



## PROMOTIONS APPLICATION FORM

### HOW TO APPLY:

***Please read the guidelines carefully.***

1. Complete the attached application form and send it via email to [marketing@theridgemall.co.za](mailto:marketing@theridgemall.co.za)
2. Once your application has been processed, you will receive a letter informing you of the outcome of your application. Please do not begin any preparations without Written Confirmation that your application has been successful.
3. If you have any queries, please contact Marketing 021 413 7860 or email: [property@za.oasiscrescent.com](mailto:property@za.oasiscrescent.com) or [marketing@theridgemall.co.za](mailto:marketing@theridgemall.co.za)
4. Payment must be made 72 hours before the start of the promotion or the promotion.
5. Please note that The Ridge@Shallcross will not be obliged to refund clients should they cancel on less than 48 hours prior written notice.
6. Application forms must be received 14 working days prior to the promotion date.

If you are a tenant at The Ridge@Shallcross Shopping centre, the same rules of operation and application process will apply.

Please note that requests for use of space other than the courts outlined in this document may take longer to process, and are not guaranteed.

### ***Only Applicable to Tenants***

Please note that all tenants are welcome to use the courts, provided the correct application process is adhered to and court space is available.

The courts are allocated to tenants at no charge provided no other paying applicants have booked the space previously and the tenant contributes to the monthly fee of the centre.

Please note that you will need to complete the attached court application form and submit as per our standard court rental procedures.

The same rules and regulations will also apply in terms of quality of promotional material and content.

### ***Vehicle Promotions***

Please refer to page 8 of this document for the procedures for applying for a vehicle promotion.

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#### TRADING HOURS

MONDAY TO SUNDAY | RETAIL STORES: 10am - 7pm | CHECKERS HYPER: 8am - 8pm  
FOOD OUTLETS: OPEN TILL LATE | GPS COORDINATES: S 29 53.986 E 30 52.755

NAME AND SURNAME:\*

COMPANY NAME:\*

\*Fields to be completed in order for your application to be considered.

HOME ADDRESS:\*

POSTAL ADDRESS: \*

POSTAL CODE:

VAT NO:  \*If VAT Registered

REG NO:

TELEPHONE NUMBER:\*

MOBILE NUMBER:\*

FAX NUMBER:

EMAIL: \*

PREFERRED DATES:     —

ALTERNATIVE DATES:     —

Please tick

REQUESTED AREA:\* South Court (Outside Stylez):   
North Court (Outside Fashion Fusion):   
Other (Special Permission):

DATE OF APPLICATION:

SIGNATURE:

Would you like to receive marketing information from The Ridge@Shallcross

**FOR OFFICE USE ONLY**

APPROVED	
FULL PAYMENT DUE DATE	
INVOICE DONE	
FULL PAYMENT RECEIVED	

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Describe Promotional material item 1:	Item 1 measurements (h x w)	Item 1 (No. of units)
Describe Promotional material item 2:	Item 2 measurements (h x w)	Item 2 (No. of units)
Describe Promotional material item 3:	Item 3 measurements (h x w)	Item 3 (No. of units)
Describe Promotional material item 4:	Item 4 measurements (h x w)	Item 4 (No. of units)

Branding can only be used in the authorised court area.

**SECURITY  
ARRANGEMENTS**

The Ridge@Shallcross is not responsible for and will not be held liable for any damage or theft from the promotion. If there are items of value, please ensure

NAME AND SURNAME:

COMPANY NAME :

SIGNATURE:

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## Non-Selling\*

Area	Where	External Client		
	Location	Weekdays	Mon-Thu Special	Weekend
1.	South Court	R 450.00	R 1500.00	R 700.00
2.	North Court	R 450.00	R 1500.00	R 700.00
3.	Other *Special permission	R 450.00	R 1500.00	R 700.00

## Selling\*

Area	Where	External Client		
	Location	Weekdays	Mon-Thu Special	Weekend
1.	South Court	R 1000.00	R 3000.00	R 1500.00
2.	North Court	R 1000.00	R 3000.00	R 1500.00
3.	Other *Special permission	R 1000.00	R 3000.00	R 1500.00

## Weekend Rates (Friday-Sunday)\*

Area	Where	External Client	
	Location	Package	Weekend Peak (per day)
1.	South Court	R 3500.00	R 1500.00
2.	North Court	R 3500.00	R 1500.00
3.	Other *Special permission	R 3500.00	R 1500.00

