

Exhibitions Rules and Regulations

1. A promotion/exhibition is only deemed confirmed upon receipt of the full payment and once the Exhibition Agreement has been signed by the exhibitor and back in the possession of the Mall.
2. The in-centre areas all have a height restriction of 1,8m.
3. No exhibit may obscure a tenant's shop front from the public view at any given time.
4. Distribution of pamphlets and/or any other promotional material is not allowed in the Mall (other than in the designated exhibition space).
5. The fittings and finishes in the Mall (for example pot plants, water features etc) may not be used by exhibitors as display structures, or support. The use of screen boards will be allowed for this purpose. The exhibitor may not remove any standing furniture (for example dustbins or fixed benches). No Gazebos inside the Mall Area would be permitted.
6. In the case of audio appliances or equipment that causes auditory interference, exhibitors are to consider the interests of the surrounding tenants and the public i.e. volume levels are to be kept within reasonable limits. These limits are set by Atlyn 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, but refuse to do so, the exhibition will be cancelled.
7. All exhibition areas should be set up by 08:30 on the day the exhibit commences - and have to be operational by 09:00.
8. All exhibits have to be manned during the Shopping Centre trading hours.
 - Monday - Friday: 09h00 - 18h00
 - Saturday: 09h00 - 17h00
 - Sunday: 10h00 - 16h00
 - Public holidays: 09h00 - 17h00
9. No smoking or eating is allowed in the display areas.
10. All exhibition areas are to be cleared on the last day of exhibiting after 19:00. Failure to do so will result in a penalty fee of R1, 000.00 per day.
11. All storage or packing material (for example cardboard boxes) must be removed from the exhibition site, or concealed from view.
12. All exhibitions must comply with Municipal safety regulations and bylaws, as well as those that may be required by Atlyn Centre Management. All claims by the public for loss or injury will have to be borne by the exhibitor. Atlyn Shopping Centre, its owners, management agents and employees shall not be held liable for any damages sustained by the exhibitor, its invitees, agents, employees or contractors 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, proof of which have to be provided prior to the commencement of the exhibition.
13. Proposals detailing floor plans, decor and displays have to be submitted to Atlyn Shopping Centre's Centre Management before final confirmation of the exhibit.
14. When a vehicle is required to be part of an exhibition, the exhibitor should organise both accesses in and out of the centre, with Atlyn Shopping Centres; Centre management a week prior to the commencement of the exhibition.
15. Note: All cars displayed in Atlyn Shopping Centre may not have more than 5 litres of fuel in their tanks.
16. No surveys may be conducted inside or outside the centre without prior arrangement with Centre management.

17. 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, wall or trees).
18. The signage should be done in such a way that there is no doubt as to the current exhibitor's identity, or in the case of a tenant exhibition, where the shop is situated in the Mall and what products/services it has to offer. (Signage and stand is subject to management approval).
19. All tables used during exhibitions must be covered with neat tablecloths which must reach floor level. Collapsible tables are to be used exclusively. Exhibitors must secure the electric cabling with duct tape. No other form of tape is permitted to be used at any time.
20. Electric power points are available in most of the exhibition areas. However none of the cabling used by the exhibitor may be hazardous- or in any way exposed to the public.
21. All exhibitions are subject to spot checks and inspections by Centre Management.
22. Although Atlyn Shopping Centre has 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 security requirements during the duration of your display, please make alternative arrangement or contact Atlyn Shopping Centre's security company to arrange a designated guard for the area at the Convenor's cost.
23. Exhibitors will be held liable for any damages to the building, or to any person attending the exhibition, from any cause whatsoever, arising from the exhibit.
24. The landlord (or his official representatives) reserves the right to cancel, or relocate, any exhibition and may ask any exhibits to change or remove any exhibition material.
25. Management reserves the right of admission.
26. Please ensure that staff and contractors are familiar with Atlyn Shopping Centre's Exhibitions Rules and Regulations. Staff must also be easily identifiable when manning the exhibition.
27. 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 had been made to either party to this agreement- save for what is contained herein. And no waiver on the part of Atlyn Shopping Centre will prejudice Atlyn Shopping Centre's rights in any fashion whatsoever.
28. In the event of any breach of this agreement by the exhibitor, Atlyn Shopping Centre shall be entitled in its sole discretion to terminate this agreement forthwith. In which event all monies paid by the exhibitor will be forfeited as 'roukoop' to Atlyn Shopping Centre.