

# *exhibition space* 2017



lucia  
mall  
exclusively yours



*exhibition*

promotional court space

# application form

The attached application form must be signed, completed and returned to La Lucia Mall for the attention of the marketing manager, via email on [csheasby@growthpoint.co.za](mailto:csheasby@growthpoint.co.za) or hand delivered to the Centre Management Office.

Company: \_\_\_\_\_ Cell number : \_\_\_\_\_  
Contact person & position: \_\_\_\_\_  
Postal address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number : \_\_\_\_\_  
E-mail: \_\_\_\_\_

## General

Description of promotion: products, staffing, activities, general overview, measurements, banners, etc... \_\_\_\_\_  
\_\_\_\_\_

Objective: sales, increase awareness... \_\_\_\_\_  
\_\_\_\_\_

Promotion dates: please provide preferred dates... \_\_\_\_\_  
\_\_\_\_\_

Areas requested: please refer to the promotional court key... \_\_\_\_\_  
\_\_\_\_\_

Special requests: trestle tables or La Lucia Mall tablecloths, plugpoints etc... \_\_\_\_\_  
\_\_\_\_\_

## Invoice details

Name of company: \_\_\_\_\_ Registration number: \_\_\_\_\_  
VAT number: \_\_\_\_\_ Payment method: \_\_\_\_\_  
Booked by  
(name, position, company): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Please attach visuals of previous promotions and/or of the promotion you would like to hold.

## trading hours

Mondays to Fridays: 9am - 6pm  
Saturday: 8:30am - 5pm  
Sundays & Public Holidays: 9am - 5pm

## contact us:

Tel: 031 562 8420  
Fax: 031 572 4214  
Mail: [csheasby@growthpoint.co.za](mailto:csheasby@growthpoint.co.za)  
Web: [www.laluciamall.co.za](http://www.laluciamall.co.za)  
[www.facebook.com/laluciamall](http://www.facebook.com/laluciamall)

## address:

90 William Campbell Drive,  
La Lucia, Umhlanga, 4051

## why partner with La Lucia Mall?

With ±130 of South Africa's top brand-name and speciality retail stores offering an upmarket, exclusive shopping experience, La Lucia Mall attracts over 6 million LSM 9 and 10+ shoppers per annum. La Lucia Mall offers you, your brand and your business high-profile exposure in our promotional courts for rental at exceptionally reasonable rates. Our courts are spacious and accommodating, perfect for any type of exhibition, event or promotion that appeals to our shoppers.

## application procedure for exhibition space

Please read the promotional criteria carefully.

1. Applications must be made in writing at least 2 weeks prior to the actual date being requested. A detailed description of the promotion, including visuals and your objectives, is essential. No verbal requests or "pencil bookings" will be entertained. Confirmation will then be forwarded in writing to you. Please do not begin any preparations without written confirmation.
2. Completion of the indemnity form and full payment must be made at least 7 days prior to the promotion. The applicant will be required to pay a non-refundable deposit (50% of the total amount) immediately upon confirmation of the booking. If the applicant fails to pay the deposit within 7 days of the application being approved, La Lucia Mall reserves the right to re-let the space for the period which the applicant had booked and/or cancel the booking entirely. (A court is regarded as paid for only once the proof of payment has been submitted to the marketing manager via fax, email or by hand).
3. Promotional courts can be utilised for awareness campaigns, however, any company or organisation that conflicts with the interests of La Lucia Mall and/or the La Lucia Mall tenants may not host any promotions at La Lucia Mall.
4. We reserve the right to immediately cancel forthwith any promotion if it is not acceptable to centre management, and/or due to any unforeseen circumstances in which case any refund due to the applicant will be paid back, provided such cancellation is due to centre management requiring the space for a centre promotion.
5. Non-compliance with the promotional criteria will result in the immediate termination of your contract without a refund.
6. If the applicant cancels the promotion less than 14 days prior to the confirmed promotional date, the applicant will be required to settle the full account with La Lucia Mall.



## promotional criteria

In order to uphold the standards of the mall, please take note of the compulsory display/promotional criteria carefully:

1. The display must be set up by 8:30am on the first day and removed by 6:30pm on the last day of the promotion.
2. The display is to be manned at all times by welcoming, well mannered and neatly dressed professional staff. No consuming of food or beverages is permitted in the promotional area at any time, in addition, promotional staff will not be permitted to use their cell phones recreationally while on duty.
3. Please ensure that the display signage is professional and well maintained for the duration of the promotion. Tables must be covered with a crisp and clean cloth, and must be floor length to conceal table legs, boxes etc.
4. The promotion/display area must be carpeted.
5. Standard signage must not be higher than 1,5m.
6. Signage must be professionally made and of a standard height that will not obscure any shopfront or tenant signage.
7. Noise levels will be monitored, and centre management permission is required if the applicant wishes to play music.
8. Additional security can be arranged in advance, and for the applicants account, with La Lucia Mall security.
9. Please do not apply glue or harsh products to the marble tiles.

