



# PRIMROSE MANAGEMENT LIMITED

Prestige Plaza, Ngong Road  
P.O. Box 45425 - 00100  
Nairobi, Kenya



Tel: 254 020 3878057  
Fax: 254 020 3874551

Cell: 0710 602 246  
Cell: 0735 602 246

Email: info@prestigeplaza.co.ke

## BOOKING FORM

### ACTIVATIONS/PROMOTIONS/ROADSHOWS/FLYER DISTRIBUTION

Contact Person: .....

Company Name: .....

Contact Details: .....

Description of event: .....

Location of event: .....

Space Required: .....

Duration of event: .....

Set-up Date & Time: .....

Teardown Date & Time: .....

Name & Contact of  
Set up/Tear Down Team: .....

### **INVOICING/QUOTATION DETAILS - to be addressed and sent to:**

Company: .....

Attention: .....

Telephone: .....

Physical Address: .....

Postal Address: .....

Email Address: .....

PIN Number of Company: .....

- Payments can be sent via MPESA to Pay bill No. 698125 or by Cheque payable to Primrose Management Limited or Cash paid to the office.
- A penalty fee of Kshs. 5,000/- will be charged for any one bounced cheque.
- If a company is to withhold any taxes payable to the government authority, an official remittance advice of the same should be provided before the promotion takes place.
- A quotation shall be issued based on the above requirements.
- A tax invoice/receipt will be issued upon full payment of your promotion.

**A written synopsis on the exact nature of your promotion**, sketch or likeness of the Promotion stands to be erected, with measurements, props and any other details, together with the manner in which the promotion will be conducted.

.....  
 .....  
 .....  
 .....

Names of exhibitors to be present at venue (Max of 3 pax for 3m x 3m space):

1. .... I. D. No. ....  
 2. .... I. D. No. ....  
 3. .... I. D. No. ....

Any other special requirements/comments/conditions: .....  
 .....  
 .....

**Please complete the part below to confirm your acceptance of all the Terms & Conditions herewith and email page 1 & 2 back to us on [marketing@prestigeplaza.co.ke](mailto:marketing@prestigeplaza.co.ke) or [info@prestigeplaza.co.ke](mailto:info@prestigeplaza.co.ke)**

NAME: .....

DESIGNATION: .....

COMPANY: .....

SIGNATURE: .....

DATE: .....

**FOR MANAGEMENT PURPOSES ONLY:**

Approved by: .....

Payment Details:

PAYMENT MODE	CHEQUE NO.	AMOUNT	INVOICE NO.	RECEIPT NO.

For further enquiries contact us on:  
 0706 288 120  
 0710 602 246  
 0735 602 246



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## **TERMS AND CONDITIONS FOR HOLDING EVENTS, PROMOTIONS, EXHIBITIONS AND ROADSHOWS**

### **AT PRESTIGE PLAZA, NGONG ROAD, NAIROBI**

- 1) You will be required to present an official letter from your Company explaining a detailed plan or written synopsis on the exact nature of what you intend to promote/exhibit and the manner in which the promotion will be conducted together with the dates you would like to hold your event. Third parties and/or co-sponsors participating in the promotion must be declared at the onset. A sketch or likeness of the promotion stand to be erected must also be provided, with measurements, props and a detailed description thereof. Failure to provide the above information, at least one week prior to the promotion date, may delay confirmation by management and result in cancellation of your booking.
- 2) The promotion space is to be used for the sole purpose of Exhibiting and Promoting brand products. Selling of products is strictly prohibited.
- 3) Your payment in full, at least five (5) days before the event, confirms your promotion space and participation. This payment is valid for the day/s and date/s booked and is neither transferable to another day and date nor to another Company. Payments made are non-refundable.
- 4) No advertisement, signage, promotion desks, tents or structures should be erected on the property without the required Nairobi City County Licenses for that particular event. In addition, a copy of the NCC or NEMA (for Music and PA system) license should be presented to the management office prior to confirmation of space. A copy should be kept by the exhibitor on site and a copy will be kept with the Management office. The management of Prestige Plaza are indemnified against all claims which any exhibitor may otherwise have in respect of any promotional or trading Licenses that may be required by the NCC or any other government body. If any permitted cooking demonstrations are to take place, food is to be prepared under conditions stipulated by the Public Health Department and details of how the demonstration will be conducted must be indicated on the application form.
- 5) Promotions that conflict with Tenant businesses at Prestige Plaza shall not be allowed, unless prior approval has been given by Centre Management.
- 6) If your application is approved and payments duly made, you will receive a confirmation letter indicating the day/days that you will be holding the event. During the event our Confirmation Letter should be produced if at any time it is requested for by any personnel from our management team. Please note that there is a penalty fee of Kshs. 5,000/- for bounced cheque.
- 7) The area reserved as the venue for events is the area under the canopy in front of Nakumatt and under the canopy of the annex building. Exhibitors will have to accommodate other exhibitors who have been allowed to use the same venue and the management reserves the right to change the said venue at any time without any prior notice.

