



## CADILLAC FAIRVIEW REQUEST FOR SPACE

Please send completed form to:  
Pacific Centre or Waterfront Centre  
Attention: Alison Branco  
(t) 604.630.5356 (f) 604.688.0394  
brancoa@cadillacfairveiw.com

Promotional Activity Information (please print)		Check (X)
Date:		
Company (full legal name):		
Address:		
Key Contact:		
Telephone:		
Email Address:		
If agency, state Client:		
Is program approved to proceed?		
Brand or Product involved:		
General description of program <i>(pending approvals)</i> :		
General Requirements		Check (X)
Date preferences:		
Length of promotion <i>(promotions are typically booked weekly)</i> :		
What is the purpose of your program <i>(new product launch, sampling, awareness)</i> :		
Target Audience:		
Which properties do you wish to conduct your promotion? <b>Pacific Centre</b> or <b>Waterfront: The Station at Waterfront</b> or <b>Granville Sq?</b>	<i>Pacific Centre      The Station at Waterfront      Granville Sq at Waterfront</i>	
Height of display <i>(not to exceed 5ft-6ft)</i> <i>Approx 8ft Outdoor:</i>		
Size and type of flooring or stage <i>(proper flooring is mandatory and carpet is not acceptable unless otherwise approved)</i> <i>Flooring is not required for Outdoor Spaces:</i>		
Size of Space <i>(please circle one)</i> :	10 x 10                      20 x 20                      Indoor                      Outdoor	
Photos or rendering of display:		
Preferred location:		
Will there be external advertising to communicate the event?		
Electrical and telephone requirements <i>(how many dedicated amps are required)</i> <i>Please note that internet is not available and if required, must be activated at the tenant's own cost):</i>		
Storage: <i>Rental is available at the tenant's expense</i>		
No External Parking Available		
Description of any hand-out materials <i>(pending approval)</i> :		
Description of any samples <i>(provide product list for approval)</i> :		
Signature:		
Date:		
<i>To be completed by Cadillac Fairview</i> <b>Rate per week per property:</b>		
<i>To be completed by Cadillac Fairview</i> <b>Total Owing plus HST:</b>		

**Please note: Promotion Guidelines on Pg 3.**

**CADILLAC FAIRVIEW - REQUEST FOR SPACE  
SHOPPING CENTRES**

*(please indicate which dates you would like to conduct your promotion)*

Shopping Centre	Requested Dates
Pacific Centre, Vancouver	
The Station at Waterfront, Vancouver	
Granville Sq at Waterfront, Vancouver	

# CADILLAC FAIRVIEW - REQUEST FOR SPACE PROMOTION GUIDELINES

## General Guidelines

- All clients/agencies must submit a preliminary rendering that includes: overall concepts, a key plan showing floor plans, dimensions, elevations, sections, flooring and signage details, colour renderings of signage and a list of materials being used within a ten (10) business day time frame.
- The Landlord will review the preliminary submission and provide directives and comments to the client/agency.
- Under no circumstances shall the final approved drawings be altered in any way, unless written approval is obtained from the Landlord. Any unapproved alterations to the drawings will result in termination of the contract.
- Promotional staff may not solicit, all customers must approach your booth. No exceptions.
- All Promotional staff are to remain within the booth area, no roaming or soliciting is permitted.
- A signed lease is required with full rent and proof of insurance provided to the National Promotions Manager within 2 weeks of signing the lease and before first property visit.

## Move In/Move Out Procedure

- Tenant (promotion) will contact the Shopping Centre's Specialty Leasing (SL) representative 10 business days prior to promotion with respect to Move In/Move Out details.
- Site visit is required within ten (10) business days from the date of the promotion.
- Directions to the location and specific contact information will be sent by the SL Department via email 3 - 5 business days prior to set-up.
- If storage is required, this must be indicated on the request form. If storage is available, a separate agreement will be forwarded to the client/agency for storage at an additional cost to the tenant.
- Keys will be issued upon arrival (if applicable).
- All keys must be returned to security dispatch upon departure (if applicable).
- Move Out must commence after mall hours the same day as the expiry of the term.
- All promotional material must be set up prior to 9:30 a.m. the day of the promotion.
- All outlet metal tabs must be adhered to on the floor upon leaving.
- Client/agency is responsible for ensuring the premises are cleared and presentable prior to leaving the Property.

## Promotion Unit Construction

- The height of the unit must not exceed five feet (5').
- All sides and top of unit must be completely finished and sealed. No openings or breaks in materials or finishes should be visible from any angle.
- Electrical, lighting and data for connection to mall services (if available) must be self-contained within the unit. Required electrical units must be specified.
- Storage is not permitted within the unit. All personal items (jackets, etc.) must be stored off-site or hidden in closed cabinets. Tupperware and other plastic bins are NOT acceptable storage solutions.
- Unit finishes and construction to convey a premium "best in class" look and feel. All materials must be durable and resistant to wear and tear and mall traffic.
- No vinyl or drapery skirting may be used to conceal any unfinished portions of the unit. All sides must be finished with solid boards featuring branding.

## Design Guidelines

- Unit must be able to be installed or removed within a time frame of one night (during off hours).
- All power/data cords must be concealed. If this is not possible, cords must be laid down with professional covers. Covers must be visually appealing and must match display and mall flooring. No duct tape is to be used.
- Security restraints must be communicated to the SL representative. No tarps or drapes may be used to conceal the promotional site at night. Locked storage may be available. This must be indicated on the request form, and a separate agreement is required.

## Flooring

- Units must be installed with their own base or flooring.
- Flooring to be professionally finished with no visible seams, joints or fraying.
- Flooring must cover the entire promotion area, not just sections.
- Flooring finish must be either: hard (wood or vinyl) or if approved in advance by the Landlord, soft (carpeted). If carpet is approved, a new carpet will be required for each promotion.
- All flooring edges should be low profile and must not pose a tripping hazard. Cords must be routed through the centre of the flooring, or have proper secure casings.
- Flooring must be easy to remove from the mall without causing damage to existing mall finishes.
- Flooring finishes to have a premium look and feel.
- No duct tape is to be used around flooring to secure electrical wires. Wire covers must be used.
- Carpet and/or flooring must be cleaned on a daily basis.

## Signage

- All units must supply their own signage.
- Vertical vinyl banners may only be used when displayed back-to-back on a self-standing banner holder (2 x 6 signage).
- Primary signage (main logo/identity) must be visible from all sides of the unit, either as a 3-dimensional sign or as 4 individual signs facing outward on each side.
- Primary signage should be visible and easy to read from a distance and readable from all angles and upper floors of mall.
- All signage to have a premium look and feel. Signs should be professionally printed/fabricated. No hand-made signs may be used.
- Signs should be made of rigid materials. No hung vinyl or paper signage is permitted.

## Vehicle Promotion Unit (if applicable)

- When a Promotion Unit is used to display a vehicle, the vehicle must sit on a display pad consisting of a solid platform with a ramped edge.
- A sign holder for displaying information should be provided for each vehicle and/or LCD television.
- Rope and pole around perimeter of display pad is optional.
- All vehicles must have pads on tires to protect flooring.
- No sprays of any kind may be used on tires or cars.
- Battery must be disconnected.
- Oil and gas tank levels must be as low as possible.
- Drip trays must be placed on the floor in case excess oil drips were to occur.
- Vehicles must be wiped down every day to eliminate the appearance of dust.