## please note

Anyone entering this centre does so entirely at his or her own risk. The owner and management of the centre stipulate that they are absolutely unable to accept liability or responsibility for injury to, or the death of any persons or for damage of any nature whatsoever arising from negligence or any other cause, howsoever arising, which is suffered. Hawking, begging, loitering, samples or other material, taking of photographs, canvassing of tenants or shoppers and trading by persons who are not tenants of shops in the centre is not allowed. No animals are allowed in the centre with the exception of guide dogs. Charitable and similar activities are permitted only in cases where management has given prior written consent.

## vehicle displays

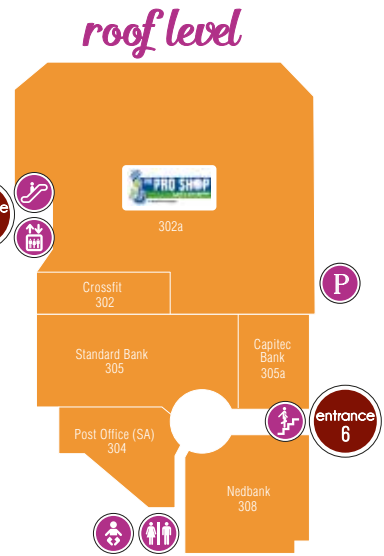
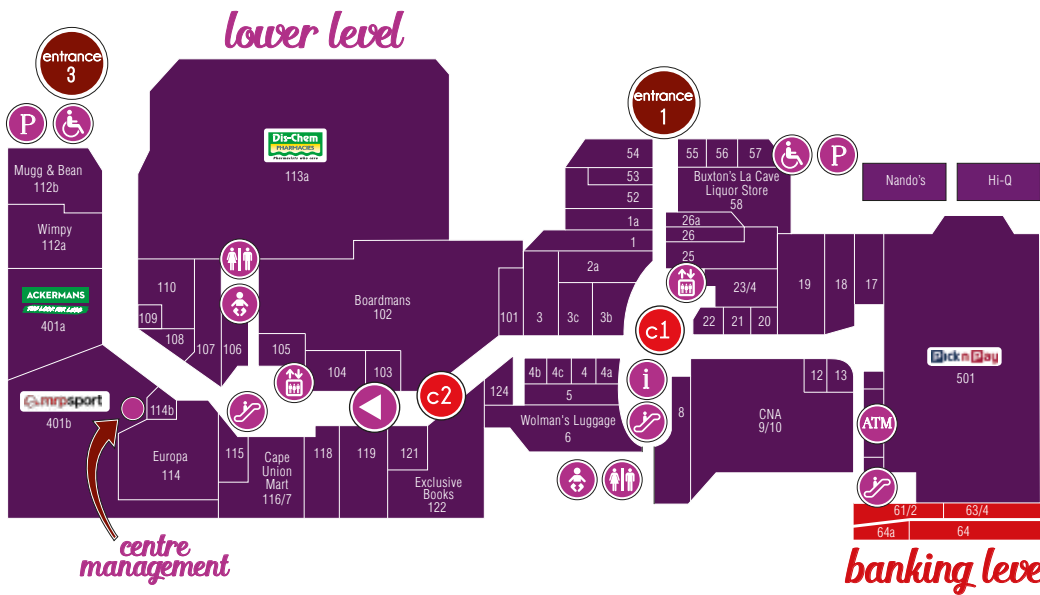
For vehicle displays, the entrance to La Lucia Mall must be measured by the applicant to confirm if the vehicle/s will fit through the entrance. If your vehicles are too large, special arrangements must be made with centre management for the removal and replacement of the entrance doors to accommodate the vehicles, **there is an additional cost for this service which will be for the applicant's account.** A 24-hour contact number must be left at the centre management office, alternatively a set of car keys must be made available to centre management granting the right to move the vehicle in the case of an emergency. The applicant will need to pre-confirm health and safety requirements with the operations manager (no petrol in the vehicle, and a fire extinguisher in each vehicle).

Please contact the Marketing Manager or the Customer Care Supervisor should you have any further queries on 031 562 8420.

# promotional court space

## mallmap keys

- Kiosk
- ATM ATMs
- Baby Care
- Bathrooms
- Disabled Facilities
- Escalators
- Information
- Lifts
- Parking
- Staircase
- Centre Court
- Food Lover's Market Court
- Dream Nails Beauty



	Court	Size	Price*	Per Week (7 days)	Per Day (Mon - Thurs)	Per Day (Fri - Sun)
	Centre Court	4m x 4m	R15 400	R2 200	R4 400	
	Exclusive Books Court	3m x 4m	R13 200	R1 650	R3 300	
	Red Square Court	3m x 3m	R 7 700	R1 100	R2 200	
	Foschini Court	2m x 2m	R7 700	R1 100	R2 200	
	Food Lover's Market Court	2.8m x 3.8m	R7 700	R1 100	R2 200	
	Dream Nails Beauty	1.8m x 3m	R7 700	R1 100	R2 200	

\*E & OE. All prices exclude VAT, and are subject to change without notice

Subject to availability and management discretion