

## **Specialty Leasing Program Information Common Area**

Experience the new wave of Specialty Leasing at Vaughan Mills Shopping Centre. The Mainstreet Retail Units (MRUs) have been customized to suit the unique design features of the six retail neighbourhoods of Vaughan Mills. Let us help you select the right location to promote your retail concept of test market new products with minimal overhead costs.

### **How do I become a Specialty Leasing Retailer?**

The first step in the selection process requires that you complete the enclosed application form and return it to one of the Specialty Leasing Managers at the appropriate Shopping Centre address. You will then be contacted by a Specialty Leasing Manager to discuss what opportunities may be available for your particular business.

Our Specialty Leasing Program was developed to allow for a constant blending and balancing of a Shopping Centre's merchandising offering. Ivanhoe Cambridge Specialty Leasing is committed to maintaining the integrity of each Shopping Centre Program. Therefore, a thoughtful selection process is utilized to choose the appropriate candidates that, in our sole professional opinion, will best enhance the Shopping Centre(s) in which they are placed.

### **What kind of commitment do I have to make?**

Specialty Leasing Agreements are typically written for three months to one year. These terms can vary depending on the availability within the Program and on the type of business that you offer.

### **How are the rates structured?**

Each Shopping Centre has its own unique Fee Schedule based on the particular characteristics of that property. These include profile, location, demographics and tenant mix.

Specialty Leasing Retailers are responsible for a monthly Gross Fee, which is payable at the first of each month. In addition you will pay a percentage of your sales over a natural breakpoint (a threshold which is calculated against your Gross Fee) each month.

Specialty Leasing Retailers are also responsible to pay a Promotion Fund, which is payable at the first of each month.

### **What hours do I need to operate?**

All Specialty Leasing Retailers are required to be open and fully operational during the normal Shopping Centre hours as designated by the Mall Management.

### **Do I need insurance?**

Prior to entering in to the Specialty Leasing Program, you will be required to secure a Comprehensive General Liability policy.

**This policy must name, Ivanhoe Cambridge Inc., Ivanhoe Cambridge II Inc., as Additional Insureds.** This policy must be on an "occurrence" basis, including personal injury, bodily injury, property damage, contractual liability and standard non-owned automobile coverage. The policy shall be written with inclusive limits of not less than Three Million Dollars (\$3,000,000) for common area retail space.

### **What about presentation?**

An appealing, innovative, and professional presentation is essential and will immediately tell the customer the story about your merchandise. Remember you have 3 seconds to catch their attention. This is achieved through fixturing and display. Sufficient inventory must be displayed at all times to maximize sales, maintain the quality of your presentation and uphold the integrity of the Specialty Leasing standard.

You will be required to use the services of a merchandising professional that will assist you in preparing a display plan for approval by the Shopping Centre prior to entering the Program. The cost of the Visual Merchandiser will be the sole expense of the Retailer.

### **Who provides my utilities?**

The Shopping Centre will provide standard electrical service of 20 amps, sufficient to operate the lighting needs of your MRU or kiosk unit, your cash register and credit card processing equipment.

### **Where will my MRU or Kiosk be located?**

The exact location of all MRUs and Kiosks are at the sole discretion of the Licensor and they are subject to relocation at any time that this might be required.

### **What if I am looking for In-line Store Space?**

Ivanhoe Cambridge offers a variety of in-line store opportunities based on availability. Upon receipt of your completed application, A Specialty Leasing Manager will contact you. Each store space is unique and they are individually negotiated based on the particular needs of your business as it relates to the needs of the Shopping Centre.

**I already have my own kiosk... can I use it in your program?** Providing your kiosk meets the design criteria of the Specialty Leasing Program, we can discuss what opportunities may be available. Please be sure to include a picture of your kiosk, along with its dimensions, with your completed application.

**SPECIALTY LEASING APPLICATION**

**Mall Desired:     **Vaughan Mills****

For further information please contact:

Michelle Howsam  
 Manager, Specialty Leasing & Partnerships  
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Amanda Alkhouri  
 Coordinator, Specialty Leasing & Partnerships  
[amanda.alkhouri@ivanhoecambridge.com](mailto:amanda.alkhouri@ivanhoecambridge.com)

Complete and return this form along with any additional documentation to:

Vaughan Mills  
 Management Office  
 Attention: Specialty Leasing  
 1 Bass Pro Mills Drive  
 Vaughan, Ontario L4K 5W4

Or send by Fax to (905) 879-1888

**Company/Owner Information**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Legal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone:	Home: _____	Bus: _____
	Cell: _____	Fax: _____
	Other: _____	Email: _____

**Proposed Business Terms**

Description of Business: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Unit Desired:     \_\_\_\_\_ MRU    \_\_\_\_\_ Kiosk    \_\_\_\_\_ In-Line    \_\_\_\_\_ Other

Lease Term:                From \_\_\_\_\_ To \_\_\_\_\_  
                                               (month/day/year)                                (month/day/year)

Phone Line Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

If available do you required storage at additional cost: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Retail Business Experience**

Have you ever had a retail business before in a Shopping Centre? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please list the location and dates:

Location 1 \_\_\_\_\_ Dates \_\_\_\_\_

Location 2 \_\_\_\_\_ Dates \_\_\_\_\_

Location 3 \_\_\_\_\_ Dates \_\_\_\_\_

What type of business did you have? \_\_\_\_\_ MRU \_\_\_\_\_ Kiosk \_\_\_\_\_ In-line

What were the average sales in your most recent business?

Month(s) of: \_\_\_\_\_ Sales: \$ \_\_\_\_\_

Month(s) of: \_\_\_\_\_ Sales: \$ \_\_\_\_\_

Please list any other sales training, business experience and/or education: \_\_\_\_\_

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**References**

Please list business references that may be contacted:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Merchandise / Product Line**

Briefly explain your retail concept, business identity, and/or theme \_\_\_\_\_

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What types of merchandise will you sell \_\_\_\_\_

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(Please attach pictures and/or brochures of your products to the application)

**Projected Sales**

What do you estimate as your average monthly sales? \$ \_\_\_\_\_

Average Sales – Holiday Term (Nov & Dec)? \$ \_\_\_\_\_

## **Visual Merchandising**

Describe the visual merchandising plans for your new Retail location \_\_\_\_\_

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Types of Fixtures \_\_\_\_\_

Colour Scheme \_\_\_\_\_

Props \_\_\_\_\_

Signage \_\_\_\_\_

What is the name and telephone number of your Visual Merchandiser \_\_\_\_\_

Please return this Application along with any other additional information you would like to submit in consideration of your proposal for a Retail location at our Shopping Centre. Include brochures of your products and/or photos of your business (only items that we may keep on file).

**Thank You**