



Unit #2201-2929 Barnet Highway, Coquitlam, B.C. V3B 5R5
Attention: Laurie karsen, Guest Services Supervisor
Fax # 604-464-7216

Application for Community Kiosk 2017 (Please PRINT Clearly)

* Applicants must meet criteria for usage of the not-for-profit Community Kiosk at Coquitlam Centre and acceptance will be at the discretion of Coquitlam Centre. Please ensure all sections of this application are filled out in full to help expedite the process.

New: _____ Renewal: _____ Approved: _____ Date: _____

Company's Legal Name: _____

Division, Chapter etc: _____

**Charitable Registration Number: # _____

Address: _____
Apt# / Unit# Street City & Province Postal Code

Contact Person: _____ Email: _____

Phone: (_____) _____ - _____ Extension: _____

Fax: (_____) _____ - _____ Cell: (_____) _____ - _____

Type of Promotion: _____

Will there be a vehicle displayed? Yes _____ No _____

Please list anything that will be sold: _____

Please indicate period desired: Start _____ End _____
Month/ Day/ Year Month/ Day/ Year

The following must be received at least one week prior to your event:

- a) Copy of Liability Insurance for \$5,000,000 naming Coquitlam Centre Shopping Centre (2929 Barnet Highway, Coquitlam, BC, V3B 5R5) with both "Pensionfund Realty Ltd." and "Morguard Investments Ltd." as additional insured.
- b) A non refundable Administration Fee of \$11.20 (including HST) is to be paid. (cheque/cash only)

Please Note:

1. Due to the volume of requests, Coquitlam Centre gives preference to local charities and on a first come-first serve basis.
2. In an effort to promote a professional environment to our shoppers and our tenants, any temporary and not-for-profit Community Kiosk contracts are required to follow the guidelines set out by the Landlord.
3. Please be advised that only one double-sided 22" x 28" sign is permitted at the Community Kiosk or a 3' x 6' independent scroll banner. A sign holder will be provided.
4. Any signs placed on the table top should be in professional plexiglass sign holders and are available by pre-request to Laurie Karsen.
5. Absolutely no taping, pinning or adhering to properties of Coquitlam Centre including the Community Kiosk.
6. Security is authorized to remove any banners or other signage that has not been approved by the Landlord.

As agent for the owner of Coquitlam Centre, Morguard Investments Limited ("Morguard") is committed to maintaining the security and confidentiality of personal information in accordance with applicable privacy legislation and our Privacy Policy. By completing and signing this form, you are consenting to Morguard collecting, using and disclosing your personal information in order to identify and communicate with you, for such other purposes as may be necessary in order to provide you with the products and/or services you have requested, and for any other purposes where you consent to where such collection, use or disclosure is permitted or required by law. You represent that you have all necessary authority and/or have obtained all necessary consents from any other individuals about whom you have disclosed personal information to Morguard in order to enable us to collect, use and disclose such personal information to fulfill the purposes described above. For further information regarding Morguard's personal information handling practices, please



Coquitlam Centre COMMUNITY KIOSK
Rules and Regulations

Display must be manned during full mall hours.

Regular mall hours are as follows:

Monday and Tuesday 10:00am - 7:00pm
Wednesday to Friday 10:00am - 9:00pm
Saturday 9:30am - 7:00pm
Sunday 11:00am - 6:00pm
(Note: Statutory Holidays are 11:00am – 6:00pm)

1. Vehicles of display staff must be parked in the roof top parking area accessible from the north of Walmart.
2. For loading/unloading, exhibitors must use West Mall loading dock #1. Vehicles are to be brought in through the West Mall doors.
3. Set up of display must be completed before the mall opens (by 9:45 a.m. weekdays). Coquitlam Centre staff will not be available to help you with your display. If you require assistance, ensure you bring someone to help.
4. Re-stocking, takedown/removal of display can only be done when the mall is closed. All of the display must be removed from the premises on the last day of the rental period.
5. Floors must be protected from damage by exhibits (use carpets, plastic, etc.). Carpets etc. must be bound on the edges to lay flat.
6. The mall will provide use of the Community kiosk and two stools. Chairs or tables are not provided, nor permitted without prior written approval by the shopping centre.
7. Absolutely no smoking, drinking or eating at the display.
8. It is the responsibility of the exhibitor to keep the display area clear of garbage at all times.

