



WANNEROO CENTRAL SHOPPING CENTRE

Specialty Mall Leasing – BUMP IN PACK

1. SET UP & PACK DOWN PROCEDURE

Your booking will have been made for a particular location. However, circumstances may arise in which Wanneroo Central may need to move you due to prior circumstances not relating to your booking. In these cases you'll be notified in accordance with your booking contract.

The following **SET UP/PACK DOWN** times are available for your convenience:

Set Up

Monday-Friday	7:45am-8:45am
Saturday	7:45am-8:45am
Sunday	10:30am – 11am

Pack down

Monday-Friday	From 9pm
Thursday	From 9pm
Saturday	From 9pm
Sunday	From 9pm

****PLEASE NOTE EARLIER BUMP OUT TIMES CAN BE ARRANGED DIRECTLY WITH CENTRE MANAGEMENT ON (08) 9300 7300****

Entry for set ups/pack downs is the Specialty Loading Dock (see attached map)

ONSITE CONTACT NUMBERS:

Onsite security for bump ins/outs – **0421 437 570**

Security Details:

Security Trading Hours	Monday – Sunday: 3pm – 8pm
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Set up or dismantle times outside of those above are subject to approval by Centre Management. Please contact Centre Management to arrange on **(08) 9303 7300**

All Lessees MUST trade within the core trading hours (minimum only):

Monday-Friday	9.00am-5.30pm
Thursday	9:00am – 9:00pm
Saturday	9:00am – 5pm
Sunday	11am – 5pm

2. NOT PERMITTED

No smoking, eating or drinking, PA Systems or flashing lights are permitted in the CML area. Wanneroo Central is a Smoke Free Zone. Stickers, tape or adhesive material cannot be used on the floor or the centre's equipment. Cleaning products (i.e. window cleaners spray and wipe etc) on vehicles or other display equipment is not permitted.

Media is not permitted around your display without express consent from the Centre Manager. Please call Centre Management on **(08) 9300 7300** if you have invited media to Wanneroo Central.

3. EQUIPMENT & POWER

You may be asked to bring mats or drip trays if your display includes a vehicle, paint equipment, etc.

Not all CML locations have access to power points. Please notify security or cleaners onsite if you have requested a powered site and cannot find the power point.

Equipment requests must be made at the time of booking. If you have not booked any equipment, you will not receive any.

All Lessees must remain within site dimensions, if you are using more than the allocated dimensions you will be asked to remove stock from your display. Displays must not exceed 1.5m in height. In keeping with the centre's standards and safety regulations, the use of racks for clothing and dump bins are **NOT** permitted.

4. BEHAVIOUR WITHIN THE CENTRE

Your display must be manned at all times during Core Trading hours (see above). Toilet and refreshment breaks are allowed. If your display cannot be manned for all trading hours, any future booking requests may be jeopardised.

Wanneroo Central asks that you refrain from waving signs at customers from your nominated area, stay within the area at all times, wait for customers to acknowledge you with eye contact before talking to them and greet customers if they make eye contact only. If customers do not acknowledge you, please do not persist in calling out to them.

5. STAFF PARKING

Casual leasing staff are required to park in the designated staff parking area shown on the map attached for the duration of their booking.

If you are found not following these guidelines, your organisation may be asked to leave the centre and no monies will be refunded for your booking.

If you have any further queries relating to your bump in/out, access times, doors etc please contact centre management directly on **(08) 9300 7300**

If there are any queries with regards to your booking ie payment, dates, site location etc please contact your Specialty Mall Leasing Executive on **(08)9483 8447 clare.jones@ap.jll.com BEFORE your booking start date.**

Thanking you in advance for your co-operation.

Specialty Mall Leasing Team

