



Exhibition

GUIDELINES

Delivering a world-class experience, remains a key objective for all involved in the management of Grove Mall in Namibia

Exhibitions and mall promotions are just as much part of the overall experience and therefore the professional execution hereof is vital.

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THE HEART OF NAMIBIA

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Rules & REGULATIONS

All exhibitors need to comply with the following “Rules & Regulations”

- Set up must be completed BEFORE 09h00 in the morning and break down after 19h00.
- No part of exhibition or advertising material to exceed 1.5m in height.
- Pull-up banners to be double-sided when not used against a backdrop. Not more than 2 pull-up banners per exhibition. No handwritten signage is allowed.
- No trestle tables with table cloths. Only stretched table cloths will be used.
- Exhibitors will be allowed to sell from their stands, provided they follow the rules of exhibiting.
- Carpeting / flooring is not compulsory for all exhibitors, but all stands should be professional at all times.
- No consuming of food and beverages permitted in the exhibition area.
- No subletting of the exhibition space will be permitted without prior written consent by the Sales Manager.
- Daily cleaning of the stand by the exhibitor.
- Electrical cables need to be covered / hidden from public view.
- No pamphlets may be distributed in the parking lots or the Centre's passage ways.
- Signage needs to be free standing.
- Exhibitions shall not commence without a signed contract and full payment.
- All exhibitions need to be reviewed prior to acceptance based on layout and design plans submitted by the prospective client.
- No helium balloons allowed.
- No Gazebos inside the mall.

Grove Mall as well as Centre Management, at any stage, reserves the right to amend/add rules to the Court regulations.

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Booking PROCEDURES

For vehicle exhibitions, the following applies:

- Vehicles can only be brought into the mall before 09h00 in the morning and taken out after 19h00.
- No part of exhibition or advertising material to exceed 1.5m in height.
- Vehicles need to stand on black rubber mats.
- NO business cards in the windows, a neat table must be present with business cards on it with brochures different models present. Other rules apply as per mall's contract.

All activations are vetted therefore a proposal must be sent for approval. The following must be included in the proposal:

- Proposed layout, that includes all dimensions, especially heights of elements within the stand.
- Photos/images/stand design of the proposed stand.
- Setup and breakdown dates.
- Activation/Exhibition dates.

PLEASE NOTE that Grove Mall has sole discretion to approve any types of activations and or exhibitions and the decisions shall be deemed final.

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Vehicle EXHIBITIONS



NO business cards in the windows, a neat table must be present with business cards on it with brochures different models present.



Vehicles need to stand on black rubber mats.

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Other EXHIBITIONS



Carpeting / flooring is not compulsory for all exhibitors, but all stands should be professional at all times.



No trestle tables with table cloths. Only stretched table cloths will be used.

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Contact US

**For more information on availability,
Please do not hesitate to contact me at all**

**Exhibitions & Sales Manager
Daphné Voigts**

Daphne@atterbury.co.za

T: +264 61 243 603

C: +264 81 128 5339

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