

RULES AND REGULATIONS FOR EXHIBITIONS

Dear Exhibitor,



Thank you for choosing Randburg Square to host your exhibition.

We have compiled a few requirements that will ensure you receive the best service from us. Please read them carefully before and throughout the duration of your in centre exhibition.

Should the exhibitor deviate from these rules and regulations at any time the Marketing Team will remove the exhibition from the centre and no money paid will be refunded.

The Contract:

If you are the booking agent please ensure that the name and contact details of the actual party exhibiting is clearly stated. Also ensure that they are well versed with the terms of the contract as well as the rules and regulations stated in the contract. Failure to do so will result in penalties outlined in the contract.

Payment:

A 100% security deposit must be paid two weeks prior to the commencement of the exhibition. Please ensure that proof of payment is faxed through to Centre Management or the Marketing Office. The exhibitor will only be allowed to start the exhibition once the money reflects in the bank account of the landlord. Should any payment issues arise or the money doesn't reflect, the exhibition will be removed from the centre.

Carpeting:

Every exhibition area has to be carpeted. There is an extra charge and exhibitors will be compelled to use the company designated by the centre. Should you have your own carpets, an exception will be made on condition that the carpeting is to a standard acceptable to Centre Management and kept clean at all times. Carpets need to be taped down to the floor.

Motor Vehicle Exhibitions:

When a vehicle is required to be part of an exhibition, the exhibitor should arrange both access in and out of the centre with Centre Management, one week prior to the exhibition. Centre Management will issue one parking ticket per vehicle to the exhibitor. The exhibitor will collect the ticket/s on the day of set up, before 09:00 from the Centre Management Offices subject to full payment being received, failing which, the exhibitor will pay full day parking rates.

Every exhibition must have a fire extinguisher and motor vehicles must not have more than five litres of petrol in the tank. Should this condition not be adhered to, the exhibitor will be liable for any fines issued to the shopping centre by the fire department and may be requested to leave the exhibition area immediately. Motor vehicles will only be allowed to enter the centre before 08:30 and will be allowed to leave after 18:00. Should the exhibitor be late then they will forfeit the day and will only be allowed to enter after 18:00 or before 08:30 the next day. No excuses will be accepted, such as traffic.

Setup Times:

To prevent congestion and interruptions whilst you set up; please ensure that your setup is done during the following times:

- After 18:00 the day prior to exhibition.

- Before 08:00 on the date of commencement of your exhibition.
- These times need to be communicated with the Marketing Office at least two days prior to the exhibition to make arrangements for entry to the centre.
- NB: Height restriction at the shopping centre is 1, 5 metre for all courts.

Please ensure that your technical frames are within this regulation.

Please ensure that all promotional and other technical items are set up within the demarcated carpet area.

This is in line with our fire and security regulations.

Packing up:

The exhibition court must be packed up and vacated no later than 19:00 on the last day of your exhibition as there may be exhibitors coming in to set up the next day. No exceptions will be made.

Duration of the exhibition:

The exhibition must be operational and staffed at all times during the course of the exhibition, the times of which are the same as the shopping centre's trading hours:

- Monday–Friday: 09:00 - 17:00
- Saturday: 09:00 - 14:00
- Sunday: 09:00 - 13:00
- Public Holidays: 09:00 - 13:00

Exhibitors are not allowed to roam the shopping centre, distributing leaflets, brochures or fliers.

Sales:

Selling is not allowed in the exhibition court. Management reserves the right to prohibit any sales from the exhibition court should they be in direct conflict with any of our tenants business interests.

Technical and electrical requirements - electrical setup:

The shopping centre provides electricians during trading hours only. Electricians are not provided to your exhibition during your set up. Technical concerns occurring after trading hours will be addressed the following day, subject to the electrician's time schedule.

Plug points at each court are checked before an exhibitor occupies the space and after it leaves. To prevent technical problems, please ensure that you adhere to the electrical specifications.

We thank you for your consideration and trust that we will have a fruitful working relationship with you.

Penalty:

In keeping with our world class standard of exhibitions at the shopping centre please note that failure to comply fully with the guidelines set out above will result in a fine for the exhibitor and/or cancellation of the exhibition as a whole.

DISCLAIMER:

PLEASE NOTE THAT THE LANDLORD, JHI AND LLL CONSULTANTS AND COACHING CC ARE NOT RESPONSIBLE FOR THE SUCCESS OR SALES OF YOUR EXHIBITION. NEITHER THE LANDLORD NOR LLL CONSULTING AND COACHING CC WILL BE HELD LIABLE FOR THE CHOICE OF COURT BOOKED AS THIS IS ENTIRELY AT THE DISCRETION OF THE EXHIBITOR OR THE AMOUNT OF FEET PASSING BY.