- 8) All set-up construction and erection of exhibits or promotional material must be set up before 8:00am on the first day of the promotion and dismantled before 8:00pm on the last day of the promotion unless alternative arrangements have been made with Centre Management. Any installations for electricity cables or antennae's should be co-ordinated with the Centre Management maintenance team. All exhibitors must supply their own exhibition material e.g. Tents, Tables, chairs, tablecloths, extension cables etc. The Management may provide tables, chairs and tablecloths at an additional cost for your use during the promotion. Please request the same in the booking form for a quotation.
- 9) The promotional furniture, booths, tents and displays should not occupy an area of more than 3m x 3m space. If the area occupied exceeds 3m x 3m, the management will review the cost of the event area per day. In the event that the cost is reviewed upwards, you shall be required to pay the additional cost by the close of business on the said day and where the event is for several days, you shall not be allowed to exhibit or carry out any promotional activities on the following day until the additional costs have been paid in full.
- 10) No shop window or entrance should be obstructed in any way and sufficient customer flow must be allowed at all times. No large walls and/or stands etc. will be allowed. No tents will be permitted in the interior of the mall (**without prior approval**). **The maximum height of panels should not exceed 4 1/2 feet and the width a maximum of 3 feet.**
- 11) All signage/branding should be professionally designed and free-standing. No hand-written or stencilled signs will be permitted. The Centre Management will not provide easels or free-standing poster frames to exhibitors. Exhibitors are responsible for any signage license fees payable to the local authorities.
- 12) Any brochures and promotional material will be distributed from the stand in the designated area only. **Exhibitors may not approach passing trade and may not move through the Centre distributing materials.**
- 13) Centre Management does not allow the use of **PA/DJ Sound** systems for a promotion inside the Centre, without prior arrangement with the Centre management. An extra fee will be payable on top of the promotion fee for the use of such equipment. Music and announcements from the stand must not be unduly disturbing or intrusive to both surrounding tenants and shoppers and will be restricted to a very short time. **Any promotion not meeting this requirement may be cancelled without any refund of monies or days.**
- 14) All exhibitors must display and promote their items/products/services from the allocated area. The respective products should be as per the application letter and strict product control must be adhered to.
- 15) Every exhibitor shall be liable to obtain security whenever or wherever required. Exhibitors are responsible for providing overnight security for their stands. No storage facilities in the Centre will be available to exhibitors.
- 16) A maximum of 3 members of staff/agents are allowed for every Exhibitor.
- 17) Exhibitors and their staff/agents **MUST** wear their company nametags and/or branded clothing at ALL times.
- 18) The management will not allow harassing or soliciting of customers, walking into or out of any premises within the Plaza and/or who are being attended to by another Exhibitor. Maximum customer care should be ensured when dealing with customers. Any complaints received from customers may force the management to look into the issue and take appropriate action.

- 19) Exhibitors and/or their agents with vehicle/vehicles should ensure that they are parked at the basement and pay for the parking before exiting.
- 20) Cleanliness must be strictly adhered to and note that littering is abhorred.
- 21) Consuming eatables at the exhibiting stand in full public view is not allowed.
- 22) Exhibitors and their agents hereby undertake not to cause any damage, defacement of walls, floors etc. or to misuse any facilities within the Plaza. Fittings and finishes of the Centre e.g. Pot plants, benches, walls, pillars, dustbins, etc. may not be used by exhibitors as display structures or support. It is also not permitted to use these as resting areas for staff that man the exhibition. Exhibitors will be held liable for any damages that may arise to any of the fittings and finishes of the Centre while conducting their exhibition.
- 23) You will ensure that the area of your operation is left clean and all furniture and fixtures are removed at the end of business on the same day. Any leftover furniture and fixtures and/or storage will be charged extra by the day which is Kshs. 5,000/- per day.
- 24) The Centre management does not allow political or religious activities or promotions of any kind on the premises and reserves the right to disallow any promotional activity at any time should promoters not meet with the required standards.
- 25) It is the responsibility of all exhibitors to ensure that their insurance extends their cover to the Centre's promotional areas and covers any third party claims.
- 26) The management at all times reserves the right of admission and their decision on any issue regarding the promotion space and these terms and conditions shall be final.
- 27) Exhibitors take full legal responsibility for all activities and displays in the promotional areas. The management will not be liable and will not accept any responsibility whatsoever for injury to exhibitors and for any loss or damage to any property howsoever caused, whether or not resulting from any negligence act or omission whatsoever of the management, or its servants and/or agents.
- 28) A breach of any of the above terms and conditions give the management herein the right to terminate the said promotional activity and the management may issue a notice of termination of such activity. The management will not be liable for any loss of business or any eventualities arising from the same.
- 29) These Terms and Conditions are subject to change by the Management without prior notice.

#### **ADDITIONAL TERMS & CONDITIONS APPLICABLE TO VEHICLES DISPLAYS**

1. Vehicles are only to be brought into the Centre after 8.00p.m or before 8.00a.m and only with Mall security representative acting as guides.
2. Vehicles that are not manned should be kept locked at all times. Convertible vehicles should be closed and locked outside promotion hours.
3. Car alarms should be deactivated where possible.
4. It is the responsibility of the promoters to keep their vehicles on display clean and neat at all times.
5. Prestige Plaza management will not be held liable for any loss of or damage to vehicles on exhibition in the Centre.