

**MARKVILLE SHOPPING CENTRE
COMMUNITY BOOTH REQUEST FORM**

PLEASE NOTE THE FOLLOWING CONDITIONS:

Forms must be completed in their entirety and returned to Markville's Administration Office. Requests are handled on a first-come, first-served basis and Community groups are permitted a maximum of three (3) bookings per year, between January to October, based on availability. A Certificate of Insurance, in the sum of five million dollars, naming ONTREA INC., The Cadillac Fairview Corporation Limited and Computershare Trust Company of Canada, is a mandatory requirement and **there is a two (2) week turn-around time for review of applications.**

Name of Organization: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Contact Name: _____

Contact Title: _____

E-mail Address: _____

Charitable Organization No: _____

Name of Event: _____

Purpose of Event
(Be very specific) _____

Name all organizations who
will be on-site during this event _____

Date Requested (1st Choice): Start Date: _____ End Date: _____

Date Requested (2nd Choice): Start Date: _____ End Date: _____

Date Requested (3rd Choice): Start Date: _____ End Date: _____

Has Markville previously provided space to this organization for **this same event**? Yes No

If yes, when? _____

DISPLAY DESCRIPTION

All activities are restricted to the Community Booth only and it is **MANDATORY** that your display be staffed during mall hours. (See page 3 for mall hours). The below description of your display must be very specific.

MERCHANDISE SALES

Will your organization be selling any products/merchandise for fundraising purposes? (e.g., music CDs, flowers, t-shirts, etc.). **Mall Management reserves the right to decline any product conflict (i.e., chocolates).**

Yes No

If yes, **ALL** items **MUST** be listed below:

WILL THERE BE ANY OF THE FOLLOWING

SOUND	Yes <input type="checkbox"/>	No <input type="checkbox"/>	SLIDES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FILM	Yes <input type="checkbox"/>	No <input type="checkbox"/>	VIDEO	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MEDIA	Yes <input type="checkbox"/>	No <input type="checkbox"/>	POLITICIANS	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes to any of the above, be very specific on what will be presented. **Mall Management reserves the right to decline all musical band requests.**

PROMOTION AND PUBLICITY

Will the event, display, or exhibit be publicized in anyway? Yes No

If yes, describe in detail below:

Will there be any literature? Yes No (If yes, a sample **MUST** be attached).

SET-UP & TAKE-DOWN REGULATIONS

Set-up and take-down **MUST** be done prior to mall opening and after mall closing unless otherwise approved by Mall Administration.

SHOPPING CENTRE HOURS

Monday to Friday: 10:00 a.m. - 9:00 p.m.
Saturday: 9:30 a.m. - 6:00 p.m.
Sunday: 11:00 a.m. - 6:00 p.m.

IN WITNESS WHEREOF the parties hereto have duly executed this application.

We, the undersigned have read and fully understand this document and the regulations contained hereof and assume full responsibility, both as individuals and on behalf of the named organization, to abide by said rules and regulations.

We indemnify and save harmless from any claims for damages no matter how caused which may arise from this activity, The Cadillac Fairview Corporation Limited, its associates and subsidiary companies, each tenant of The Cadillac Fairview Corporation Limited, their employees, agents, invitees successors, and assignees.

SIGNATURE: _____

ORGANIZATION: _____

Consideration of mall space is not possible until the completed application and a copy of your insurance certificate in the sum of five million dollars, naming ONTREA INC., The Cadillac Fairview Corporation Limited and Computershare Trust Company of Canada is received by the Markville Administration Office and is approved by a Markville Shopping Centre representative.

Please deliver or fax forms to:

**Markville Shopping Centre
Administration Office
Upper Level beside Tuxedo Royal
5000 Highway #7, East
Markham, Ontario
L3R 4M9
(905) 940-2239 (F)**

