

# SOUTHGATE MALL

Spring 2019

Dear Community Members,

Southgate Mall is excited to begin planning our annual Community Non-Profit Day! This event gives non-profit organizations the opportunity to set up a booth in the mall to raise money, sell items or spread awareness for their organization. Southgate Mall sees 130,000+ visitors a week, so the impact to your organization's efforts can be very positive. We invite you join us for this event on **Saturday, April 6 from 10am-5pm** with an interactive and informative booth showcasing your non-profit organization.

Free with your participation is:

- 10'x10' booth space (a \$250 value)
- Organization's name and link (if available) on Facebook posts before the show (over 10,000 fans)
- Organization's name and link (if available) on Facebook event for "Community Non-Profit Day", which will also be linked in Facebook posts leading up to the show
- Organization's name on "Community Non-Profit Day" event page of ShopSouthgate.com

As always, it is **FREE** to be a part of Community Non-Profit Day. This show is extremely popular and space fills up fast, so please respond as quickly as possible to reserve your booth space. Registration forms must be submitted no later than **Monday, March 25**. Participants are asked to have their booth staffed from 10am – 5pm the day of the event.

We have included an Application Form, Rules, and a Hold Harmless Agreement. Please read through the Application Form carefully, then fill it out and sign the bottom to verify that you have read and understand the rules. We also ask for you to read the Hold Harmless Agreement and sign it. Please provide a copy of your organization's liability insurance and endorsement listing Southgate Mall as an additional insured. In order to participate, all documents need to be returned by March 25. A map with your booth location and show information will be sent to you the week before the show.

Please feel free to email me at [Lauren.Poppen@WashingtonPrime.com](mailto:Lauren.Poppen@WashingtonPrime.com) with any questions. We would love to have you participate in this **FREE** event! *If you are not the contact for this organization, please email us with a correction or to be removed from future mailing lists for this event.*

Kind regards,

Lauren Poppen  
Marketing Director

Southgate Mall  
Community Non-Profit Day  
April 6, 2019 · 10am – 5pm

Application Form

RETURN BY MARCH 25

Mail to:

Southgate Mall Management Office  
Attn: Lauren Poppen  
2901 Brooks Street  
Missoula, MT 59801

or

Email to:

Lauren.Poppen@WashingtonPrime.com

*Please fill out all fields.*

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Non-Profit Tax ID Number \_\_\_\_\_

Please tell us about your organization \_\_\_\_\_

Please give a description of your exhibit \_\_\_\_\_

What will you be selling, if anything, and what is the price range? (Remember: Any food sales must be approved by the Missoula Health Department and a copy of approval needs be provided).

Your reserved space will be about 10' x 10'. Will you need additional space? If so, how much?

If you have any special placement requests, please tell us: \_\_\_\_\_

We will do our best to honor requests if they are possible.

Will you need electricity?\*\*\* \_\_\_\_\_

\*\*\*This must be ordered on this form. Last minute power request will not be available. Exhibitors must bring their own extension cords and power strips.

## Rules

- Be sure to bring a dolly or hand cart if you need one.
- Please provide your own tables. If necessary, you may rent tables from Star Rental at 728-5092. All tables must be covered and skirted to the floor with a plastic or fabric table cover.
- No tents or displays over 6' tall.
- Signs must be professionally made. No hand-made or hand-written signs.
- Please do not solicit people during the event. You are welcome to talk to them if they approach your booth or speak to you. We encourage groups to provide fun and interactive booths to draw interest.
- Helium tanks must be secured to permanent fixtures, on helium stands, and out of traffic flow.
- Set up time will be on Friday, April 5 from 9-10pm and Saturday morning from 7:00-9:45 am. Your display area must be set up and show-ready by 9:45 am, in time for the mall to open. Setting up and removal of displays must be done at times stipulated to ensure that the normal shopping pattern will not be interrupted. All exhibits must remain up until 6:00 pm. Please be sure you will be able to staff your booth from 10 am – 5 pm. Takedown will be at 6:00 pm on Saturday. We will not allow exhibits to takedown early.
- To bring in supplies exhibitors may use service corridor doors located next to The Trail Head T9, Tradehome Shoes, and Hoagieville only. Do not use any of the main glass doors to load equipment or supplies.
- **NO TAPE OF ANY KIND MAY BE USED ON THE FLOOR.** It removes the sealer and is costly to repair. Southgate Mall Maintenance has a special tape that will work, so please let Guest Services if you require tape on the floor. If you use tape other than that which is supplied by Maintenance, a \$75.00 repair fee will be charged back to the organization responsible for the damage.
- The City of Missoula Building Department and Fire Codes stipulate that all displays on the mall at the Southgate Shopping Center be governed by the following regulations: Displays must be confined to pre-designated areas. They will be marked with red and white tape. Ten (10) foot walkways must be maintained between store fronts and display areas. Sit down and standing audiences shall be subject to the Missoula City Fire Department regulations. The Missoula City Fire Department prohibits any combustible materials, storage and use of flammable liquids.
- Any handouts, brochures, pamphlets etc. brought into the mall will need to be taken out and display areas must be left in a clean and orderly state. Participants will be charged disposal for any items left behind.
- **Important:** If you plan on selling any food items (packaged or otherwise), it is your responsibility to get the proper licensing and permission from the Missoula City-County Health Department at 258-4755. Proof of licensing must be provided to Marketing prior to the event.
- Southgate Mall retains the right to remove any display or activity it feels detrimental to the function and/or decor of the center.
- Exhibitors are not permitted to use power outlets on the floor. Make note on the Application if you would like power provided for your use.

We have read the rules and agree to be fully responsible for our members and guests. We shall be liable for any repairs necessitated by damages to Southgate Mall equipment, fixtures and adjacent corridors incurred while these spaces and facilities are in use by the undersigned organization agreeing to the conditions listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

# SOUTHGATE MALL MERCHANTS ASSOCIATION

## HOLD HARMLESS AGREEMENT

IT IS UNDERSTOOD AND AGREED THAT THE ORGANIZATION AND PERSON SIGNING THIS AGREEMENT WILL INDEMNIFY AND HOLD HARMLESS THE SOUTHGATE MALL ASSOCIATES AND THE SOUTHGATE MALL MERCHANT'S ASSOCIATION FROM ANY AND ALL CLAIMS FOR DEATH, STOLEN MERCHANDISE, PERSONAL INJURY AND PROPERTY DAMAGE INCLUDING REASONABLE ATTORNEY FEES AND COURT COST ARISING FROM THE USE BY THE UNDERSIGNED OF THE PROPERTY OF THE SHOPPING CENTER.

DATED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

### Community Non-Profit Day Registration Checklist:

- \_\_\_ signed and completed *Application Form* (including Non-Profit Tax ID Number)
- \_\_\_ all rules have been read, understood, and completed with a signature at bottom of page
- \_\_\_ signed *Hold Harmless Agreement*
- \_\_\_ certificate of organization's liability insurance with Southgate Mall listed as an additional insured, plus the endorsement page

Mail to:

Southgate Mall Management Office  
Attn: Lauren Poppen  
2901 Brooks Street  
Missoula, MT 59801

or

Email to:

Lauren.Poppen@WashingtonPrime.com

RETURN BY MARCH 25, 2019

Please email if you have any questions.

We will send a map with your exhibit location by mail & email the week before the event.