### Car Park Per Bay - Outdoor Exhibition\*

DAILY RATE	WEEKENDS
R500	R700

### Car Exhibition - Indoor Exhibition\*

DAILY RATE	WEEKENDS + PUBLIC HOLIDAYS
R1000	R1500

\*All prices are exclusive of VAT

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- No promotion will be considered without written application.
- Promotions must be set up before 9am on the first day and removed by close of business on the day the promotion ends, except for vehicles which need to be removed by the following morning no later than 8:30am. Promotions must be removed each day after the promotion. If this is not possible, please specify if promotional items will remain after hours.
- No shop fronts or signage may be blocked by display items, hence the number of restrictions in terms of height, width, etc. It is therefore crucial that all measurements of screens etc. are supplied. The height restriction is 1.5m. Anything above this will be rejected. Gazebo's are not allowed inside The Ridge@Shallcross.
- All signage – banners, posters, point of sale material – must be professionally done. Handwritten signage is not acceptable.
- Banners, posters, bunting, etc. may only be erected in the specified areas. No point of sale material may be placed on the pillars or on the ceiling / sky light / bulkheads.
- The promotion should be manned during The Ridge@Shallcross' normal trading hours (9am to close of business).
- The Ridge@Shallcross' Centre Management reserves the right to make changes, at any time during any promotion, where they deem necessary. This will always be done in consultation with the promoter concerned. These changes would include, inter alia, blockage of shop fronts, inappropriate signage, height restrictions violated and signage displayed on pillars, the ceiling / sky light / bulkheads.
- Applications should be submitted no less than 14 (fourteen) days before the promotion commences.
- A 25% deposit is to be paid in order to secure promotional area at The Ridge@Shallcross should the application be made more than 4 weeks prior to the expo date.
- Should a promoter not comply with their original, signed off and agreed to, proposal for their promotion, The Ridge@Shallcross reserves the right to cancel the promotion immediately and retain any monies paid by the exhibitor.
- The Ridge@Shallcross' tenants, events and promotions enjoy preference and should it be so required, other promotions will be rescheduled to another suitable date.
- The Ridge@Shallcross shall not be held responsible for any loss, theft or damage sustained by the promoter while on the premises however the loss, theft or damage is caused and in this regard, the promoter holds The Ridge@Shallcross harmless. It is the sole responsibility of the promoter to make the necessary safety and security arrangements.
- No pamphlets or any other promotional material may be distributed at The Ridge@Shallcross or parking lot without the written consent of The Ridge@Shallcross, which consent will be at the sole discretion of The Ridge@Shallcross.
- All promoters must supply their own exhibition equipment, e.g.: tables, tablecloths, chairs, extension cords, etc.
- No selling; exchange of money or transactions is allowed in the promotional areas without the written consent of The Ridge@Shallcross, which consent will be at the sole discretion of The Ridge@Shallcross and a higher fee will be applicable.
- If there is damage to any of the courts resulting from a promotion, the promoter will be held liable for the damage and all associated costs. The courts are thoroughly checked before and after promotions to ensure that no damage has been caused.
- All promoters are obliged to allow customers to approach them during promotions, and must refrain from approaching or frustrating customers.
- Promoters may be required to attend meetings to discuss their application for promotion.
- Payment must be made in full 72 hours before the start of the promotion. If this has not been done, promotions will be cancelled and any monies paid over will be retained in order to cover any costs incurred.
- Please reference your payment to reflect that it is for "Promotions (followed by) your Ref No:" email a deposit slip as proof of payment to the following email addresses: property@za.oasisrescrescent.com and marketing@theridgemall.co.za.
- Where a promotion is cancelled and The Ridge@Shallcross has been given at least 5 (five) days prior consultation in writing, a full refund will be paid to the promoter. The promoter will be refunded any monies after costs have been deducted for any expenses incurred by The Ridge@Shallcross up until that point. Once the application has been approved a letter of confirmation will be forwarded to you. Please do not assume that it has been approved without a letter of confirmation.
- Oasis Group Holdings (Pty) Ltd. (OGH), its subsidiaries, employees, staff and management of The Ridge@Shallcross will not be held responsible for any loss or damage incurred for any reason whatsoever. The Exhibitor indemnifies and holds harmless from it and against any/all liability, including negligence, claims damages, costs and expenses, attorneys' fees, resulting from a claim by a third party, that may arise from any damages, consequential and/or inconsequential loss, and/ or expense which may arise directly or indirectly from or in relation to any act or omission, damage or theft, while on display during the promotion or any time whatsoever.
- During an exhibition, event, promotion, all exhibitors must comply with Municipal Safety Regulations (OHSACT) as well as by other regulations that may be required by Centre Management. All claims by the public for loss or injury will be borne by the exhibitor/promotor and you hereby indemnify OGH and its subsidiaries from any legal claims or legal action that may arise as a result of the above (Public Liability required).

