

Community Display Application

Date of Application:		Non Profit #:	
Organization:			
Contact Person:		Title:	
Address:			
City:		Postal Code:	
Phone:		Fax:	
E-mail Address:			

Details of Display/Event: *(performances are not permitted)*

Dates Requested: *(two week maximum per year)*

If you would like complete weeks, they must begin on a Monday and end on a Sunday.

One day only:	
Three days:	
Week 1:	
Week 2:	

Display includes a vehicle?	Yes	No		
Tables <i>(please circle)</i>	1	2		
Chairs <i>(please circle)</i>	1	2	3	4

You will be required to submit Comprehensive Public Liability and Property Damage Insurance Coverage during your term. This insurance must have inclusive limits of not less than \$2-million for each occurrence or such higher limits as the Licensor requires from time to time with the Licensor. The following legal name must be added to the insurance certificate: **Orchard Park Shopping Centre Holdings Inc., Primaris Management Inc., H&R Real Estate Investment Trust, PRR Trust and any corporation, partnership, trust or other entity owned or controlled by either of them, their mortgagees and any persons or corporations designated by Landlord, as additional insureds.**

Upon review and confirmation of availability, a License Agreement will be forwarded to you for signature.



ORCHARD PARK

Tanya Cormier, Marketing Coordinator
 tcormier@primarisreit.com
 Orchard Park Shopping Centre www.orchardparkshopping.com
 Suite 180, 2271 Harvey Avenue, Kelowna BC V1Y 6H2
 t 250 869 4604 f 250 862 5722

Community Display Guidelines

1. Soliciting customers is not permitted.
2. Parking for staff manning the display is only permitted on the perimeter of the parking lot.
3. Display must be manned at all times during shopping centre hours.

Sunday, Monday and Tuesday	10:00-6:00
Wednesday, Thursday and Friday	10:00-9:00
Saturday	9:00-6:00

4. Display may not exceed 60" in height and 30" in width.
5. Display apparatus must be set up prior to shopping centre opening and tear down must occur after shopping centre closing.
6. **All community groups are required to provide two (2) professional, poster style, 23 x 36 inch sign to identify their cause. The material your sign is printed on must be flexible as the sign is slightly convex. Orchard Park will provide the signage holder for the 23 x 36 inch sign to be placed directly behind the table. Additional signs must be placed in plastic table-top sign holders. Signs cannot be handwritten. Signs are NOT to be attached to the tablecloth using tape. Additional signage and/ banners are NOT permitted to be wrapped around the table. Sandwich board signs are NOT permitted on the floor.**
7. Balloons are not permitted.
8. Food or drink may be discreetly consumed at the display.
9. Community Groups must abide by all the rules and regulations of the Shopping Centre and conduct approved activities in the designated area in good taste and in a lawful manner.

Vehicles in the Shopping Centre:

1. Contact Security at 250-878-1333 the morning of your first day once your vehicle is on site ready to move into the Shopping Centre through the Pear entrance.
2. The vehicle must be at the Shopping Centre by **8:30 the morning of your first day**. You will need to be prepared to remove the vehicle **after closing the evening of your last day**.
3. Ensure you have TWO sets of keys. Orchard Park Security will keep one set of keys while the vehicle is on the property: the volunteer on site will keep the other set of keys to show the vehicle and ensure that it is locked at the end of the day.
4. The vehicle must be clean. Detailing of the vehicle must be completed before entering the shopping centre. No detailing products may be used under any circumstances while the vehicle is in the centre. While visiting the centre, you may use dusting cloths only.
5. The battery must be disconnected.
6. Plastic must be placed under the oil pan.
7. Rubber backed mats must be placed under each tire.
8. The fuel tank must be less than ½ full.
9. Gas caps must be locked or taped if the vehicle is not equipped with a lockable gas cap.
10. All doors must be closed when not showing the vehicle
11. Each night the vehicle must be locked, windows up, and the interior must be checked to ensure that there is no one hiding in the vehicle before the volunteer leaves the building for the night.
12. No signage may be placed on top of the vehicle.

