

EXHIBITION SPACE APPLICATION FORM



DUNES
MALL

SHOPPING CENTRE NAME: DUNES MALL

PLEASE TAKE NOTE OF THE FOLLOWING :

- All the information in the document will be treated as private and confidential.
- In order to process your application accurately and timeously, please complete ALL the sections of this document and submit ALL the supporting documentation as set out below.
- This document is an application form for exhibition space and not a formal offer to lease. On acceptance of your application a formal agreement will be forwarded to the applicant and no agreement to lease shall come into effect before such formal agreement has been signed by both parties.
- Acceptance of this application will be at the Landlord's sole and absolute discretion.

Return form to : Lorette@atterbury.co.za

SECTION A : EXHIBITOR DETAILS

Full Registered Name _____

Registration Number _____ VAT No. _____

Represented by _____

Designation _____ ID No. _____

Physical Address
(Exhibitor's Domicilium
citandi et executandi) _____ Code _____

Postal Address _____ Code _____

Contact Person _____

Contact Number(s) Landline _____ Cell 1 _____

Email Address _____ Cell 2 _____

SECTION B : EXHIBITION DETAILS

1.) **Exhibition Description :** _____
(i.e. detailed description of
products, merchandise and/or
services to be promoted and/or
exhibited, banners,
measurements, general
overview etc.) _____

2.) **Exhibition Objective :** _____
(i.e. sales, product launch, brand
awareness etc.) _____

SECTION C : EXHIBITION DATES

1.) **Commencement Date Required :** _____

2.) **Termination Date Required :** _____

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3.) **Allocated Commencement Date :** _____

4.) **Allocated Termination Date :** _____

Please take note :

**Shopping Centre promotions and/or tenant exhibitions will enjoy preference, and should it be required, the Landlord reserves the right, in its sole discretion, to postpone the allocated dates.*

SECTION D : EXHIBITION SPACE

1.) **Description of Exhibition Court / Space Requested :** _____

2.) **Dimensions Required :** _____

3.) **Additional Requirements :** _____

(i.e. electricity, carpets, security, cleaning, vehicle access etc.)

Please take note :

** Additional requirements are subject to availability and additional charges may apply as set out in Section E.*

** Due to availability, we cannot guarantee that the requested Exhibition Court /Space will be allocated or that the required Dimensions will be available.*

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4.) **Description of Allocated Exhibition Court / Space :** _____

5.) **Allocated Dimensions :** _____

6.) **Approved Additional Requirements :** _____

(i.e. electricity, carpets, security, cleaning, vehicle access etc.)

SECTION E : EXHIBITION SPACE RENTAL

FOR OFFICE USE ONLY

1.) **Exhibition Space Rental :** _____

2.) **Additional Charges :** _____

(i.e. electricity, carpets, security, cleaning, vehicle access etc.)

Please take note :

** All amounts quoted are exclusive of VAT*

** Full payment of the Exhibition Rental and any additional charges must be made in order to secure the Exhibition Space.*

** No exhibitors will be allowed to exhibit without having made full payment of the Exhibition Rental and any additional charges.*

** No payments will be accepted in cash. All payments to be made by way of EFT into the bank account reflected on the invoice.*

SECTION F : MINIMUM TRADING HOURS

Monday to Friday:	09h00 to 19h00
Saturday:	09h00 to 17h00
Sunday:	09h00 to 16h00
Christmas Day & New Year:	Optional

Please take note :

** The Exhibitor will be required to keep the Exhibition operational and manned at all times during the minimum Trading Hours for the duration of Exhibition, failure to do so shall be regarded as a material breach and the Landlord shall be entitled to a penalty at the rate reflected below.*

SECTION G : PENALTY

N\$1, 000.00 (one thousand Namibian dollar) (Excluding VAT) per day or pro rata per hour :

- (a) where the Exhibitor fail to keep the Exhibition operational and manned during the Shopping Centre's minimum trading hours;
- (b) where the Exhibitor fail to dismantled the Exhibition, clean and clear the Exhibition Space by 20h00 on the Termination Date.

SECTION H : SUPPORTING DOCUMENTATION

In order to process your application, please submit the following supporting documentation:

1.) For Companies :

- (a) Company certificate of incorporation stamped by the Registrar of Companies
- (b) Copies of Identity document(s) of all current Director(s)
- (c) Copies of Income Tax and VAT certificates
- (d) Proof of registered address of Company
- (e) Proof of residential address of all current Director(s)

2.) For Individuals :

- (a) Copy of Identity document
- (b) Proof of residential address

3.) All Exhibitors :

- (a) a concept proposal detailing the floor plan, measurements, décor, display, signage and overall appearance of the Exhibition to the Landlord for approval, not less than 14 (fourteen) days prior to the Exhibition.
- (b) Proof of public liability insurance and of payment of the premiums not less than 7 (seven) days prior to the Exhibition and thereafter when requested to do so by the Landlord.

DECLARATION

I/We the undersigned declare(s) that the information is to my/our knowledge true and correct as stated above. The Landlord has the applicant's consent to at all times, obtain information from a credit bureau or any other third party concerning an assessment of the profile, payment patterns, suitability and or credit worthiness of the applicant. I/We indemnify the Landlord, its agents and subsidiaries, from any claim whatsoever nature that may arise out of this application

Full Name & Surname _____

Designation _____ ID No. _____

Contact No. _____ Date Signed _____

Signature _____

TO BE COMPLETED BY THE AUTHORISED PERSON WHO WILL BE SIGNING THE EXHIBITION AGREEMENT

Mr. _____ Mrs. _____ Miss. _____ Other _____ *Please specify*

Name & Surname _____

Your designation

Member	<input type="checkbox"/>
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Director	<input type="checkbox"/>
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 Other _____ *Please specify*

I can read, write and understand English (*please tick appropriate box as your answer*)

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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If no, what language can you read and write ? (*please specify*) _____

If you cannot read, write and understand English and you are representing the legal entity (applying to enter into an agreement), are there any other persons employed in the company who can read and write English? Please supply full name and contact particulars.

Name & Surname _____ Contact No. _____