

PROMOTION APPLICATION



Thank you for your interest in holding a promotion at Wernhil, the biggest shopping Centre in Namibia. Be assured to give your brand an extra boost.

PROCEDURE

Kindly read the guidelines outlined in this document as “The Exhibitor” automatically accepts the rules and regulations when making a booking.

Complete the form below in full with the details of your exhibition and sign on every page.

Upon submission the form must be accompanied by a **visual (pictures)** of the stand as well as the product (s) to be promoted for management’s approval.

Additional information and summary of documents, in terms of the FICA Act, are to be attached to this application form:

- a) Founding Statement / Tax Certificate
- b) ID or Passport

Should an exhibitor not comply with the original proposal, not meeting the required standards, Wernhil reserves the right to cancel the promotion at any given time with no refund of payment made.

Wernhil will not be obligated to refund should an exhibition be cancelled.

In case of exhibition postponement after payment done, the exhibitor will be given **TWO MONTHS** to utilize the promotion space, failure to rebook within the grace period will automatically result in payment forfeit.

No exhibitions will be considered without a completed application, proof of payment and final approval from management.

Should you have any further questions, please do not hesitate to contact me at the following details:

Telephone: +264 61 374 545 or Email: Sonja.Msuya@brollnamibia.com.na

PAYMENTS

1. An exhibition is only deemed confirmed upon receipt of full payment (non-refundable) and signed exhibition contract. The total amount is to be paid seven days prior to the commencement date. Payment details are stated below.

Account Name:	Broll & List Properties Management (Namibia) Pty Ltd.
Bank:	First National Bank – Windhoek Corporate Branch
Account No:	6224 6062 434
Branch Code:	289-180
International Branch Code:	282-672
Deposit Reference:	Promoter's name or as per tax invoice

2. Payment for promotional areas is to be received in full prior to set-up date. Should an exhibitor fail to make payment on due date, set-up will be denied.
3. Failure to show if space was booked and paid will result in forfeiture of payment.
4. No refunds will be made upon cancellation of an exhibition.
5. Weekly rates are subjected to trading 7 days consecutively.

Promotion rates does not include parking fees, Exhibitor(s) will be liable to pay for parking at the parking pay point.

***Rooftop venue rate available on request**

EXHIBITION COURT OPTIONS		RATES PER DAY (incl. VAT)		
Court	Proximity	Sun / Thu	Fri / Sat	Weekly (7 days)
Food Lover’s Atrium	FLM, MTC, Old Mutual	N\$ 1 100.00	N\$ 1 430.00	N\$ 7 150.00
House & Home Court	House & Home, Pep, Crazy Store	N\$ 1 500.00	N\$ 1 750.00	N\$ 9 460.00
Pick n Pay Atrium – Sharing Area	Pick n Pay, KFC, Hungry Lion, Clicks	N\$ 2 200.00	N\$ 2 750.00	N\$ 14 000.00
Pick n Pay Atrium- Entire Area	Pick n Pay, KFC, Hungry Lion, Clicks	N\$ 2 900.00	N\$ 5 000.00	N\$ 17 000.00
Pick n Pat Atrium - Events	Pick n Pay, KFC, Milkylane, Clicks	N\$ 5 500.00	N\$ 5 500.00	N\$ 18 000.00
Seattle Coffee Court	Seattle Coffee, Avon, Specsaver	N\$ 1 450.00	N\$ 1 650.00	N\$ 8 800.00
Sheet Street Exit 1	Sheet Street, Legit	N\$ 1 200.00	N\$ 1 450.00	N\$ 6 950.00
Sterns / Total Sport Court	Sterns, Uzzi, Total sport	N\$ 1 450.00	N\$ 1 650.00	N\$ 8 800.00
Edgars Court	Edgars, Miladys, Mr Price	N\$ 1 300.00	N\$ 1 650.00	N\$ 8 250.00
Truworths Court	Truworths, Foschini, OTB	N\$ 1 300.00	N\$ 1 650.00	N\$ 8 250.00
Wimpy Court	Wimpy	N\$ 1 550.00	N\$ 1 750.00	N\$ 9 350.00
Woolworths Court	Woolworths, Jet & American Swiss	N\$ 1 100.00	N\$ 1 450.00	N\$ 7 150.00
LCWaikiki Court	LCW, Edgars, Miladys	N\$ 1 100.00	N\$ 1 450.00	N\$ 6 950.00
LCWaikiki Court - Events	LCW, Edgars, Miladys	N\$ 4 000.00	N\$ 4 000.00	N\$ 16 000.00
@home Court	Wernhil Pharmacy, @home, Dischem	N\$ 1 100.00	N\$ 1 450.00	N\$ 6 950.00

