



Thank you for choosing Dalby Shoppingworld

We are delighted that you have chosen our Centre to host your Casual Lease.

We strive to create a welcoming and successful environment for all of our Casual Lessee's and we're here to support you every step of the way.

In this pack, you will find essential information to help you get started.

1. **Site Map**: A map highlighting location, including all Emergency Exits for your safety and that of your customers.
2. **Site Information** : Includes information on surrounding stores, size of site & general set up information. Photos and floor markings are also supplied to ensure display is placed in correct location.
3. **Parking Information** : Any persons working in the Centre must park within designated staff parking areas in the undercover car park. A map is provided for your convenience.
4. **Contact Numbers** : Key contacts for various support within Dalby Shoppingworld & Emergency contacts.
5. **Trading Hours** : Includes Centre core trading / specialty stores and Majors specified trading.
6. **Terms and Conditions** : These were agreed upon during your application process and provide important guidelines for your lease.

If you have any questions or need assistance, please don't hesitate to reach out to us. We're here to ensure your experience at Dalby Shoppingworld is smooth and enjoyable.

We wish you and your business great success during your stay, and thank you for choosing Dalby Shoppingworld.



Ayla Le Brocq
Marketing Manager
Dalby Shoppingworld
07 4662 3583
Ayla.LeBrocq@mconaghygroup.com

Site Map

C3



Miscellaneous

- Best & Less (21-24) S5
- Big W (Major) G9
- EB Games (13) O9
- Leather Shack (C5) M11
- Mini Arcade (28A) O3
- Phone Care (17) N7
- Telstra (51) K11
- Woolworths (Major) V12

Fashion

- Ally Fashion (48-49) K9
- Lee Volk Jewellers (14) N10
- Lowes (16) N8
- Prouds (47) K8

Services

- Amplifon (18) M6
- Commonwealth Of Australia (40-42) G2
- Dalby Credit Union (26) Q2
- Healthy Care Massage (20) P6
- Heritage Bank (25) S2

Health & Beauty

- De'Tangled (10) R9
- BSL Professional Nails (15) N9
- TakeOff Barber Shop (37) J2
- Wholife Pharmacy (2) P13

Food & Beverage

- Ashton's Butchery (7) Q13
- Ashton's Chicken (6) Q13
- BWS (1) M13
- Cafe 63 (34-35A) L2
- Dalby Kebabs (32) L4
- Donut King (33) L5
- Subway (30) N2
- Sushi on Cunningham (31) L3

Gift & Homewares

- Kaisercraft (36A) K5
- Max & Betty (12) P9
- Robin's Kitchen (19) O6
- TSG (19A) N6



