

**APPLICATION FOR USE OF ATRIUM SPACE
(NON- TENANT)**

(Return by fax to **62732753** or email to darryll.chua@mapletree.com.sg /
natasha.chua@mapletree.com.sg)

(*Delete where applicable)

1. PARTICULARS OF APPLICANT

Name of applicant : *Dr/Mr/Mrs/Ms

Registered Company: _____

Registered Company Number/NRIC number (if applicable): _____

Company Address : _____

_____ Postal Code ()

Email Address: _____

Contact Number: _____ (Office) _____ (Mobile)

_____ (Fax) _____ (Others)

2. DETAILS OF SET UP

Rental of exhibition space : North Atrium (120Sqm)
 Central Atrium (49 Sqm)
 Others _____

Rental period : _____

Details of promotional
Roadshow : _____

Name of Contractor (if applicable): _____ (Tel) _____

3. MERCHANDISE MIX LIST

Items permitted for sale at atrium
(Photographs/ Catalogues/ Brochures of products to be attached*):

Principal Item	Brand	Price Range	Percentage of merchandise
Ancillary Item	Brand	Price Range	Percentage of merchandise

(* Delete accordingly)

General Terms & Conditions:

1. Applications of atrium rentals to be submitted via email or in person. Applicants are encouraged to request for available atrium slots 3 months in advance; but will still subject to availability.
2. HarbourFront Centre Management (HFCM) reserves the right to be selective of the type of merchandise that will be promoted by the exhibitor, the final selection of which is to be approved and decided by HFCM. Approval of the application is at the discretion of HFCM and subject to availability of the exhibition area, the type of promotions and products. HFCM reserves the right to cancel any bookings at absolute discretion.
3. The licensee is required to submit the gross sales turnover figures within 7 days from expiry of the Licence Period.
4. There will also be a one-time security deposit of \$1000 required for all atrium bookings. The Security Deposit shall be held by HFCM as security for the due observance and performance by the Licensee of all its obligation. The security deposit will be refunded to within 30 days after the submission of the gross turnover sales figures.
5. Set up can begin after 12.00am on the night before commencement of Licence period till before 10am the next morning. Tear down to be completed by 11.00pm on the last day of the Licence period.
6. There must not be any obstruction or any inconvenience caused to any visitors at any time.
7. Workers involved in set up/tear down will have to report to the FCC room on level one lobby D (next to Cocoa Tree outlet) to exchange for workers' pass. All loading and unloading of equipments/Goods must be conducted at **Lobby A Loading Lift** of HarbourFront Centre.
8. The Licensee is responsible for keeping the premises clean and tidy throughout the Licence period, to the satisfaction of HFCM. Cartons are not to be left lying around at anytime without prior consent from HFCM.
9. The promoters engaged must be properly attired. Slippers and sandals are not permitted, nor is the consumption of tidbits, food and drinks within licensed area.
9. No cancellation should be made after booking has been confirmed. Failing which, the applicant shall be liable to the following cancellation charges:
 - i) where notice given is less than thirty (30) days before the commencement of the Licence Period, the Licensor shall impose a cancellation charge of 50% of the Licence Fee;
 - ii) where notice is less than twenty-one (21) days before the commencement of the Licence Period, the Licensor shall impose a cancellation charge of 75% of the Licence Fee; and
 - iii) where notice is less than fourteen (14) days before the commencement of the Licence Period, the Licensor shall impose a cancellation charge of 100% of the Licence Fee;
10. License agreement must be signed and returned to our management within one week from the date of issue. A detailed floor plan which indicates all facilities dimensions and a single phrase drawing on electricity requirement (if applicable) must be submitted to our management for approval for at least two weeks prior to the commencement for the event.

For further enquiries, please do not hesitate to contact Darryll Chua @ 6377 6135 / darryll.chua@mapletree.com.sg or Natasha Chua @ 6377 6158/ natasha.chua@mapletree.com.sg