Where a promotion is cancelled;

- The Ridge@Shallcross has been given at least 10 (ten) working days prior to notice in writing, a full refund may be paid to the promoter subject to the discretion of Centre Management. The Exhibitor may be refunded any monies after costs have been deducted for any expenses/inconvenience incurred at The Ridge@Shallcross up until that point.
- Should a promotion be cancelled between 5 (five) and 10 (ten) days prior, no refund will be provided to the exhibitor, however, another suitable date will be booked.
- Cancellations between 0 (zero) and 5 (five) days from the date of the promotion will result in forfeiting of all monies paid by the exhibitor/promotor.

Should an exhibitor not comply with their original, signed-off and agreed proposal, The Ridge@Shallcross reserves the right to cancel the promotion immediately and retain any monies paid.

I hereby agree to adhere to all the rules and regulations as stated above.

Signed on the:

Print Name:

Signature:

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1. Where a vehicle is required to be part of an exhibition, the Exhibitor should arrange both access, in and exit out of the centre with Centre Management no less than 7 (seven) days prior to the exhibition in writing.
2. Every promoter should ensure the following:
  - 2.1 Vehicles brought into the centre must be accompanied by a representative from The Ridge@Shallcross Centre Management.
  - 2.2 Vehicles may not enter the centre later than 8:30am on the day of the promotion and must exit no later than 8:30am on the day after the promotion.
  - 2.3 That a maximum of 10 (ten) litres of fuel is in the tank of any vehicle/s for security and fire preventative reasons.
  - 2.4 A spare set of keys for the vehicle/s must be left with The Ridge@Shallcross Centre Management.
  - 2.5 The battery must be disconnected on parking the vehicle for the promotion.
  - 2.6 Keep the vehicle/s on display clean.
  - 2.7 Keep unmanned vehicles locked and all convertible vehicles closed and locked outside exhibition hours.
  - 2.8 Ensure that all valuable belongings have been removed from vehicles.
3. The promoter shall:
  - 3.1 Only display the number of vehicles in the exhibition space as agreed with Centre Management.
  - 3.2 Display vehicles at own risk.
  - 3.3 Supply a suitably sized fire extinguisher for each vehicle.
  - 3.4 Ensure that each vehicle has a drip tray on the floor underneath the vehicle to avoid oil leaks on the tiles;
  - 3.5 Ensure that under no circumstances, except in case of emergency, that any vehicle allowed to be started during exhibition hours.
  - 3.6 You agree to indemnify, protect and hold The Ridge@Shallcross harmless from and against all liability, including The Ridge@Shallcross' negligence, claims damages, costs and expenses, including reasonable attorneys' fees and expenses, resulting from a claim by a third party, that arises from any damage, consequential and/or inconsequential loss, and/or expense which may arise directly or indirectly from or in relation to any act or omission, damage or theft caused by or to the vehicle while on display during the promotion or any time whatsoever.
  - 3.7 Oasis Group Holdings (Pty) Ltd. (OGH), its subsidiaries, employees, staff and management of The Ridge@Shallcross will not be held responsible for any loss or damage incurred for any reason whatsoever. The Exhibitor indemnifies and holds harmless from it and against any/all liability, including negligence, claims damages, costs and expenses, attorneys' fees, resulting from a claim by a third party, that may arise from any damages, consequential and/or inconsequential loss, and/ or expense which may arise directly or indirectly from or in relation to any act or omission, damage or theft, while on display during the promotion or any time whatsoever.
  - 3.8 Ensure that all vehicle alarms are deactivated at all times.

Please specify the following:

Quantity:

Make of vehicle/s: \_\_\_\_\_

Description (colour, mags, interior, spoiler, radio make, car lights, etc.): \_\_\_\_\_

I hereby agree to adhere to all the rules and regulations as stated above.

Signed on the:

Print Name:

Signature:

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