



Centre Management Office
Bow Street Mall Shopping Centre
Bow Street
Lisburn
BT28 1AW
T: 028 92675438
F: 028 92660342
joan@bowstreetmall.co.uk

Mall Promotion Application Form

Forms must be completed and returned with proof/copy of PL Insurance & full payment before promoters will be allowed on the Mall

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____

E Mail: _____

Details of Promotion:

Dates Required: _____

Total Number of Days: _____

Purpose: _____

Please indicate how many of the following items you plan to use and whether you need the Centre to provide you with any of them?

Table _____
Chair _____
Display Boards _____
Other Material/furniture _____

Will you need to use an electrical power point? YES/NO If YES, what appliances are you using? (please state)



Web: www.bowstreetmall.co.uk
Email: info@bowstreetmall.co.uk

Bow Street Mall Limited, Administration Offices, Bow Street, LISBURN, BT28 1AW

T. (028) 9267 5438
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TERMS & CONDITIONS:

1. Public Liability Insurance:

Centre Management requires a copy of your current Public Liability Insurance **before you will be allowed on the mall.**

2. Payment of Invoices:

Payment for the promotion space must be made in full **prior to the date of the promotion.** Cheques should be made payable to "Bow Street Mall Ltd" and sent to :The Centre Manager, Bow Street Mall, Bow Street, Lisburn, BT28 1AW.

3. Cancellation Policy:

Management reserves the right to charge a 25% cancellation fee if an exhibition is cancelled within 4 weeks of the intended on-mall date.

4. Electrical Test Certificate:

If you intend to use any electrical appliances which are more than one year old, you must provide a PAT test certificate.

5. Location: Whilst we will do everything possible to ensure that promoters are located in their chosen areas, sometimes circumstances arise when this is not possible. No refunds or compensation will be offered or made if this occurs.

Other Rules/Regulations:

- You must ensure your promotion is set up safely and without obstruction. It must be professional and tidy in appearance with no hand written signage unless agreed by Centre management.
- The stand must be set up and dismantled outside the Centre's core opening hours.
- Centre management has the authority to dismiss a Promoter (without refund or redress) if it feels the promotion or the staff managing it are compromising the Centre in any way.
- Centre management has the authority to change any aspect of the stand to ensure that it meets the Centre's health and safety and quality standards.
- Leaflets may be handed to passing customers, however, aggressive sales techniques are not permitted. It is solely for Centre Management to decide what constitutes "Aggressive Sales Techniques".
- All rubbish must be cleared from the promotion throughout the day.





- Ballot tickets must have a registered charity number printed on them and the ballot must be registered with the local authorities (this should also be noted on the ticket).
- Cars being exhibited are to have the minimum of fuel in the tank and batteries are to be disconnected. Use of polish, silicone or other chemical sprays on the car body or wheels once the cars are in position **is prohibited**.
- Car parking facilities are not provided, please ensure all exhibitors make their own arrangements.
- Helium filled balloons must have weights (should balloons escape in the mall promoters will be responsible for retrieving them)
- This list is not exhaustive
- Thank you in anticipation for your co-operation in this matter

Signed: _____ Print Name: _____

Promoter Name: _____ Date: _____

Bow Street Management: _____ Date: _____



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