9. Any costs incurred due to damage caused by an exhibitor will be the responsibility of the exhibitor or his agent.
 10. Electrical wiring must be covered with floor casing and taped down with CLEAR PACKING tape; absolutely NO DUCT TAPE is permitted.
 11. No handwritten signs will be permitted. Signage must be professionally printed. Flashing and neon signs/lights are not allowed.
 12. Signage, merchandise or other items may not be affixed, in any way, to the building, landscaping or the Community kiosk. This includes escalator floors, glass/oak railings, brick pillars, ceiling, benches, doors, windows, planters, etc.). (Please see attached notice for acceptable advertising practices)
 13. Coquitlam Centre will not be responsible for any loss or damage to the display, or injuries sustained by staff while on the Mall premises.
 14. All displays must be visually acceptable from all angles per the Landlord's approval.
 15. The Landlord has the right to relocate the display at his/her discretion.
 16. All vehicles placed inside the shopping centre must:
 - Driven in very slowly with a guide person directing and security must be called prior to bringing vehicle in.
 - Relocation of the vehicle, without permission of the Administration Office will constitute a violation of this contract, thus immediately terminating the contract.
 - Have a locking gas cap.
 - Have a protective carpet under all wheels.
 - Have battery cables disconnected.
 - Have a spill pan or plastic sheet underneath the engine to catch all possible oil drips be wiped off prior to entry into the mall.
 - A set of keys must be left with Security.
(Please phone Security upon arrival 604-468-5658)
 17. Solicitation of customers and passers-by is not permitted.
 18. Petitions are not permitted in the Centre. Materials may be distributed, but must be placed on top of the Community Desk or in the display rack.
 19. Due to the limited amount of space there should be no more than six (6) people at the Community Kiosk at any given time.
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Should you have any questions or concerns while at Coquitlam Centre, please contact Guest Services at 604-464-1414. You may also reach a Representative via the Info Line Phone by the Store Directory map in front of Rogers Wireless.

I hereby acknowledge that I have read, understood and agree to abide to the Coquitlam Centre Community Kiosk Rules and Regulations.

Name (printed)

Signature

Date



Coquitlam Centre Community Kiosk Advertising Rules and Regulations

Acceptable Advertising Practices for Coquitlam Centre – Not-for-Profit Community Kiosk

22x28 Show cards are acceptable and encouraged! As our Not-for-Profit guest, you are welcome to borrow the show card signage next to the Community Kiosk

SPECIFICATIONS for Show Cards

- 22" x 28" single sided sign
- Sign holder frame covers 1/4" on all sides of sign
- Must have a card stock backing to ensure that it stands in frame (Digital print mounted on 040 Card Stock)

Paper Advertising

You are welcome to print your advertising from your computer and post it in our plexi-sign holders as long as it is clear and professionally esthetic.

(Please let us know in advance if you wish to have any of the below listed available to you, for your event, at the time of booking).

We have sign holders in 4 different sizes:

- 8.5 x 11 (Standard Letter Size clear Plexi-Plastic table top stand)
- 8.5 x 14 (Legal Size clear Plexi-Plastic table top stand)
- 11 x 17 (Poster size clear Plexi-Plastic table top stand)
- Leaflet size (brochure) clear Plexi-Plastic table top stand)

For Vehicle or Raffle Items

When bringing in a vehicle or raffle item, please be sure the 3rd party advertising is done in moderation. For vehicles, we suggest that the advertising be limited to the inside windshield of the vehicle.

For raffle items, advertising should be contained within the draw/ballot box (clear plexi box, with plexi 8.5x11 stand attached.)

UNACCEPTABLE ADVERTISING:

- Banners. Or anything that is taped, draped or otherwise adhered to the kiosk front.
- Posters taped to Show Card stand
- Anything attached to sprinkler heads, lighting, escalator floor walls, booth counter, glass or otherwise.

- Obstructions such as Sandwich Boards
(any free standing advertising other than what is offered by Coquitlam Centre will need to be approved at the time of booking, failure to do so, could result in refusal to allow free standing advertising)
- Props: unfortunately, we do not have room in front of or behind the booth,
- Where “props” would be considered non-obstructing.
- Tattered/damaged/soiled signage of any kind is not permitted. Please be sure any of your signage is in good shape.

I hereby acknowledge that I have read, understood and agree to abide to the Coquitlam Centre Community Kiosk Advertising Rules and Regulations.

Name (printed)

Signature

Date