

METROPOLIS AT METROTOWN

CHARITABLE LOCATION APPLICATION

If you represent a charity or non-profit organization and wish to use the charitable location at Metropolis at Metrotown, please complete this application and email to marketing@metropolisatmetrotown.com at least two months in advance of your event.

Name of organization:	
Purpose of charitable location use: For example: selling raffle tickets, encouraging event registration, general awareness, etc In the case of a car lottery, please indicate whether a vehicle display will be present, and the make/model of the vehicle.	
Your requested date(s): Note: No weekend bookings. Dates are subject to availability.	

If your request is approved, your organization will be required to complete a Temporary Occupancy Agreement and provide written proof of general liability insurance (\$2 million) listing Metropolis at Metrotown, Metrotown Centre, Ivanhoe Cambridge I Inc., Ivanhoe Cambridge. II Inc., and Ivanhoe Cambridge Inc. as additional named insurers.

Charities must also agree to abide by our operational rules and regulations as per following page.

Required contract information:

Name of organization:	
Charitable Number:	
Address:	
Contact Person:	
Email:	
Phone Number:	
Fax Number:	

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COMMUNITY INVESTMENT FUND APPLICATION

There can only be **one (1) floor standing display** and this should stay within three (3) feet of the booth. Please ensure that the floorstand does not extend past the booth in the way of foot traffic.

Only professionally pieces of advertising can be used.

Please note that banners can not be used. Signage is to be presented using a professional stand (i.e. pop-up displays). You may not tape or hang in any way, posters to the front of the counter or onto any nearby walls.

Additional non-advertising decorative items may not be used (i.e. tablecloths, etc.)

No soliciting. Your volunteers may not approach anyone - but must be approached by our shoppers. You may not hand out any brochures except from on the counter.

There should be **no more than three (3) individuals operating the booth** at any given time. These individuals should remain behind the counter at all times unless promoting a vehicle.

All items for sale must be pre-approved in writing by the charitable booth administrator.

Promoters must stay within arms length of the booth at all times.

The booth cannot be re-arranged to suit the needs of the group. How it is set-up is how it should remain. It must never extend past the escalator walls on either side.

Only promotional materials may be distributed at the booth. Any items that pertain to customer feedback may be used as an example but not for distribution..

Your display must be clean and tidy at all times. Any brochures or pamphlets must be arranged neatly and professionally.

Only a flat screen TV may be used, however, there must be no sound coming from the video. This should be a visual presentation only.

The booth must be manned at all times during shopping centre hours: Monday to Friday, 10am - 9pm.

The booth must be set up to mall standards and ready 15 minutes prior to mall opening each day. A mall representative will ensure proper set-up.

All items of value must be removed at the end of the day. There is no security assigned to the booth and we are unable to lock up any items overnight.