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| Distribution: _____ Approved Original – Return to Store/Contractor/Vendor _____ White Oaks Mall Security _____ Reception-Admin |
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2018 ENTER/EXIT REQUEST

PLEASE PRINT

Store Name: _____ **Contractor/Vendor Name:** _____

Number of People Requesting To Enter/Exit: _____

Contact Person for Group: _____ Phone Number: _____

Entrance Requested: (check one) **(Needs to be a 24-Hour Contact Number)**

UL Sears LL Sears Dick's Sporting Goods LL Macy's (ALL Early Entrances)

Quad/Service Corridors (ALL Late Exits) A, B, C, D (circle one)

Purpose of Request: _____

FOR MALL EMPLOYEES:

Request To Enter Mall Before 8:30 AM (Mon-Sat) on _____ (date) at _____ AM / PM

Request To Enter Mall Before 10:00 AM (Sun) on _____ (date) at _____ AM / PM

Request To Exit Mall After 11:00 PM (Mon-Sat) on _____ (date) at _____ AM / PM

Request To Exit Mall After 8:00 PM (Sun) on _____ (date) at _____ AM / PM

FOR CONTRACTORS/VENDORS:

Request To Enter Mall on _____ (date) at _____ AM / PM

Request To Exit Mall on _____ (date) at _____ AM / PM

RULES AND REGULATIONS:

1. Request must be submitted to the Mall Office Monday - Friday between the hours of 8:30 AM to 5:00 PM, at least three (3) working days prior to date requested.
2. **ONLY Lower Level Macy's Entrance available for early entrance. ONLY Service Doors available for late exit.**
3. Employees/Contractors/Vendors shall enter/exit the Mall as a group with the contact person and present an executed copy of this Request Form as verification.
4. Employees/Contractors/Vendors shall not walk around the Mall, except for entry and exit. Violators will immediately be escorted out of the Mall.
5. Contractors/Vendors are responsible to time work in the common area to ensure completion and clean up by 8:30 AM Monday-Saturday, and 10:00 AM on Sunday. Mall fixtures and yellow tape are not allowed to designate work area in common area, contractor must provide own stanchions or barricades.
6. Work in common area after 12 AM Monday-Saturday or 10 PM Sundays will require additional security at contractor expense. Contact Security Director at 787-8563 to make arrangements.
7. A \$100.00 fee will be charged for Tenants that extend store operating hours before 8:30 AM or after 10:00 PM Monday-Saturday, and before 10:00 AM or after 7:00 PM on Sunday. Plus required to contract additional Security at own expense. Contact Security Director at 217-787-0110 to make arrangements. Exceptions may apply with minimum of 3 weeks notice.
8. **Merchant or Contractor must notify Security by calling (217) 787-8563 when exiting after 11 PM or 9 PM on Sundays. If you repeatedly fail to do this, your DM/owner will be notified of non-compliance.**

Thank you for your cooperation.

I ACKNOWLEDGE AND AGREE TO COMPLY WITH THE ABOVE RULES AND REGULATIONS AS SET FORTH BY WHITE OAKS MALL MANAGEMENT.

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| Store Manager/Contractor/Vendor Signature | Please Print Name | Date |
|---|-------------------|------|

Approved: _____
White Oaks Mall Management Date

Disapproved: _____
White Oaks Mall Management Date