Site Information C3

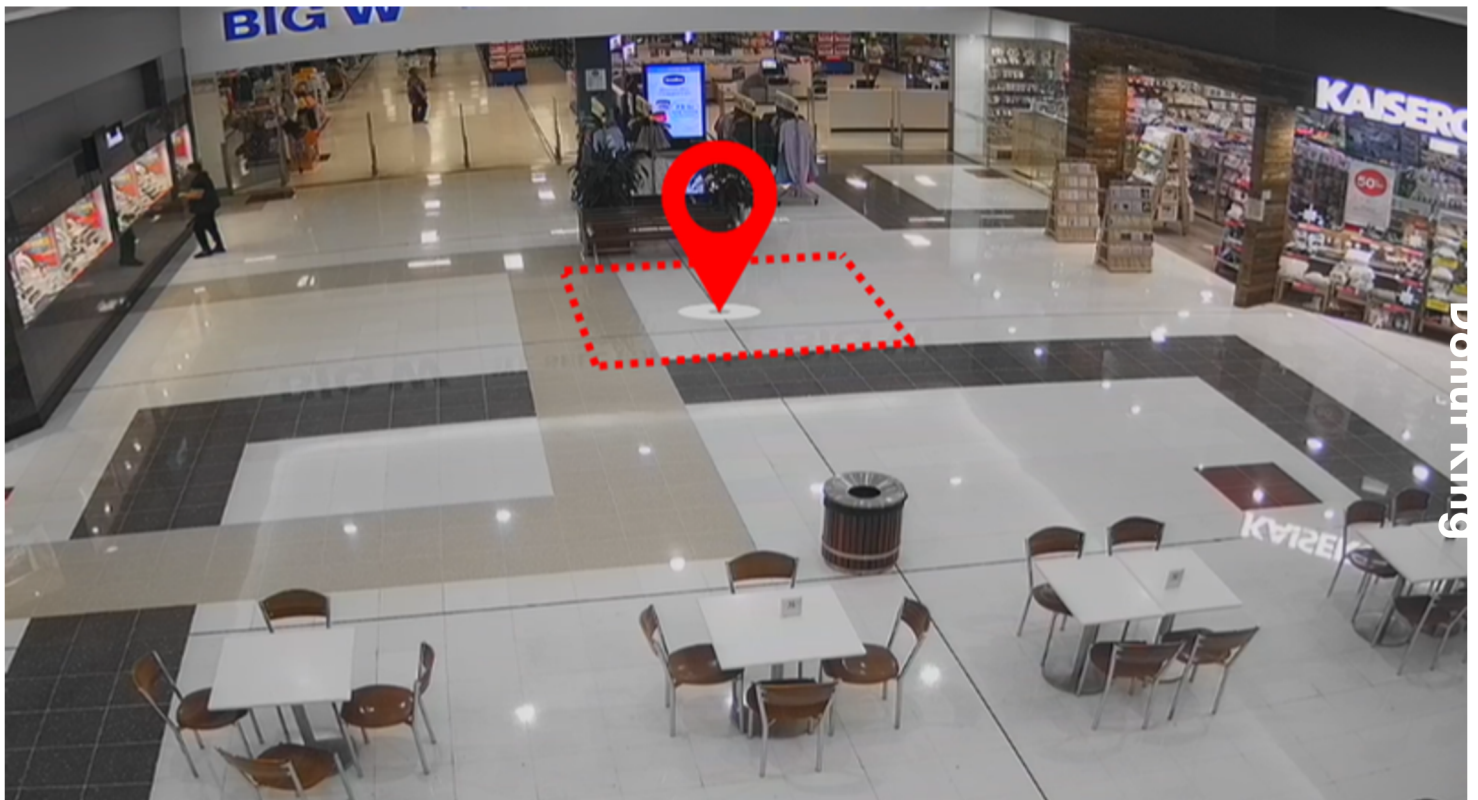
Site size - 3m x 3m

Powered - By Request

C3 is a prime site located in a high traffic area. It is surrounded by Big W, Kaisercraft, Prouds the Jewellers, Donut King, Amplifon, Phone Care & Accesories and Lowes.

Setting up your display

Your site is marked by silver stickers that display your site number on each corner of your allocated space. Your display must remain within this space at all times unless otherwise approved by Centre Management. Approval must be received in writing. *Extra costs may apply when requesting larger trade space.

