



## **DUNCAN YARD SHOPPING CENTRE EXHIBITION AGREEMENT**

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### **Rules and Regulations**

1. Centre promotions enjoy preference, and should it be so required, any exhibitions and/or promotions will be re-scheduled or cancelled.
2. Tenant exhibitions enjoy preference over exhibition by non-competitive outside companies. However, once an outside company's exhibition has been confirmed it will not be cancelled to accommodate a tenant.
3. Promotions/Exhibitions in Duncan Yard have to be professional, of world-class standard and add value to the centre. The primary objective of hosting independent exhibitions is adding value to visitors' shopping experience whilst in the centre.
4. The full amount will be charged and is immediately payable in order to secure a booking confirmation. Please use company name as reference and send proof of payment to [petri@retailprops.co.za](mailto:petri@retailprops.co.za)
5. Cancellation of bookings will result in the exhibitor paying a cancellation fee of 25% on the amount paid for the exhibition space, before the balance (if applicable) is refunded. (In this instance, the Exhibitor will have no claim for damages against Duncan Yard or The Retail Property Management Company (PTY) LTD.
6. All exhibits have to be manned during Duncan Yard Trading hours.
7. All exhibition areas are to be cleared at the end of the exhibition period. Please note that Centre Management reserves the right to remove any exhibition materials from the exhibitions court not vacated within the set time frames and will not be held liable for any damages or loss resulting from the said removal.
8. All storage or packing material (for example cardboard boxes) has to be removed from the exhibition site, or fully concealed from view.

9. All exhibitions must comply with Municipal safety regulations and bylaws, as well as those that may be required by Centre Management. All claims by the public for loss or injury will have to be borne by the exhibitor. Duncan Yard, The Retail Property Management Company (PTY) LTD, its owners, management agents, employees, shall not be held liable for any damages sustained by the exhibitor whatsoever. In particular, no claim for public liability, losses or damages will be entertained. The exhibitors will be obliged to place into effect Public Liability Insurance.
10. All exhibitions must be accompanied by printed or professional quality signage presented on a stand. (No double sided tape and stickers are to be used. No handwritten signage is permitted. Display material, banners and/or posters may not be stuck on pillars, walls or trees.)
11. Although Duncan Yard Shopping Centre have an on-site security company patrolling the centre, it cannot be held liable for any loss or damage experienced during any of the exhibitions. Should you have special security requirements during the duration of your display, please make an alternative arrangement.
12. Exhibitors will be held liable for any damages to the building arising from the exhibit.
13. The landlord (or his official representatives) reserves the right to cancel, or relocate, any exhibition and may ask any exhibitor to change or remove any exhibition material.
14. Please take note that this letter serves as a provisional confirmation of your exhibit. Please sign off in the space indicated, initial every page, make the full payment and send all the documentation to [petri@retailprops.co.za](mailto:petri@retailprops.co.za) for final confirmation.
15. No amendments, variations or consensual cancellation of this agreement, or of this clause, will be valid unless reduced to writing and signed by the parties hereto. In particular, no representations of whatsoever nature has been made to either party to this agreement - save for what is contained herein. And no waiver on the part of Duncan Yard Shopping Centre will prejudice Duncan Yard Shopping Centre's rights in any fashion what so ever.
16. Management reserves the right of admission.

## 2. Invoicing Details:

Invoice to be made out to:	
Address for invoice purposes:	
Code:	
Person responsible for payment:	
Designation:	
Contact Tel Number:	
FAX:	
Cell:	
Email:	

## 3. Booking Details:

Product/Service:	
Promotion/Advertising to be held from:	
Promotion to be held until:	
<b>Total number of days</b>	
Daily amount excl. VAT	R500
<b>Total amount excl. VAT</b>	

I hereby acknowledge the above and agree to abide to Provisional Exhibition Rules & Regulations on behalf of \_\_\_\_\_ (exhibitor's name)

Name in Print: \_\_\_\_\_

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

Capacity: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the abovementioned, initial each page and email all the signed and completed pages – along with proof of the full payment – to [petri@retailprops.co.za](mailto:petri@retailprops.co.za)