

KAHBA & KEDCO
PRESENT

The Community Business Showcase 2009

OCTOBER 3 & 4, 2009
AT THE CATARAQUI TOWN CENTRE
945 GARDINERS ROAD



9:30 a.m. to 6:00 p.m. Saturday, October 3, 2009

11:00 a.m. to 5:00 p.m. Sunday, October 4, 2009

At the Cataraqui Town Centre

Located at Highway 2 and Gardiners Road

*With 151 stores, including Sears, Zellers and The Bay,
Cataraqui Town Centre is the region's premier Shopping Centre!
The anticipated traffic for this event is 100,000 customers!*

Register by forwarding your registration form,
insurance certificate and payment to:

KAHBA / KEDCO COMMUNITY BUSINESS SHOWCASE

Annette Bruneau

KAHBA

322 - 427 Princess St.

Kingston ON

K7L 5S9

Contact Annette at partywithme@sympatico.ca

613-547-3718 or Fax 613-547-0735

for more information.

www.kingstonhomebiz.ca

Registration Form

Name of Company: _____

Address: _____

Phone: _____

Email: _____

Contact: _____

Location: (spaces are 100 sq. ft.)

Space will be allocated on a first-come, first-served basis upon receipt of payment.

We require electricity - Yes _____ or No _____

We require # _____ of booths x \$500.00 = \$ _____

We require # _____ of 6' tables x \$20.00 = \$ _____

Total = \$ _____

Payment: Make cheques payable to KAHBA:

KAHBA

322 - 427 Princess St.

KINGSTON, ON

K7L 5S9

Important notes:

Insurance: All participants must supply a copy of liability insurance in the amount of \$2,000,000.00 naming:

- **CADILLAC FAIRVIEW CORPORATION LTD**
- **IVANHOE CAMBRIDGE 1 & 11 INC.**
- **CATARAQUI TOWN CENTRE INC.**
- **CF REALTY HOLDINGS INC.**

as additional insured.

Commitment on your part to attend as an exhibitor directly reflects on KAHBA's financial commitment to secure attendance at the Cataraqui Mall. For this reason, KAHBA is unable to provide any refund if you opt to cancel your attendance; rather, it is recommended that you find another exhibitor to take over your booth financially (subject to KAHBA's approval).

(Form Dated Sepy 2009)

CATARAQUI TOWN CENTRE RULES AND REGULATIONS

For: SPECIALTY LEASING TENANTS and SHOW PARTICIPANTS

Cataraqui Town Centre is dedicated to making our customers' shopping an enjoyable experience! Therefore we have developed the following Rules & Regulations which form part of your Lease Agreement with Cataraqui Town Centre.

Cataraqui Town Centre RULES AND REGULATIONS will be enforced as per the Lease Document.

- **Payment:** Postdated monthly cheques payable to: CATARAQUI TOWN CENTRE are required prior to setup and dated for the first of each month. If your lease is less than one month, one cheque for the full amount is required prior to setup.
- Prior to move-in each tenant is required to supply a copy of their Commercial Liability Insurance in the amount of \$2,000,000.00 naming Cadillac Fairview Corporation Ltd. as additional insured for the duration of the lease period.
- The designated space shall be as stipulated in the short-term agreement and may be changed at the discretion of the Administration.
- For Specialty Leasing Tenants with a term greater than one (1) month: monthly sales reports are required to be submitted to the Administration Office the first week of every month. See example of Monthly Sales Report Form included herein.
- All Tenants are required to adhere to the CATARAQUI TOWN CENTRE TEMPORARY TENANT REFUND/RETURN POLICY. Policy to be posted in a visible location.
- Moving in or out of the Shopping Centre MUST be done before or after Centre hours, and pre-arranged through your leasing contact. This includes all packing and unpacking of merchandise, stock inventory, and the physical setup or dismantling of kiosks. During hours of operation, the kiosk is required to be fully operational. Arrangements shall be made to remove the kiosk on the same day as the teardown.

