



MISSISSAUGA EXECUTIVE CENTRE

TENANT EVENTS: POLICY

JUNE 2015 – VERSION 1.0

1. Objective & Scope

The Mississauga Executive Centre is proud to provide a Class-A environment to their Tenants and, as such, have created this policy to ensure that the promotion of Tenant events are executed professionally to compliment the Tenants' and Landlord's brand and reputation.

The objective of a Tenant Event Policy is to ensure that such events are approved by the Landlord, carried out in accordance with the Landlord's rules, and executed professionally.

2. Policy Statement

Tenants wanting to host an event in the building and extend the invitation to all building occupants must seek approval from the Landlord by completing the following steps, where applicable:

- a. Provide the Landlord with sufficient notice for an event and any desired advertising endeavors, of at least a five (5) business days,
- b. Provide the Landlord with the event details, including but not limited to: theme, purpose, activity, desired date/time,
- c. Obtain permission from any 3rd party (i.e. a partnering charity) to disclose or advertise their name, logo, brand etc. during the event,
- d. Provide the results of any fundraising event to the Landlord ,
- e. Obtain the applicable and appropriate insurance coverage and municipal permits etc. required for the event,
- f. Consult with the Landlord to agree on the location of any display or promotional material,
 - i. Tables and chairs are free, and can be requested from the Landlord by contacting the Property Management Office.
- g. Provide the Landlord with the desired advertising material (poster, flyer, brochure, invitation, display banners, etc.) which must meet the following criteria:
 - i. All content visible on the document must be clearly related to the purpose of the event,
 - ii. No more than two font types may be used,
 - iii. The colour scheme must be limited to three colours per document,
 - iv. Any photographs, diagrams, charts or artwork used must be high definition quality,
 - v. For hard copy posters, paper must be standard size (8.5" x 11") ,
 - i. Documents of greater size must receive approval from the Landlord.
 - vi. All materials must be approved by a representative from the Property Management Team.

In accordance with the above criteria, Colliers offers a number of poster templates that can be used by the Tenant; Refer to examples in Schedule-A attached hereto.

- h. All marketing material must comply with the above criteria before being released and/or displayed in and around the building via:
- i. Hard copy posters/pamphlets/flyers
 - ii. Soft copy posters/pamphlets/flyers

The Tenant acknowledges that:

- The Landlord has the right to refuse or decline approval of an event if they deem the event theme or activity to conflict with other Tenants' business operations in the building/complex or to have a strong political agenda.
- Any costs incurred by the Landlord to support or administer the event, will be at the Tenant's expense and such costs will be disclosed to the Tenant prior to the event for their approval.

For more information please contact the MEC Management Office:

Phone: (905) 275-5000

Email: becki.kimpton@colliers.com

Authorization

Signed:	
Name of Signatory:	Catherine Grammatikos RPA
Title:	Senior Property Manager
Name of Organization:	Colliers International Mississauga Executive Centre
Date:	December 31, 2013

Schedule-A: Poster Templates

