



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.