

# **SPECIALTY LEASING OPPORTUNITIES**

## **Economical. Professional. Convenient.**

City Square's Specialty Leasing Program is the ideal way to begin a new business, sell or promote a new product or service.

Kiosks are placed in high traffic locations, specifically in the Lower Shops retail level, thus offering the perfect exposure for your product.



Our kiosks are custom-built, attractive and designed to blend in with the heritage character of the mall. They are conveniently equipped with interior and exterior display shelving, directional track lighting, personalized signage and storage. All kiosks have locking doors for maximum security. Kiosks are 6' x 5' and are available for rent on a weekly or monthly basis.

## **Steps to getting started**

### **TEMPORARY SPACE RENTAL PROCEDURE AND GUIDELINES**

Space in City Square may be rented for a minimum period of one (1) week (Sunday – Monday).

Applications for rental of space (kiosks) are to be filled out and returned to our offices for approval at least one week before the planned start date.

#### Weekly rate:

#### **January until November:**

Lower Shop Location:  Zone I  Zone III  
\$500.00+GST/weekly \$300.00+GST/weekly

**November-December (Holiday Fair):** Please call 604-876-5165

**Payable by credit card or cheque in advance** to City Square Property Holdings Inc.

Deposit: A refundable damage deposit, equivalent to one weekly fee, must be paid by the tenant before receipt of the key.

- Merchandise or promotional products must be pre-approved by the Marketing Coordinator. Space is allocated on a first-come, first-serve basis.
- General Commercial Liability insurance is required in the amount of **\$5,000,000.00** (each occurrence) for the duration of the lease period. The Landlord must be listed as the additionally insured exactly as follows: **City Square Property Holdings Inc. and Colliers Macaulay Nicolls Inc.** The certificate of insurance must be provided before the Temporary License Agreement is signed by the Landlord.
- Tenants must obtain a Business License issued by the City of Vancouver specifically for this location.

- A Temporary License Agreement must be signed by the tenant and City Square Management before set-up.

The tenant will be permitted to set up for business in City Square only after the above criteria are met.

### **Rules and Regulations**

1. Before set-up, kiosks or units must be inspected by a City Square employee and the tenant. A Damage Deposit form is filled out and signed by both of the above persons.
2. Set-up, take-down and restocking must be completed prior to Mall opening or after Mall hours.
3. City Square's Loading dock located off the Cambie Street Parkade entrance must be used for all unloading and loading of merchandise.
4. Kiosk tenants are responsible for their own daily parking charges.
5. Kiosks must be manned at all times during Mall opening hours:
 

Monday – Wednesday	10:00 am to 6:00 pm
Thursday & Friday	10:00 am to 8:00 pm
Saturday	10:00 am to 6:00 pm
Sunday:	12:00 noon to 5:00 pm

*City Square Administration will accept no responsibility for any merchandise that is stolen or damaged while a display has been left unattended.*
5. Kiosk tenants are required to limit their display to their kiosk. No exterior stands and shelving are allowed. No tape should be used on the kiosk. All electrical wiring must be taped down with duct tape.
6. Absolutely no handwritten signs are permitted. Appropriate signage will be ordered by City Square Administration and will be charged back to the Tenant at an approximate cost of \$120.00+tax (cost to be confirmed: depending of the production cost only, no extra administration cost).
7. All displays must be visually acceptable from all angles and must be approved by the Specialty Leasing Manager.
8. Kiosk tenants are required to keep their display area in and around the kiosk free of garbage at all times.
9. A director's chair will be provided to each tenant, and no Food Court chairs are permitted at the kiosk.
10. No eating, drinking or smoking will be permitted at the display.
11. At the end of the business day, no money should be left in the carts
12. The tenant is responsible to ensure that their staff has keys for the cart. Security will NOT HOLD KEYS.
13. A one-time administration fee of \$30.00+GST applies per leasing agreement.

Before leaving City Square, and in order to have the damage deposit refunded, the kiosk or unit is again inspected by a City Square employee and the tenant, and the Damage deposit form signed by both parties. If any damages are found, repair costs will be deducted from the deposit amount. If however, the kiosk or unit is found to be in a satisfactory condition, a cheque for the full amount will be mailed to the tenant, or at the tenant's request, picked up at the Administration office.

Please complete the attached form and return it to our office along with pictures or samples of your product. Thank you!



**Application Form**

**Section 1 – GENERAL**

Legal Business Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Present (Most recent) Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Fax: (\_\_\_\_)\_\_\_\_\_

Have you ever been a Specialty Retailer at a shopping centre before? Yes ( ) No ( )

If yes, please list centre 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please list a reference for each location:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Section II – PERSONAL INFORMATION**

Applicant's name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: (\_\_\_\_)\_\_\_\_\_ Fax: (\_\_\_\_)\_\_\_\_\_

**Section III – PRODUCT**

Merchandise for Sale in City Square:

\_\_\_\_\_

\_\_\_\_\_

**Section IV – INSURANCE INFORMATION**

Insurance: \_\_\_\_\_

Carrier: \_\_\_\_\_ Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Please provide valid \$5,000,000 Commercial General Liability certificate of insurance with the additional insured listed exactly as follows:**

**City Square Property Holdings Inc. and Colliers Macaulay Nicolls Inc.**

**Section V – BUSINESS DETAILS**

What are your weekly sales projections (average)? \_\_\_\_\_

What are your monthly sales projections (average)? \_\_\_\_\_

Will you hire any employees? If so, how many? \_\_\_\_\_

What operational costs do you anticipate? (include rent, employees, miscellaneous costs, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If merchandise line is approved, when do you wish to begin tenancy?** \_\_\_\_\_

**What is the intended duration of your stay in City Square?** \_\_\_\_\_

I have made an honest representation in responding to the questions above and do hereby certify that all information contained in the preceding pages is accurate and correct.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please forward completed application to Natacha Gomes da Silva**

City Square Property Holdings Inc.

Suite 168 – 555 West 12<sup>th</sup> Avenue

Vancouver, B.C. V5Z 3X7

Tel: (604) 876-5165; Fax: (604) 876-5181

E-mail: natachag@mycitysquare.com

