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FROM: Vendor Program
DATE: August 15, 2018
SUBJECT: **Vendors' Market 2019 Booking - Branson Ambulatory Care Centre**

NOTICE: Although BRANSON will be closing in 2019, there are still clinics open and they will remain open until March 30, 2019. In the event that some vendors still want to remain at Branson, I will gladly book, but please be aware that should you wish to cancel, you must give me at least 30 days' notice so that your cheque will not be deposited.

Booking requests are now being accepted for 2019 Vendors' Market at the Branson Ambulatory Care Centre, please be advised that we are booking Monday to Friday. There have been a number of changes to the program and it is very important that you understand all of them. Please read the policies very carefully before signing the release form. If you accept the policies as written, sign the release form, complete both pages of the profile and **MAIL** them to me at the address below. Faxed or emailed bookings packages will not be accepted.

Booking will begin no earlier than September 4, 2018, so you will not receive confirmation until after this date. Any other questions are answered on the website or in the policies.

To obtain your 2019 booking package please follow the directions outlined below:

1. Go to the website at www.nygh.on.ca
2. Go to the Careers & Volunteers tab, located on the right column
3. Go down to the Volunteers tab, then click "Vendors' Market"
4. Click the **Information for Vendors** page and scroll down to Branson Ambulatory Care Centre and click the blue link to download the 2019 Vendors' Market Bookings Package – Branson Ambulatory Care Centre.
5. Read the pages carefully.
6. Print all the documents, policies, release form, and profiles.

Please remember that unloading at the front entrance to the hospital is prohibited and can result in removal from the program. Vendors are to unload at the Receiving dock only.

When communicating with the Vendors' Market Coordinator, please quote the "Vendor/ Company" name as well as contact name.

Anne Bradley

NYGH Vendors' Market Coordinator
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