



## CASUAL LEASING/PROMOTION AREA

### 1. COMPANY BACKGROUND

Company Name: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_ Co. Reg. No.: \_\_\_\_\_

Event/Promotion Name: \_\_\_\_\_ Fax No: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Designation: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 2. NATURE OF BUSINESS

Product Category (Please select one)

<input type="checkbox"/> Fashion Apparels	<input type="checkbox"/> Optical & Eyecare	<input type="checkbox"/> Gift & Souvenir
<input type="checkbox"/> Fashion Accessories	<input type="checkbox"/> Health & Fitness Equipment	<input type="checkbox"/> Banking & Financial Services
<input type="checkbox"/> Home Décor & Furnishings	<input type="checkbox"/> Beauty & Personal Care	<input type="checkbox"/> Specialty Store
<input type="checkbox"/> Food & Beverages	<input type="checkbox"/> Childcare & Edutainment	<input type="checkbox"/> Supermarket
<input type="checkbox"/> Jewellery & Timepieces	<input type="checkbox"/> IT & Digital Lifestyles	<input type="checkbox"/> Others

Others (please specify): \_\_\_\_\_

### 3. PROMOTION DURATION

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Preferred Location: \_\_\_\_\_

Promotion Size: \_\_\_\_\_

\*Permitted duration for each promotion/event - Maximum of 14 days

### 4. ADDITIONAL REQUIREMENT

(Rental from ESG)

(Please indicate if any)

Sound System  Lighting System Others (please specify): \_\_\_\_\_

### 5. OTHER INFORMATION

Kindly attached the following documents as supporting materials for our reference.

1. Photographs of previous promotions
2. Business Proposal; concept, design, layout plan (Auto Cad/3D format)
3. Promotion Details (height and width of backdrop, fixture or props)
4. Additional Information: Any performance/ VIP guests

Others (please specify): \_\_\_\_\_

Kindly attached business card here.

Terms & Conditions:

- \* All application is pending approval of Empire Shopping Gallery Management.
- \* The proposal must comply with the terms and conditions as stated in Empire Shopping Gallery Standard Operating Manual.
- \* Contractor to attend safety and operations briefing 1 day before actual setup and installation date.
- \* Work permit to be submitted 48 hours before actual date of setup and installations for approval by Empire Shopping Gallery Operations department.