- The kiosk/exhibit is required to be staffed at all times with a responsible adult during store hours: Monday - Friday 9:30 - 9:00, Saturday 9:30 - 6:00 and Sunday 11:00 - 5:00 and extended hours during the Christmas season.
- Your kiosk/exhibit is required to be open and ready for customers when the centre opens and must remain open until the proper closing time including extended holiday hours. In the event of an emergency situation which prevents you from opening, please contact Security at 613-389-9140 in order to avoid a \$100.00 Late Opening Charge.
- The Specialty Leasing Tenant's merchandise must not compete with that of any permanent tenant. In the event of a conflict, the administration reserves the right to prohibit the sale of said merchandise.
- Customers should not be approached, solicited or in any way embarrassed. You are required to remain in your designated lease area and may not canvas elsewhere in the shopping centre.
- The use of megaphones, audio equipment, flashing lights or any other appliances or apparatus that might tend to bother the public is prohibited without written permission from your Leasing Representative.
- Professional signage or identification shall accompany each organization. Hand written (or homemade) signs are not permitted. Tenants may not attach advertising, promotion signs or material to any trees or building surfaces without permission of Catawaqui Town Centre.
- VEHICLES - Any vehicles need be brought into the Centre before or after Shopping Centre hours and must comply with the requirements of section 2.12 of The Ontario Fire Code, Ontario Regulation 67187. Once in place, vehicles may not be moved unless the Catawaqui Town Centre Administration Office has granted permission. Any exhibit having any type of gasoline powered motor vehicle on display in the Centre is required to have gas tanks locked at all times, even if the tank has been drained and purged. No propane-powered motor vehicle is permitted within the mall in relation to Ontario Regulation 852182. Batteries and any other power sources must be disconnected. If the vehicle has an alarm, this must be indicated to Administration prior to the vehicle entering the Centre.
- Acceptable attire is required of all persons while they are in the Shopping Centre.
- Parking. All tenants are required to park on the outside perimeter of the parking lot. We all benefit by leaving our customers the most convenient parking spaces possible. While loading and unloading it is important to use the loading bays. Any vehicle parking in a designated Fire Lane may be ticketed and/or towed.
- All excess stock, newspapers, books, coats and other personal belongings are to be out of sight so that your kiosk maintains a professional appearance at all times. You are responsible for the daily cleaning and maintaining of your kiosk/exhibit.
- Assembly of goods may not be done at your kiosk or in the mall without written authorization from your Leasing Representative.

- **Damage or excess wear and tear to mall equipment is not permitted at anytime. Temporary tenants shall be invoiced accordingly if this occurs.**
- **Skirted tables may only be used at the discretion of mall management. Where approved, they must be arranged neatly with cloths straight at all times.**
- **Eating, drinking or food preparation is not permitted in the kiosk space.**
- **Kiosk set-up must eliminate the need for extension cords of any kind.**
- **All garbage and re-cycling is to be taken to the designated areas on the lower level, accumulation of garbage at the kiosk is not permitted. Common area receptacles are not for use by tenants.**
- **Kiosk displays can be no higher than 8 feet in height and may not block visual access to permanent tenants.**
- **Candles and other flame related devices may only be used with the approval of the local Fire Department.**
- **Canopies are restricted to sixteen square feet in area or less and cannot interfere with the Sprinkler Protection System.**
- **Retail shopping carts may not be used by Specialty Leasing Tenants for transporting merchandise.**

We at Cataraqui Town Centre are dedicated to making our customers' shopping an enjoyable experience!

I have read the Cataraqui Town Centre Rules & Regulations.

TENANT

DATE

THE FOLLOWING MUST BE ADDED
TO THE INSURANCE
CERTIFICATES OF ALL
PARTICIPANTS:

Additional insureds for Cataraqi Town
Centre:

- CADILLAC FAIRVIEW CORPORATION LTD
- IVANHOE CAMBRIDGE 1 & 11 INC.
- CATARAQUI TOWN CENTRE INC.
- CF REALTY HOLDINGS INC.