



# MARKET YOUR BRAND

At Musgrave Centre

115 Musgrave Road, Durban | [www.musgravecentre.co.za](http://www.musgravecentre.co.za)

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*Exhibition Pricing & Application Forms*






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Exhibitions Coordinator | Raveshin Veerasamy  
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# MUSGRAVE EXHIBITIONS COURT PRICING

Please note all prices include VAT. Discounts are available for extended bookings (From 7 days +).

COURT NO.	EXHIBITION AREA	MON-THURS (4 Days)	FRI-SUN (3 Days)	MON-SUN (FULL WEEK)
1	<b>Pick 'n Pay   Level 1</b> (3m x 3.5m) Behind Escalators	R3 200 (R800 per day)	R3 750 (R1 250 per day)	R6 950 
2	<b>Clicks   Level 2</b> (3m x 3.5m)	R3 200 (R800 per day)	R3 750 (R1 250 per day)	R6 950 
3	<b>Red Square   Level 2</b> (4m x 8m)	R5 200 (R1 300 per day)	R4 200 (R1 400 per day)	R9 400 
4	<b>DSO   Level 2</b> (2.5m x 2.5m)	R2 800 (R700 per day)	R2 700 (R900 per day)	R5 500
5	<b>Woolworths   Level 3</b> (3m x 3m)	R3 200 (R800 per day)	R3 750 (R1 250 per day)	R6 950 
6	<b>Mugg &amp; Bean   Level 3</b> (3m x 3m)	R2 200 (R550 per day)	R2 400 (R800 per day)	R4 600 
7	<b>Spur Court   Level 3</b> (2m x 3m)	R2 200 (R550 per day)	R2 400 (R800 per day)	R4 600



*Electricity only available in courts with plug indicator*

## PLEASE NOTE:

- The above prices are effective as at 1<sup>st</sup> of June 2011.
- Payments are non-refundable.
- Should a display be removed or Management discontinues a promotion due to the exhibitor not conforming to the Centre's regulations, payments will not be refunded.
- The above prices exclude an amount of R25 per day for the compulsory use of Musgrave Centre's carpet (Charcoal grey – cut to size), trestle table, black fitted trestle table cloth and 2 black chairs. (All subject to availability).
- Please ensure you sign out and sign in these items else you will be liable for the replacement cost.

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# EXHIBITION APPLICATION FORM – MUSGRAVE CENTRE

Please complete the details below and return to Raveshin Veerasamy via hand delivery to the Centre Management Office, email on [raveshin@primelife.co.za](mailto:raveshin@primelife.co.za) or fax 086 535 9240

## COMPANY DETAILS

Company Name : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Contact No : Tel: \_\_\_\_\_ Cell: \_\_\_\_\_  
Fax No : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Physical Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXHIBITION DETAILS

Exhibition Dates : Please provide your preferred dates (please provide two options)  
(1) \_\_\_\_\_ OR  
(2) \_\_\_\_\_

Exhibition Court : Please provide your preferred court (please provide two options)  
(1) \_\_\_\_\_ OR  
(2) \_\_\_\_\_

Exhibition Description : Please provide product details and a general overview  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

(Please supply photos of previous exhibitions if available)

## INVOICING DETAILS

Company Reg. No : \_\_\_\_\_  
VAT Number : \_\_\_\_\_  
Contact Person : \_\_\_\_\_ (Person responsible for payment)  
Email Address : \_\_\_\_\_ (To send invoice)  
  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

# EXHIBITION RULES AND REGULATIONS

***If any part of the exhibition is found to be unsatisfactory, or if any of these rules and regulations are not adhered to, Centre Management will cancel the exhibition immediately and no refund will be due.***