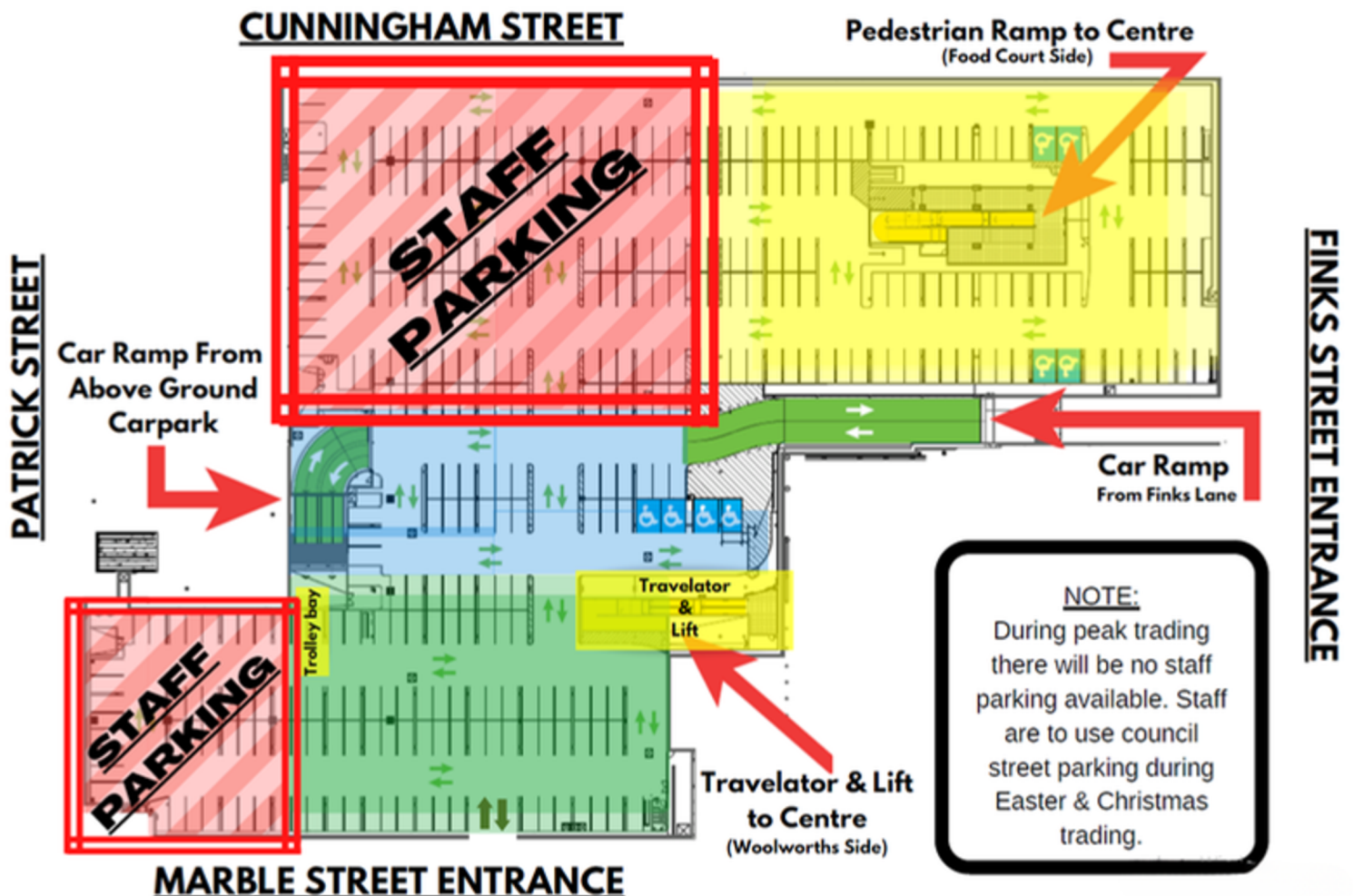




Staff Parking

All staff actively working at any Casual Lease Display / Stall including owners, must park in the Dalby Shoppingworld designated staff parking area. Staff areas are located in the undercover car park & highlighted in the map below. If you are still unsure, please enquire with Centre Management who can direct you.

*Dalby Shoppingworld has a car park barrier height restriction of **2.180m**. If your vehicle is restricted due to height, please notify Centre Management to arrange alternate parking access.*





Contact Numbers

Dalby Shoppingworld Centre Management Office

Monday - Wednesday & Friday: 9am - 5pm

Thursday: 9am - 5pm

Saturday: 9am - 1pm

Sunday: CLOSED

Debra O'Halloran / Stacey Gray

Administration

P: 07 4662 3583

E: Reception@dalbysshoppingworld.com.au

Marketing / Casual Leasing Enquiries

Monday - Friday: 9am - 2:45pm

Ayla Le Brocq

Marketing Manager

P: 07 4662 3583

M: 0400 464 972

E: Ayla.LeBrocq@mconaghygroup.com

Trading Hours

Centre Trading Hours

Mon, Tues, Wed & Friday 9:00am - 5:30pm

Thurs 9:00am - 7:30pm

Saturday 9:00am - 4:00pm

Sunday 9:00am - 6:00pm*

Woolworths

Mon - Fri 8:00am - 9:00pm

Saturday 8:00am - 6:00pm

Sunday 9:00am - 6:00pm

Cafe 63

Daily 5:30am - 9:00pm

Big W

Mon, Tues, Wed & Fri 9:00am - 6:00pm

Thurs 9:00am - 7:30pm

Sat 9:00am - 5:00pm

Sun 9:00am - 4:00pm

Best & Less

Mon, Tues, Wed & Fri 9:00am - 6:00pm

Thurs 9:00am - 7:00pm

Sat 9:00am - 4:00pm

Sun 10:00am - 3:00pm



DALBY SHOPPINGWORLD CASUAL LEASING TERMS & CONDITIONS:

Section 1 - Setup

- a) On approval, your organization will be entitled to a display at the agreed cost on application.
- b) Set up of any Site or Static Display must not commence until payment is received in full or proof of payment is provided directly to Centre Management.
- c) All Casual Lessee's must report to Centre Management prior to the booking.
- d) Set up & Take down
 - d1) Set up is to commence no earlier than 8:00am and shall be completed no later than 9:00am.
 - d2) Display take down will commence no earlier than
5:30pm on Monday, Tuesday, Wednesday & Friday;
7:30pm on Thursday
4:00pm on Saturday
- e) All casual lease traders, including but not limited to open mall sites & tenancies, must operate during Dalby Shoppingworld's core trading hours, as outlined below. These hours are mandatory unless otherwise approved in writing by Centre Management*.
 - Monday to Wednesday – 9:00am to 5:30pm
 - Thursday – 9:00am to 7:30pm
 - Friday – 9:00am to 5:30pm
 - Saturday – 9:00am to 4:00pm
 - Sunday – Trading optional (Centre open 9:00am - 6:00pm)

The Lessee agrees to ensure the leased site is staffed, operational, and presentable for trade for the full duration of these hours. Failure to comply may result in additional charges or termination of the casual lease at the discretion of Centre Management. *Hours may vary for public and local holidays.

f) All signage / posters / table talkers etc for Static Leases must be delivered to Centre Management prior to the booking start date. These must be installed by Centre Management Staff.

f1) Changes to static leasing materials during an agreement may vary & apply as follows:

- Lessee must provide materials for changeover unless specified otherwise in original agreement.
- If your lease agreement is based on utilising your own stand / display etc, you may change it yourself at any time and as regularly as you like at no cost.
- If your lease agreement is based on utilizing Dalby Shoppingworld equipment and / or requiring DSW staff distribution / changeover (Including but not limited to: table talkers, bathroom doors, posters stands, corridor stands etc) You must allow at least 48 business hours from the time of providing new material/s, for the changeover to occur. *Free changeover requests are capped to once a month; any further requests must be in writing & will be required to pay a "Static Lease Changeover Fee" of \$20, per request that exceeds the monthly cap. Fee is payable by eftpos in Centre Management Office or by requesting an invoice. Please note: Proof of payment must be supplied prior to changeover occurring if invoice is requested.



Section 2 - Display

- a) The display and signage must be of a professional quality and the Casual Lessee shall comply with all directions of Centre Management in relation thereto.
- b) Centre Management reserves the right to request that your display meets their standards. Failure to do so will result in immediate cancellation of your booking and instant removal of the display from the Centre.
- c) Centre Management can request a change in display set up at any given time if the display does not comply with all of these terms and conditions.
- d) The Lessee is responsible for providing their own tables, table cloths, furniture and or any seating required. Dalby Shoppingworld does not provide these.
- e) All tables and trestles must be covered and display is of satisfactory standards.
- f) Items or boxes of packaging are not to be stowed in view of the public.
- g) The Casual Lessee will be responsible for the display and area surrounding the display.
- h) The Casual Lessee must maintain direct control over all activities in the display space at all times.
- i) If the Casual Lease involves the display of any item with wheels (e.g. car, bike, wheelbarrow, trolleys) carpet or cardboard must be placed under the wheels to protect the floor.
- j) Any damage to the floor as a result of Casual Lessee's will be the responsibility of the Lessee to rectify at their cost.
- k) It is the Casual Lessee's responsibility to ensure all stock is secure or removed when site display is unattended.
- l) The lessor claims no responsibility to damaged, lost and or stolen goods at any time.

Section 3 - Size & Location

Markers are visibly located on each site in accordance to specific site measurements. Displays are not to overlap these unless approval has been given by Centre Management (Extra costs may apply for exceeding listed measurements)

- a) Maximum height allowed for all displays is 2 metres.
- b) Maximum area of display allowed per site as follows -
 - C1 - 3m X 3m
 - C2 - 3m X 1m
 - C3 - 3m X 3m
 - C4 - 2m X 3m
 - C5 - 3m X 3m
 - C6 --- 5m X 8m

- c) Centre Management reserves the right to request any stall exceeding the allowed area, to reduce to specified site size or surcharges may be applied to the booking.



- d) If you require a larger site than advertised, this must be discussed with Centre Management prior to confirming your booking. No exceptions.
- e) All static signage locations will be at full discretion of Centre Management. These may be moved at any time without notice. Reasons may include but not be limited to Seasonal decorations, Centre Promotions, Events & maintenance works.
- f) Centre Management may request temporary relocation of displays for maintenance and or emergency works at any time without notice.
- g) Centre Management may at their absolute discretion relocate the display space to be used by the Casual Lessee at any time, to any place within the Centre or to terminate this agreement at any time without prior notice and the Casual Lessee disclaims any recourse in the event of such cancellation and agrees to cease operation of the display immediately upon being so directed by Centre Management.

