



A B E R D E E N
M A L L

Application Form
Display, Community and Exhibition Space

Please complete form and return to:
Administration Office
Jenn McEwen, Guest Services Supervisor
275 – 1320 Trans Canada Hwy West
T: 250-314-6261 F: 250-374-6176
Jennifer.mcewen@cushwake.com

Today's Date: _____

Official Name of Organization: _____

Organization Charitable No.: _____

Phone No.: _____

Address: _____ **Postal Code:** _____

Authorized Representative: _____

Title: _____

Email: _____

Organization's Function: _____

Name of Exhibit: _____

Purpose of Exhibit: _____

If the purpose is fundraising, how much do you anticipate raising? _____

Date(s) of Exhibit: _____

Display Description and Physical Requirements: _____

Promotion and Publicity:

Will event, display, exhibit, be publicized in any way whatsoever?

Yes _____ No _____

If yes, how? _____

Samples of all notices, media release and any subsequent coverage must be forwarded to the Shopping Centre Management Office.

Loading and unloading requirements: _____

Media:

All media must be pre-approved by management prior to invitation. Any media invitations to the mall must be explicitly approved by the management office, and media are expected to follow all guidelines (i.e. signing in at Guest Services, completing Media Request Form, etc.)

Insurance:

Prior to the event, display, exhibit, the Exhibitor shall at its own expense and cost obtain a Certificate of Insurance in the minimum sum of:

TWO MILLION -- DOLLARS \$2,000.000

Public liability and property damage, naming the Exhibitor and:

**Seacliff Properties (Aberdeen) Ltd.
Aberdeen Kamloops Mall Limited
Cushman & Wakefield Asset Services Inc.**

as additional insured. No agreement will be accepted and signed by the Landlord unless a Certificate of Insurance has been provided and attached to this form.

**INSURANCE MUST BE SUBMITTED AND APPROVED BY LANDLOARD 72 HOURS
PRIOR TO EXHIBITOR ARRIVAL.**