1. Centre Promotions enjoy preference, and should it be so required, other exhibitions and promotions will be rescheduled.
2. Tenant exhibitions enjoy preference over exhibitions by non-competitive outside companies but once an outside company's exhibition has been confirmed it will not be cancelled to accommodate a tenant. No promotion of product or service will be permitted if it is in opposition to existing tenants in the centre, unless approval from the applicable tenant (s) has been received in writing.
3. Old Mutual Properties, Centre Management and Lifestyle Communications will not be held responsible for any loss or damage incurred for any reason whatsoever during an exhibition. All exhibitions must comply with Municipal Safety Regulations (OHSACT) 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 (Public Liability Cover required).
4. The landlord of Musgrave Centre reserves the right to cancel or relocate any exhibition and may ask any exhibitor to change or remove any exhibition equipment or material.
5. The fee per stand is set out in the exhibition rate card. Payments for exhibitions are payable in advance, by direct deposit. Details will be provided on the invoice. **Cancellation of bookings after confirmation of exhibitions will be subject to a 50% penalty fee.**
6. A photograph/drawing of the exhibition must be submitted for approval together with the exhibitor product profile on a company letterhead.
7. All exhibitions are subject to an initial setup checklist, spot checks and inspections. If an exhibition is found not to meet the standards of the centre, and cannot be improved, it will be terminated immediately and removed from the centre.
8. Penalties of R230/hour or part thereof will be charged to any exhibitor failing to comply with our trading hours or regulations and will be charged until such time as the problem is rectified.
9. The exhibitor must clear all exhibition courts after 5pm on the last day of exhibition if it is Monday – Thursday, or 6pm if it is a Friday, 5pm if it is a Saturday and 4pm if it is a Sunday.
10. Courts are subject to a maximum number of 4 promoters at any point in time. Exceptions to this need to be applied for in writing.
11. Exhibitors are not allowed to approach shoppers in a direct manner (not verbally or physically). If shoppers are being approached the promotion will be discontinued immediately.
12. Promoters must be professionally dressed, well groomed, friendly, courteous and well spoken at all times.
13. No smoking, drinking or eating is allowed at the stands at any times.
14. It is the exhibitors responsibility to leave the court space clean and in the manner in which they found it on arrival. A minimum charge of R300 will be charged to the exhibitor should the area be left in an unsatisfactory state.
15. | The centre or any staff member from the Centre Management team shall not be responsible for any loss, theft of damage sustained by the exhibitor whilst on the premises and incorporating the promotional period requested.

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16. Exhibitor products, display units or any other items belonging to the exhibitor are left on the property at your own risk. The landlord, managing agents and Primedia Lifestyle staff will not be liable in any way for theft, loss or damage in any way whatsoever.
17. To uphold the image of the centre, displays and exhibitions are required to be of a high standard. If we feel that this standard has not been met, the display will be removed.
18. Musgrave Centre Management reserves the right to terminate any exhibition, promotion or collection and to change or remove any exhibition material at its entire discretion.
19. No outside security company can be used by exhibitors. Security can be arranged with the centre security contractors, Enforce, at a nominal charge. A guard may be hired per 12-hour shift, provided bookings are made at least 7 days in advance. Please contact Richard Ndlela (072 337 3395). The hiring of extra security is for the account of the exhibitor.
20. All courts have height restrictions of 1,5m as defined on the individual court's floor plan.
21. Tenants can only exhibit stock normally on sale in their stores and may not sell stock from exhibition courts.
22. No pamphlets or any other promotional material may be distributed in the centre or parking lot. No helium balloons are allowed in the centre – please replace with air-filled balloons on sticks. However, pamphlets may be distributed at the exhibition stand. Only tenants are allowed to leave pamphlets at the Customer Service Desk.
23. A representative of the exhibitor/company must man the exhibition stand at all times during the centres trading hours, which are:
 

- Monday – Thursday	:	09h00 to 17h00
- Friday	:	09h00 to 18h00
- Saturday	:	08h30 to 17h00
- Sundays & Public Holidays	:	10h00 to 16h00
24. The fittings or finishes of the centre for example balustrades, pot plants, lamp posts, pillars, walls etc. may not be used by exhibitors as display structures or support. The use of screen boards will be allowed for this purpose if they meet the height restrictions.
25. In the case of using audio appliances or equipment that cause auditory interference, exhibitors must consider the interest of surrounding tenants and the public; i.e. volume levels are to be kept within reasonable limits.
26. Not all exhibition courts have power. If any additional power is needed or if you have special power requirements, you can make use of the onsite electricians/facilities managers. The additional supply or installation thereof is for the account of the exhibitor. If you want to make use of the centre electricians, please contact Phillip Vermeulen from Old Mutual Properties Facilities Management on 084 670 2743, no later than 7-days prior to the commencement of your promotion.
27. All storage or packaging material must be removed from the exhibition site or concealed from view during the exhibition period.
28. No surveys may be done inside or outside the centre without prior arrangement with Centre Management.
29. All exhibitions must be accompanied by printed or professionally done signage presented on a poster stand. The signage should be done in such a way that there is no doubt as to the exhibitor's identity. NO POP-UP branding is to be used in the centre it is preferable to have high-quality pull-up banners or other professional signage. **No hand written signage will be allowed.**

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