MBJ ADVERTISING APPROVAL PROCESS

1. LICENSEE sends request to MBJ for advertising installation. LICENSEE must send:
   a) Advertising copy and artwork
   b) Location: Interior/Exterior (As indicated on building plan)
   c) Superimposition of the Ad in its requested location done to scale.
   d) Type of material i.e. Matrix frame, LCD Display.
   e) Any Ad requiring electrical power must be accompanied by a detailed outline of such a need.

2. The **Commercial Department** will review the proposal:
   a) Confirm if the proposed Ad is in an approved location as per LICENSEE'S contract**.** N.B If a request is received to mount an Ad in an area that is not approved, MBJ will consider the request on a case by case basis.
   b) Approval from the **Chief Operating Officer (COO)** or his/her designate that it is not affecting their functions e.g. location planned for directional signage
   c) Approval from the **Technical Department** regarding the suitability of materials and methods to be used in installation

3. MBJ responds within **five (5)** working days from receipt of request:
   a) If approved and no changes are necessary then installation will be approved.
   b) If approved and changes are required, installation will then be contingent on the modifications being incorporated and subsequently approved.
   c) If not approved, MBJ will provide the rationale in a written response.

4. Once MBJ has given approval a signed copy of the contract between LICENSEE and the respective client must be sent to MBJ before installation can commence. Please be reminded that the length of the contract must be no longer than the length of LICENSEE's contract with MBJ.

5. Commercial will advise the head of the **Technical Department** or his designate of the approval of the Ad and then they would oversee the installation process.

MBJ ADVERTISING INSTALLATION PROCESS

1. Once the ad is approved by the **Commercial Department** LICENSEE will then:
   a) Provide the **Technical Department** the name of its contractor and any of its staff that will install the display.
   b) Provide the proposed date and any equipment they will take on site for the installation. Please be reminded that all installations must be done at a time approved by MBJ.
   c) a) & b) must be received at least 48 hours prior to installation
   d) The **Technical Department** will issue a memo to the relevant departments advising of the installation approval.

2. MBJ will review the installation to ensure that the appropriate guidelines have been adhered to. MBJ reserves the right to request of LICENSEE post-installation modification if it has been found that there is a breach of the approval/installation process or if there has been any other violations identified.

3. Remediation of Installed Advertisement: If LICENSEE has a need to make changes to an existing advertisement the following is required:
   a) A written request stating the need for remediation.
   b) If the display has to be completely removed for re-installation LICENSEE and their contractor will be responsible to return the space to its previous condition.
   c) In the event that MBJ sees the need for remedial work to be done to an Ad, MBJ will advise LICENSEE of such in writing, stating the reason(s) for remediation.
   d) Once approval has been given on remedial work to be done, remediation must be completed in **five (5)** working days.