BOOKING DETAILS

Duration of the Exhibition: (specify the dates)	
Setup Date:	Breakdown Date:
Court Booked:	
Number of Days:	
Exhibition Fee:	Total Paid:

INVOICING DETAILS *(Please complete)*

Invoice to be made out to:	
P.O. Box:	
Contact Person:	
Tel:	Email:

The exhibition/promotion is not confirmed until full payment is made.



For approval I have attached the following documents (please tick)

- Company's registration documents
- Founding Statement /Tax Certificate
- ID/Passport
- Non-Namibian – work visa/permit or domicile
- Pictures of product/layout of the stand

DISPLAYS & SET UP

Tables and Chair Requirement:



Please be advised that to be approved for exhibition, your stand/ table set up must be up to standard. Kindly see above the guidelines for table and chair setup. Exhibitors are requested to provide their own tables and chairs with long stretchy covers as illustrated in the pictures above:

Exhibitor's Promotion Materials:

- No backdrop banners allowed unless approved by Centre Management.
- No gazebo to be used inside the Centre.
- Promotion materials must not exceed 1.5m in height and must not cover any shop fronts or signage.
- No music can be played unless approved by Centre Management.

TRADING HOURS

Exhibitions are to be set-up and ready to trade at 09:00 in the morning. Breakdown can commence at 19:00, unless otherwise agreed upon. Centre Management reserve the right to refuse setup should an Exhibitor turn up late.

Trading hours are as follows:

Monday to Friday: 09h00 to 19h00
Saturday: 09h00 to 17h00
Sunday and Public Holidays: 09h00 to 15h00

To uphold the image of the Centre, displays and exhibitions are required to be of a high standard. Centre Management reserve the right to remove display(s)/cancel the exhibition should you not comply with our standards.

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

Signed at Windhoek on _____ the day of _____ 2023.

Signature (Exhibitor): _____

EXHIBITION FORM – WERNHIL



<p>FOR OFFICIAL USE ONLY: Approved General Manager: _____</p> <p>Exhibition Coordinator: _____</p> <p>Full Payment Received General Manager: _____</p>
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EXHIBITION GUIDELINES, TERMS & CONDITIONS

Exhibition Approval.

1. Exhibitor should submit pictures of product (s) as well as layout of setup and await management approval before making payment, failure to do so may result in payment forfeit without refund.
2. No refunds will be made upon cancellation of an exhibition.

The Exhibition Space and Setup:

3. Centre Management hereby temporarily leases the exhibition space to the Exhibitor on the terms as set out in this agreement
4. The Exhibitor hereby undertakes to promote and/or exhibit his/her merchandise/services at the exhibition space for the period as set out in the application form.
5. Exhibitions are to be set-up and ready to trade at 09:00 in the morning. Breakdown can commence at 19:00, unless otherwise agreed upon.