REGULATIONS GOVERNING NON-COMMERCIAL ACTIVITIES

1. The person or organization to whom a permit for non-commercial activities at Markville Shopping Centre is issued (Known as "The Permittee") will obtain at his expense all permits and licenses required by any government authority as well as a permit from the Markville Shopping Centre.
2. The Permittee will obtain Insurance Coverage in the amount of \$5 million naming ONTREA INC., The Cadillac Fairview Corporation Limited and Computershare Trust Company of Canada.
3. The Permittee has no right whatsoever to assign this permit to any other party.
4. Number of personnel engaged in this activity will be limited to the number authorized on the permit.
5. A responsible adult will be designated as on-site Supervisor and will at all times be in direct control of the activity and the identity of this person will be made known to the Mall Administration Office prior to commencement of activity.
6. Canvassers will remain at the Community Booth and will not canvass elsewhere in the Shopping Centre; customers will not be approached, solicited or in any way embarrassed by canvassers.
7. Markville Shopping Centre reserves the absolute right to cancel this permit at its sole discretion at any time without prior notice or warning. The Permittee disclaims any recourse in the event of such cancellation and agrees to cease operations immediately upon being so directed by the General Manager or his representative.
8. The Permittee undertakes to abide by all applicable government regulations and conduct its affairs in strict conformity with the law and in such a manner as not to bring any disrepute on Markville Shopping Centre or in any way offend, annoy, or interfere with Markville Shopping Centre's employees, customers or Retailers.
9. The use of megaphones, audio equipment, flashing lights or any other appliances or apparatus which might tend to annoy the public is strictly forbidden.
10. The Permittee will not affix advertising or promotional signs or material to any trees or surfaces in any manner without prior consent of Markville Shopping Centre.
11. The Community Booth, exhibit or space must be kept clean at all times; any garbage or debris must be taken to the various disposal areas. Clean up must be undertaken by the undersigned at the end of said term.
12. Any vehicle must be brought into the Mall before or after Shopping Centre hours and must adhere to bylaws of the Town of Markham's Fire Department. Once in place, vehicles may not be moved unless permission has been granted by the Administration Office. Automobiles and similar vehicles must be equipped with oil drip pans, tire pads, a safety/locking gas cap and no more than ¼ tank of gas. Once the vehicle is in place, the keys are to be left with Security.
13. Moving in or out of the Shopping Centre must be done before or after Mall hours.
14. Additional tables are not permitted at the Community Booth.
15. Proper attire is required of outside organizations while they are in the Shopping Centre. No sloppy dressing will be permitted.
16. Markville Shopping Centre reserves the right to reschedule dates, times or location of any activity permitted.
17. No sales of merchandise or service(s) are permitted by any exhibitor unless specifically approved by Markville Shopping Centre Administration.
18. Smoking is strictly forbidden within Markville Shopping Centre.

REGULATIONS FOR MALL DISPLAYS

1. **FIRE REGULATIONS** No open fires or flammable display material (i.e. straw, wood, etc., is permitted.)
2. **MALL PILLARS** Positively no signs, posters, stickers, chains, props, etc., are to be attached to mall pillars.
3. **MALL FLOOR** The mall floor surrounding the displays must be kept clear of boxes, supplies, etc., at all times. All material pertaining to any exhibit must be kept within booth area.
4. **BOOTH PERSONNEL** Please be advised that booth personnel, while on duty, **MUST** refrain from smoking, eating or drinking. Exhibitors are responsible for staffing booth with knowledgeable personnel during regular shopping hours.
5. **MALL FIXTURES** Under no circumstances may mall fixtures (benches, garbage cans, etc.) be used or moved by exhibitors.
6. **BALLOONS** Positively no balloons are permitted in the mall, helium or air-filled or otherwise.
7. **STORAGE** Markville Shopping Centre does not provide storage. Please note that all merchandise or items of value must be removed from the Mall each evening. We do not provide extra security for mall exhibits.
8. **RESTRICTIONS** Exhibits that display programs of a controversial, political, and/or religious nature are strictly prohibited. Exhibitors may **NOT** stop or park their vehicles on the sidewalks and the pedestrian entrance areas of Markville Shopping Centre to unload and/or load any part of their exhibit. Exhibitors and hosts thereof **MUST** park their vehicles in outer perimeter parking spaces.
9. **REQUIREMENTS** Hand-lettered, non professional signage will not be accepted. The exhibit must **NOT** exceed the boundaries of the designated location and should not comprise of components that exceed 5 feet in height. The quality of the exhibit must meet with the approval of an authorized representative of the Owner. Any reasonable request by Administration officials for changes or modifications in the exhibit must be completed or approval of the exhibit will be revoked. To ensure the protection of Markville Shopping Centre floors and surfaces, **NOTHING** may be used to fasten, affix, or otherwise attach any part of the exhibit to the premises and all equipment, etc., must utilize a soft, pliable material at all points of contact with mall floors and surfaces. An adult must supervise any exhibit that is hosted by children under the age of 16 at all times.