

## OPPORTUNITIES FOR CHARITIES AND NOT-FOR-PROFIT ORGANIZATIONS

Capilano Mall supports the community and one way we do that is by offering a complimentary location for Charities or not-for-profit organizations to raise money and awareness.

Over the years many charities have set up at Capilano Mall's charitable locations to raise money and awareness. Read on and find out how your charitable group can too.

### Who can use the charitable location?

Any not-for-profit charitable groups and/or organizations that are able to provide a government-sanctioned charitable number are eligible to use Capilano Mall's complimentary charitable location. A concerted effort is made by our marketing department to address as many groups as possible, demonstrating Capilano Mall's genuine support of charitable organizations. The location must be used solely for fund-raising and/or information awareness activities.

Each organization can apply to be in Capilano Mall's complimentary space for one week, twice per year, so that as many different non-profit organizations as possible can use the space. Due to the busy Holiday Season, Capilano Mall organizes specific community fundraising events and therefore does not accept requests from non-profit or charitable organizations during the months of November and December.

### What sorts of charitable organizations will Capilano Mall host?

Capilano Mall evaluates all proposals and strives to cater to a diverse blend of charities and non-profit organizations. Hosting non-profit and charitable organizations is just one of the ways Capilano Mall reaches out and gets involved with the community, and we feel it is a very important function in serving our consumer.

### How do charitable organizations pre-register?

We must receive your request, in writing, one month in advance. If your request is approved, your organization will be required to complete a Temporary Occupancy Agreement and provide written proof of general liability insurance, minimum value \$2 million, with **bcIMC Realty Corporation, Bentall Retail Services LP, Capilano Mall and the Capilano Mall Merchants' Association** listed as additional named insured.

Charities must also agree to abide by our guidelines. There are strict and specific rules governing such things as performances, offering food samples and bringing in animals.

### Want to apply?

If you represent a charity or non-profit organization and wish to set up at Capilano Mall, please send us:

- Detailed information about your group
- The nature of the event (e.g. fundraising)
- Contact information
- Which dates you wish to use our facilities
- How many tables and chairs you require us to supply

Please submit your request via this Web site, or send it with complete details to Marion Menzies at:

Capilano Mall Administration  
#400 – 935 Marine Drive  
North Vancouver, BC V7P 1S3

Fax: 604-980-8584  
Email: mmenzies@bentall.com

### Important Points

- Regarding raffles, the organization is responsible for obtaining or providing a registered lottery licence number.
- If sales are to take place, they must be reported on the provided sales schedule.

## Exhibitor Display Guidelines

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1. There is to be **NO DIRECT SOLICITATION** by any exhibitor. All exhibitors are to remain at their displays while in the mall.
2. The mall will provide chairs, tables and skirting as indicated at the time of booking. **All cartons are to be kept out of sight beneath the draped tables.**
3. The need for electrical access should be indicated at the time of booking. The use of amplified equipment is prohibited.
4. **Under no circumstances are decorations or signage to be taped or secured to mall columns, planters or structures.**
5. Exhibiting retailer agrees to undertake cleanup of all materials during and immediately after exhibition. The exhibitor agrees to place all trash and other garbage in designated garbage compactors. No waste shall be placed in garbage containers in the mall common area.
6. Vehicles brought into the mall for display must have a locking gas cap, tire pads under each wheel, drip sheet under the engine, and battery cables disconnected. No oil based products are to be used on tires. Keys must be left with mall security. Vehicle must be maintained daily i.e. fingerprints removed, pamphlets kept in a tidy manner. Vehicles must be moved in and out prior to, or after (never during) mall hours.
7. **Signage is the exhibitor's expense** and must fit in the sign cardholders provided by the mall (22" wide, 28" high, ¼" deep). Signage must **not** be handwritten. The mall will provide you with the name of a reliable sign company if requested.
8. Set up of display must take place prior to or after mall hours. Take down and move out must take place after closing on final day of exhibit through entrances designated by the mall.
9. All displays are to be manned during mall hours stated below:  
(Mon, Tues & Wed 10:00am to 6:00pm, Thurs & Fri -10:00am to 9:00pm, Sat - 9:30am to 6:00pm, Sun 11:00am to 6:00 p.m.)
10. Displays shall not exceed 5 (five) feet in height, 6 (six) feet in width and 10 (ten) feet in length. Skirted tables and chairs will be provided by the mall upon request
11. No mall, sidewalk, entry, passageway, elevator, or staircase shall be obstructed or used by the exhibitor, its officers, agents, servants, employees, contractors, customers, or invitees for any purpose.
12. A responsible **adult is to be on site as supervisor** and will at all times be in direct control of the exhibit. Please keep eating to a minimum while at the display; meals should be taken elsewhere.
13. North Vancouver Bylaws prohibit smoking in public access areas. Any person manning exhibits should be instructed to please refrain from smoking.
14. All exhibitors must park in designated staff parking areas (3<sup>rd</sup> level parkade) while at Capilano Mall for display purposes. No vehicles may be left on mall or storage or over night.
15. Exhibitor agrees not to distribute helium filled balloons on mall property.
16. No television, radio, telegraphic or telephone, megaphone or other form of sound amplification or reproduction equipment or similar device and no lighting device or other apparatus or equipment which the shopping centre determines to be annoying or offensive shall be used.
17. The exhibitor or organization to whom use of the mall has been granted, will at their own expense, obtain all permits and or licenses required by any government authority.
18. **All exhibitors must submit a copy of Liability Insurance Coverage, Minimum: \$2,000,000.00**
19. Capilano Mall reserves the absolute right to cancel use of mall facilities or relocate exhibitor (without reimbursement of monies paid) at its sole discretion at any time, without prior notice or warning, and the permittee disclaims any recourse in the event of such

cancellation and agrees to cease operations immediately upon being directed by the mall Manager, Marketing Director, or Specialty Leasing Agent.

20. The exhibitor consents to, and confirms its authority to consent to, Bentall's collection, use, and disclosure, for such purposes, of personal information about employees of the exhibitor and other individuals whose personal information is provided to Bentall in connection with this agreement. The information provided is protected under the Privacy Act, a copy of Bentall's Privacy Policy can be found at [www.Bentall.com](http://www.Bentall.com).