise.

SAFETY & SECURITY

- 27. All security arrangements if required must be co-ordinated with Centre Management and all costs incurred must be paid by the exhibitor before the commencement of the exhibition. No supervision or any other duty can or may be expected from the Centre, its Owners, Management or Tenants in terms of the security requirement.
- 28. No outside security company can be used by exhibitors, unless written application is forwarded to Centre Management seven days prior to the exhibition. Security can be arranged with the centre security contractor, Stallion Security, at a normal rate. A guard may be hired per 12-hour shift, provided bookings are made at least seven days in advance. The hiring of extra security is for the account of the exhibitor.

SPECIAL EVENTS & PROMOTIONS

- 29. VEHICLES
 - a. Motor vehicles on display must be pushed and not driven into the Centre. Vehicles must be pushed into the centre with support from Centre Management/ Centre Management Security before 07h30 into the Centre and be removed not before 17h00 Monday to Friday and 14h00 on a Saturdays and Sundays.
- 30. COOKING SHOWS
 - a. If any permitted cooking demonstrations are to take place, food is to be prepared under conditions laid down by the Health Department and agreed to by Centre Management.
 - b. The exhibitor must provide all equipment required for the event, which must meet health and safety regulations.

GENERAL

- 31. Tenants are not permitted to block book an exhibition area for more than two weeks at a time.
- 32. No bookings will be made for exhibitors from mid-November through to end of January.
- 33. Exhibitors may not distribute pamphlets or flyers in the mall or in the car park.
- 34. No surveys may be done inside or outside the Centre unless prior arrangements have been made with Centre Management.
- 35. Pot-plants, walls, pillars, shop fronts etc, may not be used as structures, nor are they to be used for promotional material. No dustbins or benches may be removed by the Exhibitor.
- 36. All storage or packing material must be removed from the exhibition site or concealed from view.
- 37. Tenants may not exhibit merchandise, which, is not sold in their stores.
- 38. Staff manning the exhibition stands must be neatly dressed and trained to deal with customers.
- 39. Wernhil Park Centre Management / Marketing will not be held responsible for any loss incurred by the Exhibitor.

PLEASE SIGN AND RETURN THIS LETTER WITH YOUR APPLICATION

If any part of the exhibition is found to be unsatisfactory, or if any of these rules and regulations are not adhered to, Centre Management will cancel the exhibition immediately and no refund will be due.

I/We furthermore declare that I/we have read the above conditions and are in agreement.

I, _____ with Identity number _____, the undersigned, herewith confirm that my position within (company name) _____ is that of (position) _____ and state that I am duly authorized to enter into this Agreement, which I hereby do, on this the day of **2016** by signing this Agreement, for and on behalf of (company name) _____.

.....
(Full Name and Surname)

.....
(Signature)



Banking Details:

Account Name: Broll & List Properties Management (Namibia) Pty Ltd.
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Note:

Above rates are **inclusive of VAT**

Above rates exclude **refundable deposit** for tables.

Rates increase by 50% during the month of December.

Other costing structures are applicable to **Expos** and **Event-based promotions**.

These rates are subject to change without notice.

RETURN TO : Broll Namibia Head Office
Nancy Maphosa : **Marketing & Public Relations Coordinator**
E-Mail : Nancy.Maphosa@brollnamibia.com.na
Tel : 061 – 374 538
Fax : 061 – 237499

Payment Received Date: _____ (Direct deposit)

SIGNATURE: _____

DATE: _____