Trading hours are as follows:

Monday to Friday: 09h00 to 19h00
 Saturday: 09h00 to 17h00
 Sunday and Public Holidays: 09h00 to 15h00

6. Distribution of pamphlets and/or any other promotional material is not allowed in the mall or in the parking area, without prior arrangement with Centre Management.
7. No surveys may be done inside or outside the Centre unless prior arrangements have been made with Centre Management.
8. Exhibition should be manned, neat, professional and of high standards during the entire time of the exhibition. Exhibition stand also need to be kept clean and tidy after hours.
9. Exhibitor shall, during the exhibition, keep the exhibition space clean and neat at all times. All storage or packaging material (for example cardboard boxes) has to be removed from the exhibition space, or concealed from public view before the commencement of the exhibition and during the exhibition.
10. No exhibitor will be allowed to showcase or sell other products different to what has been stated in the application form.
11. Wernhil Centre Management / Marketing will not be held responsible for any loss incurred by the Exhibitor
12. All exhibitions are subject to spot checks and inspections by Centre Management and may be terminated with immediate effect should exhibition stand/ employee not be up to standard.
13. Wernhil Centre Management reserves the right to cancel, or relocate, any exhibition and may ask exhibitor to change or remove any exhibition material at any time.

Competition and Tenants:

14. Tenants may not exhibit merchandise/services, which is not sold in their stores.
15. No promotion of products or services that are in direct competition to our tenant(s) will be permitted, unless approved by Centre Management



Cooking Shows:

16. 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.
17. The exhibitor must provide all equipment required for the event, which must meet health and safety regulations.

Audio Appliances and Volume:

18. In the case of audio appliances or equipment that causes auditory interference, exhibitors are to consider the interests of surrounding tenants and the public, i.e. volume levels are to be kept within reasonable limits. These limits are set by Centre Management who reserves the right to restrict or prevent audio broadcasting if considered necessary. Should the exhibitor be called upon to effect certain improvements and directives, but refuse to do so, the exhibition will be cancelled with immediate effect and no refunds will be made to the exhibition.

Postponement

19. Center Management reserves the right to postpone/reschedule an exhibition including (market and fair) to another date if unforeseen circumstances warrant such action. Should any eventuality prevent the holding of an exhibition, Centre Management will not be held liable for expenses incurred other than the cost of rental of exhibition space.

Liabilities

20. 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 Shopping Centre, its owners, employees, agents and tenants of any liability.
21. Exhibitors will be held liable for and shall repair any damages to the building, or to any person attending the exhibition or from any cause whatsoever, arising from the exhibit.
22. 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 at any time.

Promotion Materials & Advertising:

23. 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
24. The Marketing Department reserve the right to display their signage, banners, sign boards or any marketing material wherever deemed fit.
25. 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.
26. All exhibitors must supply own exhibition equipment, such as tables, tablecloths, chairs, screen boards, extension cords and must comply to the Centre Management rules and regulations.
27. Penalties of N\$1,500.00 will be charged if tables/ table cloths/ chair belonging to Wernhil are not returned to Centre Management offices.
28. All tables used during the promotion should be covered with tablecloths, unless otherwise agreed.
29. Tablecloths should fit the table and display and should reach floor level.
30. All signage – banners, posters and point of sale material – must be professional and approved by Centre Management. Handwritten signage is not acceptable and will be removed.
31. There must be no doubt as to the Exhibitor's identity.
32. Banners, posters, bunting etc. may only be erected in specific areas. No point of sale material may be placed on the pillars or any area outside of the promotional space.
33. 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.
34. Any electrical installation must be approved by Centre Management. No electrical cabling may be exposed, as this can be hazardous to the public.
35. All advertising material that includes the Wernhil logo must be approved by the Marketing Department before printing.
36. 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.
37. 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 center, 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:

- 38. All security arrangements if required must be coordinated 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.
- 39. 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, Omega 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 will be accounted to the exhibitor

I hereby declare that I have read and understood the above conditions and therefore acknowledge and consent to the above and agree to abide to the Exhibition Agreement.

Name of Exhibitor in Print

ID/Passport No.

Capacity

Signature