Section 4 - Customer Contact

- a) No hawking or calling out to customers.
- b) No aggressive sales tactics are to be used.
- c) No mega phones, audio equipment or flashing lights are to be used under any circumstances.
- d) Harassment, rude behavior and or bad language will not be tolerated under any circumstances. Any Lessee's displaying this behavior will be asked to leave immediately and result in cancellation of your booking.
- e) Lessee's displaying repeated poor behavior will result in no longer being able to Casual Lease at Dalby Shoppingworld.
- f) Literature may be available for collection. However no literature may be handed out indiscriminately nor will any such literature be distributed in such a manner as to encourage littering within the Centre or Centre Car Parks.
- g) The seeking of potential customer details including name and address for sales and services to be concluded outside the licensed premises by the offering of an inducement such as a holiday or other prize is not permitted.
- h) All Casual Lessee Staff must make a concerted effort to discourage shop-stealing. Any theft must be reported to Police or Policelink.



Section 5 - OH&S

- a) Any carpets, mats or temporary flooring must be safe along the edges with no tripping hazards.
- b) No tape is to be used on the Centre floors. (This can damage the seal coat on removal and you may be charged in full for damages)
- c) Any power cords or double adapters are to be unreachable by the public at all times.
- d) It is the responsibility of the Lessee to provide trip hazard guards for any cords and leads in use.
- e) Sharp objects or protrusions are not permitted.
- f) Open flames are not permitted (E.g. Candles, lighters etc)
- g) No hazardous materials or chemicals are to be brought in to the Centre.
- h) No structures potentially dangerous to the public are to be used.
- i) The Lessee will keep the display space clean and not affix any advertising or promotional sign or material to any surface of the Centre in any manner without prior consent from Centre Management.

Section 6 - Insurance

- a) A copy of your \$20,000,000 Public Liability Insurance is required and must be provided prior to the booking start date. The policy must show: situation (either QLD or Australia wide); expiry date; amount insured for and organization covered by the policy.
- b) The Lessee will be denied access if the Casual Lessee's Public Liability has not been received at least 1 business day prior to the booking start date.
- c) If booking is cancelled by Centre Management as a result of Lessee not being able to provide Public Liability Insurance, the Lessee understands that any monies paid for booking will be forfeited.

Section 7 - Indemnity

- a) The Casual Lessee shall and does hereby indemnify Dalby Shoppingworld & McConaghy Shopping Centres PTY LTD and all the Retailers of the Centre from all loses & claims actions. Damages and expenses which may be incurred in relation to loss of life, personal injury and or damage to property arising out of any act, neglect or default by the Casual Lessee, its servants, agents employees and contractors or out of the use of the display space or any part thereof by the Casual Lessee.



Section 8 - Payment

- a) In consideration for the above display, the Casual Lessee will pay Dalby Shoppingworld the sum of site fee which will be made as follows: By EFT (with reference of your invoice as detailed on your invoice)
- b) Payment must be received in full, no less than 2 business days prior to booking start date.
- c) If payment is not visible to Dalby Shoppingworld accounts, proof of payment is required prior to commencing display set up.

Section 9 - Cancellations & Changes

- a) All cancellations and changes to your application are to be confirmed in writing. This must be received 2 weeks prior to your start date.
- b) If written cancellation is not received within the 2 week period, the Lessee may be required to pay full payment of invoice.
- c) All changes to confirmed bookings will incur a \$50 administration fee. This includes but is not limited to changes in dates, site locations and length of bookings.
- d) Casual Lessee's are not permitted to relocate from approved site location on or after arrival until any difference in site fees, plus any applicable administration fees have been paid in full. Proof of payment must be provided to Centre Management before relocation is authorized.
- e) The Lessee understands that no credit, reimbursement or refund will be issued when requesting to relocate to a lower costed site after confirmation of booking. Administration fees for change of confirmed booking will still apply.

Section 10 - Parking

All staff actively working at any Casual Lease Display / Stall including owners, must park in the Dalby Shoppingworld designated staff parking area. Staff areas are located in the undercover car park. A map will be provided to the listed Casual Lessee contact person on distribution of bump in pack.