

APPLICATION FOR EXHIBITION SPACE

APPLICATION FOR – If charity indicate “Charity” _____

NAME OF BUSINESS / CHARITY _____

ADDRESS _____

TELEPHONE _____ CONTACT PERSON _____

LOCATION WANTED WITHIN YAYA (e.g. main entrance, 1st floor etc) _____

NATURE OF BUSINESS / CHARITY _____

DATES & TIME REQUIRED _____

FOR CHARITY

Please indicate references below

NAME	TEL NO	OCCUPATION / COMPANY
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach certificate from the Ministry of Gender, Sports, Culture & Social Services

Please submit the completed form to:
Yaya Information Desk, Yaya Centre Ground Floor

Or email a scanned copy to:
info@yaya.co.ke

FOR YAYA INTERNAL USE ONLY

MD's Comments _____

RULES ON CHARITIES AND EXHIBITIONS - Effective 15TH JUNE 2010

CHARITIES

- 1,000/- plus VAT per day maximum 3 days Mondays to Wednesdays only.
- Applicants MUST confirm participation before event date by making full payment.
- Invoices to be raised at the time of payment.
- Applicants to reconfirm participation via email 3 days before the actual charity date.
- If applicants do not show up the first day the event will be cancelled.
- No selling of items, only creating awareness.
- Applicants MUST indicate an email address for ease of communication.
- Applicants MUST adhere to the start time which is 9.30am.

EXHIBITIONS

- 7,500/- plus VAT per day for non tenants.
- 5,000/- plus VAT per day for tenants.
- Applicants MUST confirm participation before event date by making full payment seven (7) days prior to the event. Failure to which the exhibition will be cancelled.
- Invoices to be raised at the time of payment.
- If applicants do not show up the first day the event will be cancelled.
- Applicants MUST indicate an email address for ease of communication.
- Applicants MUST adhere to the start time which is 9.30am.