



COMMUNITY BOOTH REQUEST FORM

Please complete this form which will enable WOODBINE CENTRE to process your request and schedule a date for space. Once completed, return this form to the Woodbine Centre Administration Office or fax to 416-675-1543.

Name of Organization: _____

Address: _____

Contact Name: _____

Telephone & E-mail: _____

LOCATION REQUESTED: _____

Display Description & Physical Requirements:

Please note, an Insurance Certificate naming the Ownership group & Property Management of Woodbine Centre is MANDATORY for any organization setting up in the Centre. Additional details attached, see # 2.

Will there be: SOUND _____ FILM _____ VIDEO _____ SLIDES _____

Are there power requirements? YES _____ NO _____

If so, please describe:

Promotion and Publicity:

Will the event, display, or exhibit be publicized in any way?

YES _____ NO _____ : IF YES, HOW? _____

Will there be any literature? YES _____ NO _____ (If yes, please attach a sample)

PURPOSE OF ACTIVITY: _____

PROCEEDS WILL GO TO: _____

CHARITABLE ORGANIZATION #: _____

DATE (S) REQUESTED: FROM _____

TO _____

HAS A PERMIT BEEN PREVIOUSLY ISSUED TO THIS ORGANIZATION / PERSON?

YES/NO: _____ **WHEN LAST?:** _____

We, the undersigned have read and fully understand this document and the regulations contained on pages 2 and 3 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, 2058790 Ontario Ltd, Avison Young Property Advisors & Managers Inc., its associates and subsidiary companies, their employees, agents, invitees successors, and assignees.

SIGNATURE: _____

FOR CONFIRMATION OF ACCEPTANCE OF THIS APPLICATION CALL (416) 674 - 6240

SIGNED WHEN PERMISSION GRANTED

Marketing Co-ordinator

Marketing Director

PLEASE NOTE THAT A COPY OF THIS FORM SHOULD ACCOMPANY THE PERSON STAFFING BOOTH. Reservation of Mall space is not possible until a completed form and a copy of an insurance certificate is received by Woodbine Centre's Administration Office at Woodbine Centre, 500 Rexdale Boulevard, Etobicoke, Ontario M9W 6K5 or by fax (416) 675-1543

REGULATIONS GOVERNING NON-COMMERCIAL ACTIVITIES

1. The person or organization to whom a permit for non-commercial activities at Woodbine 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 Woodbine Centre.
2. The Permittee will obtain commercial general liability insurance coverage against personal and bodily injury including death, and property damage, with respect to Tenant's business and Tenant's use and occupancy of the Space, on an occurrence basis and having a limit of not less than \$2,000,000; the following must be named as Additional Named Insured: (1) Avison Young Property Advisors & Managers, (2) 2058790 Ontario Limited
3. The Permittee has no right whatsoever to assign this permit to any other party.
4. 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.
5. Canvassers will remain in the area designated and will not canvass elsewhere in the Shopping Centre; customers will not be approached, solicited or in any way embarrassed by canvassers.
6. Woodbine Centre reserves the absolute right to cancel this permit at its sole discretion at any time without prior notice or warning. The Permittee agrees to cease operations immediately upon being so directed by the General Manager or his representative.
7. 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 Woodbine Centre or in any way offend, annoy, or interfere with Woodbine Centre's employees, customers or Retailers.
8. The use of megaphones, audio equipment, flashing lights or any other appliances or apparatus which might tend to annoy the public is strictly forbidden.
9. The Permittee will not affix advertising or promotional signs or material to any trees or surfaces in any manner without prior consent of Woodbine Centre.
10. Organizations requesting permit must supply their own A.V. equipment if required. In addition, your 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.
11. Any vehicle must be brought into the Mall before or after Shopping Centre hours and must adhere to bylaws of the City of Toronto (Etobicoke) 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.
12. Moving in or out of the Centre must be done before or after Mall hours unless otherwise arranged.
13. Tables must be properly covered with fire-retardant skirting. Bare tables are not permitted.
14. Proper attire is required of outside organizations while they are in the Shopping Centre. No jeans or inappropriate dressing will be permitted.
15. Woodbine Centre reserves the right to reschedule dates, times or location of any activity permitted.
16. No sales of merchandise or service(s) are permitted by any exhibitor unless specifically approved by Woodbine Centre Administration.
17. Smoking is strictly forbidden within Woodbine 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 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 the immediate area.
4. Personnel Please be advised that booth personnel, while on duty, should refrain from smoking, eating or drinking. Exhibitors are responsible for staffing booth with knowledgeable personnel during regular shopping hours - 10:00a.m. to 9:00p.m. on weekdays, 9:30 am to 6:00 pm on Saturdays, 12:00p.m to 5:00 pm Sundays.
5. Mall Fixtures No mall fixtures (benches, garbage cans) may be used or moved by exhibitors. Please contact Guest Services for assistance.
6. Balloons Only air-filled balloons may be used in the Mall. **No Helium balloons will be permitted.** Air tanks must be locked to a proper stand or they will not be allowed on the Mall as per fire regulations.
7. Storage Woodbine Centre does not provide storage. Valuables such as projectors may be stored overnight in lockers. Please note that all merchandise or items of value must be removed from the Mall each evening or stores as per above. 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 Woodbine Centre to unload and/or load any part of their exhibit.
10. 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 6 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 Woodbine 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. NO TAPE allowed, cords must be covered by a mat or carpet. An adult must supervise any exhibit that is hosted by children (under the age of 16) at all times.