



## **MORE THAN A MALL**

### **THE HUB MALL SET UP PROVISIONS AND REQUIREMENTS.**

#### **Parking**

The mall offers 1 parking slot per exhibitor, however on set up days we will consider more than one car per exhibitor. Those interested in this service should submit their car registration contact person name and number to us in advance for us to organize clearance.

#### **Security**

The Hub has ample security that provides security through the mall. During events we are able to provide extra security at an extra cost please contact the management office to discuss this in details.

#### **WIFI**

There is free Wi-Fi in the mall which clients can use once they are logged into it.

#### **Electricity**

The mall provides electricity as well as backup generators. For concerts and high voltage power needs organizers are required to organize their own power. Clients are advised to provide long, safe cabling to avoid any accidents or tripping occurring. The cabling needs to be neatly and well secured in place.

#### **Music**

The mall allows clients to play music during their events or exhibition which should be maintained at a manageable level in order to avoid causing disturbances to shoppers and mall tenants. Please comply with the management team when asked to adjust volumes accordingly.

#### **Set up time**

The mall operating hours are 9am to 9pm, set up should be done and completed before an exhibition opens

#### **Set up Standards and more**

The mall has a high standard in terms of set up and display we expect our exhibitor to adhere to these standards and comply with our team's requirements

Tents need to be set up neatly and padded to protect the tiles from damages.

Teams setting up are required to use trolleys and not drag the set up items and damage the tiles as they will be surcharged

To access set up in the lower piazza drop off to be done through the valet parking area ask security to direct your team to this location.

### **Staff Manning stands**

We request that you provide identity tags to the people manning your stands so that they can be easy to identify.

The mall on average receives about 30,000 people over a weekend and the numbers are higher in the afternoon. We encourage that the staff manning the stands are enough to deal with the surges. We encourage they be friendly and helpful.